

2016-2017 UND Staff Senate Officers

President – Pam Shea, School of Law

Vice President – Amber Flynn, Health & Wellness Promotion

Secretary – Laurie McHenry, School of Law Library

Treasurer – Sarah Abentroth, Resource Planning & Allocation Office

Membership Officer – Jennifer Lunde, College of Engineering and Mines

Historian – Elizabeth Becker, Center for Instructional and Learning Technologies

Past President – Diane Hillebrand, School of Medicine & Health Sciences

Members at Large – Chris Dingle, Housing; Lesli Risky, College of Education; Lori Shafer, Admissions & Financial Aid

Ex-Officio – Patricia Hanson, Human Resources/Payroll

UND Staff Senate Committees

Bylaws/Elections Committee

Diane Hillebrand, Chair

2016-2017 Bylaws/Elections Committee activities and Bylaws and Constitution changes:

- Committee brought names to the full senate throughout the year to fill vacancies.
- In December 2016, changes were adopted to the Bylaws to move from broad band to division representation.
- Throughout the year several minor changes were made to the Bylaws regarding committee names and some clarification issues.
- In March/April 2016, the nomination and election process for Staff Senators was again held online this year. Qualtrics was used for the ballot that was sent out through an email to all eligible staff with a follow up reminder. 18 new and returning Senators were elected.

Pam Shea will chair the Bylaws/Elections Committee for 2016-17.

Community Relations Committee

Patricia Reed, Chair

- In 2016, the Community Relations Committee distributed \$10,810.00 to 12 local regular Denim Day charities and 8 special Denim Day charities.
- Starting in January of 2017, Denim Days were renamed Denim Spirit Days, with an emphasis on wearing UND colors or clothing, in addition to wearing denim, to show campus spirit. This is being done on a one-year trial basis.
- It was also decided to go to Denim Spirit Days on every Friday, with the first Friday of every month as a Special Denim Spirit Day. There is an anticipation of having 12 Special Denim Spirit Days in 2017.
- In addition, Staff Senate was able to offer a payroll deduction option for staff to contribute to Denim Spirit Days.
- The Denim Day Committee reviewed applications and selected 12 nonprofit community agencies to receive regular Denim Day funding in 2017.

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- The Community Relations Committee also spearheaded the Tubs of Love campaign with over 16 collection sites across campus accepting material donations for the CVIC and the new Grand Forks Social Detox Center. The committee also coordinated a food collection drive for the Salvation Army and St Joseph's Food Pantry in September of 2016 and collected over 1,000 lbs. of nonperishable food.
- There are over 56 Denim Day Site Coordinators across campus who post flyers and collect donations.
- The Community Relations Committee provides a link under the UND and the Staff Senate website, with information and the application for funding.

Patricia Reed will again chair the Community Relations Committee for 2016-17.

Fundraising & Scholarship Committee

Carrie Jackson, Chair

- The annual 31 Days of Glory Raffle was held in December 2016. 600 tickets were sold for \$20 each. Winners were selected daily in the month of December. Monday through Friday winners received \$100, Saturday winners received \$250, and Sunday winners received \$500. Proceeds totaled \$6,550 and will fund the Seeds for Staff Success Program.
- Staff Senate's annual Denim & Diamonds event was held on October 28, 2016, at the Gorecki Alumni Center from 7:00-11:00 pm. Entertainment was provided by the band 4-Wheel Drive, appetizers and desserts were provided by Campus Catering, and El Roco hosted a cash bar. Along with the silent auction, attendees enjoyed mock gaming and used earnings to bid on prize bags during the live auctions. A 3/8 ct diamond ring and a signed UND Men's Hockey jersey were also given away to two chance spot winners. 211 tickets were sold at \$15 each. Fundraising efforts totaled \$9,207. The President's Office matched the funds raised. Proceeds from the event will fund the Seeds for Staff Success Program.

Christopher Choate will chair the Fundraising Committee for 2017-18.

Legislative Committee

Stacey Borboa-Peterson, Chair

- The Legislative Committees goal is to provide the UND Staff Senate with information pertinent to legislation concerning the University community and parliamentary procedures guidance.
- The chair of the committee will also serve on the University Senate Legislative Affairs Committee.

Courtney Souvannasacd will chair Legislative Committee for 2017-18.

Public Relations Committee

Elizabeth Becker, Chair

During 2016-17 they oversaw the following:

- The PR Committee has continued to review flyers and other public materials, checking grammar and spelling, and providing guidance and assistance in branding
- The PR Committee reviewed documents, promoting events such as 31 Days of Glory, Denim & Diamonds, Denim Days, Staff Recognition Week, and Spring Fling.
- The PR Committee continues to produce Staff Happens, the Staff Senate Newsletter

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- The PR Committee took over coordinating the Homecoming and Potato Bowl Parades. They recruited individuals from the Full Staff Senate to help decorate the floats and walk in the parades. They also worked to get candy donated.
- The PR Committee worked with the Staff Development Committee to help promote the Dawn Kaiser event.
- The PR Committee is currently in the process of updating the display case in the Memorial Union.

Lesli Risky will chair the PR Committee for 2017-18.

Staff and Professional Development Committee

Barry Brode, Chair

Seeds for Staff Success:

This year, the committee assumed the responsibility of managing “Seeds for Staff Success,” a grant program designed to allow UND staff members to request funding for personal and/or professional development. This was a time consuming project that occupied most of the meetings. The following items were accomplished:

- The “Seeds for Staff Success” application was updated and uploaded on the website.
- The web description for the program was updated.
- New criteria were developed to access applications. A rubric will be used when the funding requests exceed the budgeted amount for an award period.
- Blackboard is now being used to upload applications, making it easier for committee members to gain access to applications and the evaluation rubric.

The following table summarizes the awards given during FY 16-17:

Award Period	Funds Requested	Funds Awarded	Funds Paid Out*
September, 2016	\$3,390.56	\$3,390.56	\$2,371.57
February, 2017	\$5,921.10	\$5,921.10	\$4,643.35

*Funds paid out as of May 5, 2017. Some recipients may still submit vouchers, based on the time table for their conference, workshop or class.

Workshop:

The committee was charged with bringing a major speaker to campus that would provide UND staff with a positive educational experience. After several discussions, the committee hired Dawn Kaiser, a motivational speaker who addressed organizational change. This topic was relevant, given the great deal of change on campus as a result of strategic planning and the state-wide allotments.

The event was held in the Memorial Union. There were 115 staff members who attended. Approximately 26 people also attended a luncheon after the presentation. The luncheon was designed to allow further discussion but on a more personal level. We received positive feedback about the event, which was considered our signature event for the year.

Barry Brode will chair the Staff Development Committee for 2017-18.

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Staff Recognition Committee

Tyler Clauson, Chair

This is the eighth year of what we consider a successful program to recognize extraordinary UND staff employees. The U-Shine award is presented monthly by the Staff Senate president to an unaware UND staff member during “special department meetings” or other gatherings. The monthly recipient receives a certificate and \$50. The Annual U-Shine award is also presented annually to one of the monthly recipients during the Staff Recognition Banquet in May. The annual recipient receives a certificate and \$250.00. The annual award for 2017 was presented to Allison Peyton, Manager, Business Service Center.

- Staff Senate introduced the **Exceptional U** award in November 2012 in honor of World Kindness Day (November 13, 2014) and Random Acts of Kindness Week (February 9-15, 2015). The award recognizes and celebrates a UND faculty member, staff member, and student who have gone out of their way to demonstrate kindness to others.
 - UND did not participate in World Kindness Day or Random Acts of kindness in 2016/2017 due to lack of participation in 2 prior years
- In May 2016 when the former U-Shine Coordinator became the Staff Recognition Chairperson, it was decided that a Member at Large would be assigned to the Staff Recognition Committee to assist with U-Shine duties and/or Spring Fling and State Employee Recognition Week events.
- In June 2016 it was decided that U-Shine will be handled within and voted on by the Staff Recognition committee.
- A manual for the U-Shine Coordinator has been updated to allow for a seamless transition each year and to capture the history.
- In 2017 a new U Shine certificate was created and voted on by the Staff Senate Executive Committee.
- We had just over 425 UND employees sign up for prizes at State Employee Recognition Week in September, 2016 and Spring Fling in April, 2017. Roughly 85 were in attendance for the Overnight Staff Appreciation Breakfast.

Tyler Clauson, Staff Recognition Committee Chair, will served as the U-Shine Coordinator for 2016-17 with the assistance of Chris Dingle as Member at Large. Chris Dingle has agreed to take over the Staff Recognition Committee as Chairperson for 2017-2018.

U-Shine Recipients for 2016-2017

May 2016 – Pat Bohnet

June 2016 – Sharon Johnson

July 2016 – Emily Goodoien

August 2016 – Deb Wilson

September 2016 – Kristi Okerlund

October 2016 – Maria Saucedo

November 2016 – Allison Peyton

December 2016 – Lindsey Cernik

January 2017 – Jeffrey St. Michel

February 2017 – Craig Machart

March 2017 – Michelle Bowles

April 2017 – Jennifer Lynch Hurst

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Chris Dingle will chair Staff Recognition for 2017-18.

AD-HOC Committees

Parades, Lesli Risky, Coordinator

Staff Senate participated in both the 2016 Homecoming and Potato Bowl parades.

In 2016-2017, Staff Senate was also involved in the following University committees:

- Budget, Restructuring and Reallocation Committee
- Building/Facility Access Committee
- Conflict of Interest/Scientific Misconduct Committee
- Healthy UND Coalition
- Master Planning Steering Committee
- MIRA Space Management Committee
- Parking & Transportation Advisory Committee
- Senate Legislative Affairs Committee
- The President's Cabinet
- Sexual Violence Prevention Committee
- Strategic Planning Committee
- Support Unit Allocation Committee
- University Bookstore Advisory Committee
- University Senate
- University Senate Executive Committee

North Dakota State Staff Senate (ND SSS) - UND is active with the ND SSS and sends our Staff Senate President, Vice-President and Past President to ND SSS meetings. Currently, meetings are held monthly, with one face-to-face meeting held in June. The ND SSS has proven invaluable as a forum for all North Dakota higher education institutions to share ideas and advocate for common concerns. Diane Hillebrand was the 2016-2017 State Staff Senate Past President.

2017-2018 UND Staff Senate Officers and Committee Chairs

President – Amber Flynn, Health and Wellness Promotion

Vice President/President Elect – Tyler Clauson, Human Resources

Secretary – Amanda Filipy, Facilities

Treasurer – Sarah Abentroth, Resource Planning & Allocation Office

Membership Officer – Megan Wasylow, Accounting Services

Historian – Zach Buchhop, College of Nursing and Professional Disciplines

Past President – Pam Shea, School of Law

Members at Large – Kari Holter, Student Involvement & Leadership; Jade Gourneau, Engineering; Janelle McGarry, Procurement & Payment Services

Ex-Officio – Patricia Hanson, Human Resources/Payroll

Committee Chairs:

Community Relations – Patricia Reed, Chester Fritz Library

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Constitution, Bylaws, & Elections – Pam Shea, School of Law

Fundraising – Christopher Choate, Facilities

Legislative – Courtney Souvannasacd, Native American Student Services

Public Relations – Lesli Risky, Education

Staff & Professional Development – Barry Brode, Television Center

Staff Recognition – Chris Dingle, Housing