

2017-2018 UND Staff Senate Officers

President – Amber Flynn, Wellness & Health Promotion 6/1/17-12/31/17 & Tyler Clauson, Human Resources/Payroll 1/1/18-
Vice President – Tyler Clauson, Human Resources 6/1/17-12/31/17 & Lisa Earls, Resource, Planning & Allocation 1/1/18-5/31/18
Secretary – Amanda Filipy, Facilities Total
Treasurer – Sarah Abentroth, Resource Planning & Allocation & Devona Janousek, Business Service Center
Membership Officer – Megan Wasylow, Memorial Union
Historian – Conrad Smith, Academic Support Services
Past President – Pam Shea, School of Law
Members at Large – Chris Dingle, Housing; Lesli Risky, College of Education; Chris Choate, Facilities Total
Ex-Officio – Patricia Hanson, Human Resources/Payroll

UND Staff Senate Committees

Constitution, Bylaws and Elections Committee

Pam Shea, Chair

2017-2018 Constitution, Bylaws & Elections Committee activities and Bylaws and Constitution changes:

- Committee brought names to the full senate throughout the year to fill vacancies.
- Throughout the year several minor changes were made to the Bylaws regarding absences, off-campus liaisons/membership requirements and some clarification issues.
- In March/April 2018, 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. 19 new and returning Senators were elected.

Pam Shea will chair the Constitution, Bylaws and Elections Committee for 2018-19.

Community Relations Committee

Patricia Reed, Chair

- In 2017, the Community Relations Committee distributed 14,534.00 to 12 local regular Denim Spirit Day charities and 12 Special Denim Spirit Day charities, with an addition Special Denim Spirit Day for Hurricane Harvey and Irma relief.
- Denim Days were renamed Denim Spirit Days in 2017, with an emphasis on wearing UND colors or clothing, in addition to wearing denim, to show campus spirit. This designation will continue through 2018.
- Denim Spirit Days are on every Friday, with the first Friday of every month as a Special Denim Spirit Day.
- Payroll deduction option for staff to contribute to Denim Spirit Days has been popular and continues to grow.
- The Denim Day Committee reviewed applications and selected 10 nonprofit community agencies to receive regular Denim Day funding in 2018.

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- The Community Relations Committee also spearheaded the Tubs of Love campaign with over 19 collection sites across campus accepting material donations for the Northland Rescue Mission and over 500 lbs of food items for the St. Joseph Food Bank.
- There are over 48 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 applications for Denim Spirit Day and Special Denim Spirit Day funding, as well as the Payroll Deduction form.

Patricia Reed will chair the Community Relations Committee for 2018-2019.

Fundraising & Scholarship Committee

Chris Choate, Chair

- The annual 31 Days of Glory Raffle was held in December 2017. 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. The thought of holding two 31 Days of Glory events has been discussed.
- Staff Senate did not hold the annual Denim & Diamonds event in 2017. Instead, the committee came up with new ideas of ways to get staff involved such as Staff Intramural League and UND Takeover events. Engaging staff by bringing them together outside of work hours is becoming a main goal of the committee moving forward. The hope is to help raise money for Staff Senate while promoting engagement and improving morale.
- UND Takeover events have steadily grown from roughly 45 staff to over 100 staff in each of 3 events. Silent auction items at Takeover events have helped to raise around \$1000 for staff scholarships through Seeds for Staff Success.

Christopher Choate will chair the Fundraising Committee for 2018-2019.

Legislative Committee

Courtney Souvannasacd, Chair

- Staff Legislative Affairs Committee has met once in the fall and spring semesters. Primary correspondence is through email and includes an invitation to the University Legislative Affairs Committee meetings.
- University Legislative Affairs Committee began meeting on a monthly basis in January 2018 and hosted members of the North Dakota Higher Education Task Force, and Higher Education Committee members.
- To subscribe to Email Notifications for the Higher Education Task force:
<https://apps.nd.gov/sos/ndpmn/> - Under Public Entity search and click on Governor's Office and Higher Education Task Force will come up under the Governing Body
- Higher Education Committee: <http://www.legis.nd.gov/assembly/65-2017/committees/interim/higher-education-committee>

Courtney Souvannasacd will chair Legislative Committee for 2018-2019.

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Public Relations Committee

Lesli Risky, Chair

During 2017-18, the Public Relations (PR) Committee oversaw the following:

- The PR Committee has continued to review numerous flyers and other communications, checking grammar and spelling, and providing guidance and assistance according to the new branding guidelines.
- The PR Committee reviewed documents, promoting events such as 31 Days of Glory, UND Takeover events, Staff Recognition Week, Homecoming and Potato Bowl parades, and Spring Fling.
- The PR Committee coordinated 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 has been able to work somewhat with the Facebook page this year, with the bulk of the work done by past-presidents Amber Flynn and Pam Shea.
- The PR Committee is currently in the process of updating the display case in the Memorial Union.

Megan Wasylow will chair the PR Committee for 2018-19.

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:

- Marketing efforts were made to increase awareness of the program. From this we saw a drastic increase in the amount of applications that were submitted.
- The web description for the program was updated.

The following table summarizes the awards given during FY18:

Award Period	Funds Requested	Funds Awarded	Funds Paid Out*
Summer 2017	\$5,650.00	3,650.00	\$2,905.18
Fall 2017	\$3,228.60	\$2,836.44	\$2,051.76
Spring 2018	\$3,067.54	\$3,067.54	\$2,050.04
Summer 2018	\$6,843.22	\$6,843.22	\$4,279.98

*\$195.00 awarded in FY17 was paid out in FY18.

*\$2,171.62 awarded in FY18 will be paid out in FY19.

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Workshop:

The committee was tasked with bringing a major speaker to campus that would provide UND staff with a positive educational experience. The committee was unable to secure a major speaker this year due to budget issues and schedule conflicts. For those reasons it was decided that we would forgo a speaker and instead devote more time into finding a speaker that worked within our means for this upcoming spring. The past speakers that have been brought to campus have received a very positive response from those in attendance and we are working to provide that same meaningful experience to our faculty and staff.

Jade Gourneau will chair the Staff Development Committee for 2018-19.

Staff Recognition Committee

Chris Dingle, Staff Recognition Chair

This is the ninth 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 2018 was presented to Karen Burgard, Administrative Services Technician.

- 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.
- During State Employee Recognition Week in September 2017 and Spring Fling in April 2018, approximately 435 UND employees were served lunch and signed up for prizes. For the Overnight Staff Appreciation Breakfast 85 staff attended in September while 64 attended in April during Spring Fling. UND President Mark Kennedy and Vice President of Finance & Operations, Alice Brekke attended both Luncheons and Staff Overnight Breakfast events.

U-Shine Recipients for 2017-2018

May 2017 – Teri Sharp

June 2017 – Angie Carpenter

July 2017 – Pam Mattson

August 2017 – Karen Burgard

September 2017 – Dawn Seydel

October 2017 – Bruce Dockter

November 2017 – Chris Buckholz

December 2017 – Carl Iseminger

January 2018 – Mark Peters

February 2018 – Karen Bushaw

March 2018 – Phul Rai

April 2018 – Courtney Olson

Angie Holkesvig will chair the Staff Recognition Committee for 2018-2019.

AD-HOC Committees

Parades, Lesli Risky, Coordinator

Staff Senate participated in both the 2017 Homecoming and Potato Bowl parades.

In 2017-2018, 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.

2018-2019 UND Staff Senate Officers and Committee Chairs

President – Tyler Clauson, Human Resources

Vice President/President Elect – Jeremy Malheim, College of Engineering and Mines

Secretary – Carissa Green, College of Business and Public Administration

Treasurer – Devona Janousek, Business Service Center

Membership Officer – Melissa Casanova, Registrar's Office

Historian – Conrad Smith, Academic Support Services

Past President – Pam Shea, School of Law

Members at Large – Whitney Maine, International Programs; Chris Dingle, Housing; Janelle McGarry, Procurement & Payment Services

Ex-Officio – Patricia Hanson, Human Resources/Payroll

Committee Chairs:

Community Relations – Patricia Reed, Chester Fritz Library

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

Fundraising – Christopher Choate, Facilities

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Legislative – Courtney Souvannasacd, American Indian Student Services

Public Relations – Megan Wasylow, Memorial Union

Staff & Professional Development – Jade Gourneau, Petroleum Engineering

Staff Recognition – Angie Holkesvig, Housing