

2018-2019 UND Staff Senate Officers

President – Tyler Clauson, Human Resources/Payroll

Vice President – Jeremy Malheim, College of Engineering & Mines

Secretary – Carissa Green, Political Science & Public Administration

Treasurer – Devona Janousek, Business Service Center

Membership Officer – Melissa Casanova, Student Finance

Historian – Conrad Smith, Academic Support Services

Past President – Pam Shea, School of Law

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

Ex-Officio – Patricia Hanson, Human Resources/Payroll

UND Staff Senate Committees

Constitution, Bylaws and Elections Committee

Pam Shea, Chair (May 2018- October 2018) and Jeremy Malheim (October 2018-May 2019)

2018-2019 Constitution, Bylaws & Elections Committee activities and Bylaws and Constitution changes:

- Committee brought names to the full senate throughout the year to fill vacancies.
- Constitution changes were made in Article II, Section B. Mission, Section C. Vision, Section D Values, Section E. Objectives & Purposes updates in wording in 2 & 5, and Article V. updating “Fundraising” to “Engagement.”
- Minor changes were made to the Bylaws regarding changing the name of Fundraising Committee to Engagement Committee.
- In March/April 2019, 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. 17 new and returning Senators were elected.

Tyler Clauson will chair the Constitution, Bylaws and Elections Committee for 2019-2020.

Community Relations Committee

Patricia Reed, Chair

During 2018-2019, Community Relations Committee oversaw the following:

Denim Spirit Day

- In 2018, the Community Relations Committee distributed \$11,512.70 to 10 local regular Denim Spirit Day charities and 10 Special Denim Spirit Day charities.
- 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.
- There are over 40 Denim Day Site Coordinators across campus who post flyers and collect donations.
- The Denim Day Committee reviewed applications and selected 11 nonprofit community agencies to receive regular Denim Day funding in 2019.

- 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.

Food Drive

- The Community Relations Committee held a special food drive for the UND Food for Thought student food pantry from Sept 17th to Oct 2nd with most buildings on campus putting out a box for donations.

Tubs of Love

- The Community Relations Committee also spearheaded the Tubs of Love campaign with over 17 collection sites across campus accepting material donations for the Circle of Friends Humane Society and the Sunshine Hospitality Home.

Kari Holter and June Novacek will co-chair the Community Relations Committee for 2019-2020.

Fundraising & Scholarship Committee

Chris Choate, Chair

Committee Name Change

- Fundraising & Scholarship Committee was renamed the Staff Engagement Committee in 2018. With staff cuts and overall increased job duties, we decided to cut out Denim and Diamonds as a fundraiser due to how time consuming it is to plan, which leaves 31 Days of Glory as our only fundraiser.

During 2018-2019, Staff Engagement Committee oversaw the following:

Staff Takeovers

- Staff Engagement Committee continued to host Takeover events in 2018. Takeovers replaced our Denim and Diamonds fundraising event. Takeovers allow our staff to meet and mingle outside of the work setting to promote team building and cooperation between departments. We like to encourage participation and reward our attendees with door prizes, however we moved away from fundraising as bringing staff together outside of work hours is our main goal. Each of the events in 2018 had 60+ participants.

Melissa Casanova and Laura Vatnsdal will co-chair the Engagement Committee for 2019-2020.

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 met on a monthly basis through January 2019 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>

Tyler O’Hara will chair Legislative Committee for 2019-2020.

Public Relations Committee

Megan Wasylow, Chair

During 2018-2019, the Public Relations (PR) Committee oversaw the following:

Flyers/Branding/Marketing

- The PR Committee has continued to review flyers and other promotional materials, checking grammar, spelling, and providing guidance and assistance with branding. Staff Senate flyers/documents that were reviewed this term were 2019 Denim Spirit Days flyer, Special Denim Spirit Day flyers, Staff Recognition Week, Spring Fling, Staff Takeovers, Tubs of Love, Food for Thought drop off bins, Denim Day Payroll Deduction form, UShine Flyer, UShine Slideshow, Homecoming/Potato Bowl Parade, and all 31 Days of Glory promotional material creation and implementation.
- The PR Committee obtained a **transparent Staff Senate logo** through Marketing & Creative Services, which was dispersed to the Executive Committee and used in certain flyers/marketing.
- Conrad Smith (Staff Senate Historian) helped us obtain our **Staff Senate email address**, where we are now able to send Staff Senate materials from one consistent source.
- The PR Committee created a **Canva** account through our Staff Senate email. This has helped Staff Senate create flyers in one location, so the PR committee can edit in the same location. Canva has also been a useful tool to help create flyers quicker with all of its creative templates.
- The PR Committee worked with IT to create **TEAMS** so Staff Senate has an easier way to communicate internally.
- The PR Committee promotes Staff Senate at a table during Staff Recognition Luncheon and Spring Fling Luncheon.

Staff Happens

- The PR Committee produced Staff Happens Newsletter for the first time on a monthly basis (previously 2 times a year) and the first time through the email browser containing active links (previously in PDF form).
- The first monthly newsletter launched in July, 2018.



Facebook Page

- The PR Committee has been active with the Staff Senate Facebook page, trying to increase “likes” and “follows.” April 2018 had 184 “likes” and 181 followers. As of April 1, 2019, we are at 371 likes and 381 followers. That is an **increase of 187 likes and an increase of 200 followers.**

- This Facebook page has been focusing on the 3 main words in Staff Senate’s new mission statement “engagement, development & recognition;” with the intention to help staff feel welcomed to events, get recognized, start some staff mingling, networking opportunities, information on Grand Forks & construction, and development opportunities. The PR Committee accomplished these goals by sharing items from the Grand Forks community and creating new posts.
- The PR Committee started posting **events** on Mondays and pinning it to the top of the page. These events included UND events from the calendar, The Chamber, Greater Grand Forks Young Professionals, and welcomed anyone to add any other events happening for the week. Advertising events started to be heavily organized and focused on the Facebook page, but transitioned to be more focused in Staff Happens monthly newsletter.
- The PR Committee started posting “**did you know**” on Tuesdays, where we promote benefits that UND employees have access to.
- The PR Committee started “**Caught by Staff Senate**” on Wednesdays, where a UND staff member gets their picture taken with a blurb about them. The point of this is to get a face with a name and to learn more about our coworkers. This has also helped the Staff Senate Facebook page have something of its own and we hope this also helps increase likes/follows. **We have “caught” 57 UND staff members between 5/15/18 and 4/3/19.**
- On top of the consistent weekly posts, the PR committee adds the monthly Ushine winner, any flyer advertisements from chairs, posts pictures of Staff Senate events, posts the monthly newsletter, and dabbles with interactive questions.



Parades

- Homecoming and Potato Bowl had a combined parade this year. Whitney Maine (Staff Senate Member at Large) took lead of the entire event, with the theme “Giving Back to the Future.” Whitney coordinated the volunteer teams for float decoration, parade, and float tear down. She also coordinated candy donations, parade payment, vehicle rental, and supplies.



Display Case

- The PR Committee lined the Memorial Union display case with a fresh green background. The display case will be coming down in April 2019 due to Memorial Union construction.

Christina Mead will chair the Public Relations Committee for 2019-2020

Staff and Professional Development Committee

Jade Gourneau, Chair

Seeds for Staff Success:

- The committee is responsible for managing the “Seeds for Staff Success” grant program. This is a program that allows UND Staff members to apply for a grant that can assist them with personal and/or professional development.

The following table summarizes the awards given during the FY19:

Award Period	Funds Requested	Funds Awarded	Funds Paid Out
Summer 2018	6843.22	6843.22	4279.98
Fall 2018	5253.37	5253.37	2974.65
Spring 2019	3175.00	3175.00	1395.74
Summer 2019	3500.00	3500.00	2056.52

Leadership series:

- The Staff and Professional Development committee decided to test run a leadership series within staff senate. We kicked off in the spring with Nanci Wilson speaking about “Creating Relationship loyalty through being an imperfect person” and then we had Emily Holth speak about handling conflict as a leader. Both went over well with the group and we receive positive feedback. So we have decided to implement the leadership series into our staff senate meeting starting the next academic year.

Jade Gourneau will chair the Staff Development Committee for 2019-2020.

Staff Recognition Committee

Angie Holkesvig, Staff Recognition Chair

During 2018-2019, Staff Recognition Committee oversaw the following:

USHINE Award

- This is the 10th year of what we consider a VERY successful program to recognize extraordinary UND employees!
- Staff nominate their co-worker through the Staff Senate webpage when they “catch” he/she going above and beyond! The Staff Recognition Committee votes using a three point system due to an average of over 10 nominees a month. This point system was new this year. The unaware UND Staff UShine winner is presented a certificate and \$50 during a “special department meeting” or other gathering. This year, the chair put a little extra flair by personally buying little gifts from pop, snacks, frosting, and even more personalized items like a Hello Kitty Airplane for Linda Grinde and a Baby Dumbbell rattle for Matt Lukach! And don’t forget the music that the presenters walk in to like “You Have a Friend in Me” for Will Martin and “Livin’ on a Prayer” by Bon Joni, Paula Cox’s favorite band! These little details really help show the UShine winner how appreciated and valuable their contributions are to UND. The 2018-2019 monthly UShine recipients are:

1. May: Jennifer Proulx, Student Academic Advisor for Student Success Center
2. June: Kali Stanziano, Telecommunication Analyst for Telecom

3. July: Patrick Bugliosi, Student Advisor/Field Placement Coordinator for Teacher Education
 4. August: Nathan Lord, Lead Master Plumber for Facilities
 5. Sept: Tim Korsmoe, BST for Facilities
 6. Oct: Cheryl Arntz, FlexComp Specialist for Human Resources & Payroll Services
 7. Nov: Will Martin, Head of Digital Initiatives Systems and Services Director for the Chester Fritz Library Resources
 8. Dec: Judy Johnson, Union C-Store Supervisor at the Memorial Union
 9. Jan: Linda Grinde, Airport Inventory Technician for Aerospace Flight Services Support
 10. Feb: Matt Lukach, Student Accounts Relations Manager for One Stop
 11. Mar: Paula Cox, Honors Program Associate for the Honors Program
 12. Apr: Angela Holkesvig, Accounting Specialist for UND Housing
- From the list above, the Annual UShine Award is presented during the Staff Recognition Ceremony in May. The annual recipient receives a certificate and \$250. The annual award for 2019 was presented to Angela Holkesvig, Accounting Specialist for UND Housing.

State Employee Recognition Week and Spring Fling

- UND employees look forward to these events every year and this year was bigger and better than ever! Both events were very well attended with over 450 employees at both luncheons and dessert social. There were 76 night-time staff who attended the breakfast in the fall and 78 in the spring.
- Because these two events are very time consuming with a lot of moving parts, an event timeline was created to assist future chairs with the organization of the three (3) State Employee Recognition Week events and two (2) Spring Fling events. In order for these events to be successful, strong commitment from many individuals is needed.
- For the Spring Fling BBQ, the Memorial Union Ballroom was decked out in red & white gingham tablecloths and balloons! There was even tootsie rolls scattered on the table to mimic ants! We had 10 event sponsors with Johnson Controls donating \$1,000. There was 12 wellness vendors and 31 area businesses donated a total of 94 gift certificates or items for door prizes!
- The Fall 2019 SERW luncheon will be held at the Armory and the Dessert Social will be held at Carnegie Hall.

Jennifer Lunde and Andria Spaeth will co-chair the Staff Recognition Committee for 2019-2020.

AD-HOC Committees

Parades, Whitney Maine, Coordinator

Staff Senate participated in the 2018 Homecoming/Potato Bowl parade, which were combined to be one parade this year.

31 Days of Glory

The annual 31 Days of Glory Raffle was held in December 2018. 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 a second 31 Days of Glory event in June was discussed again this year, but not implemented. Public Relations took on this task and advised that a Member at Large takes it on in the future.

In 2018-2019, Staff Senate was also involved in the following University committees:

- Building/Facility Access Committee
- Conflict of Interest/Scientific Misconduct Committee
- Parking & Transportation Advisory Committee
- The President's Cabinet
- Senate Budget Committee
- Senate Legislative Affairs Committee
- Sexual Violence Prevention Committee
- Support Unit Allocation Committee
- UND Mascot 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. Pam Shea was the 2018-2019 State Staff Senate Past President.

2019-2020 UND Staff Senate Officers and Committee Chairs

President – Jeremy Malheim, College of Engineering & Mines (May 2019-June 2019), Whitney Maine, International Center (June 2019-May 2020)

Vice President/President Elect – Whitney Maine, International Center (May 2019-June 2019), Megan Wasylow, VP Student Affairs & Diversity (July 2019-May 2020)

Secretary – Paula Cox, Honors Program

Treasurer – Devona Janousek, Human Nutrition Research Center

Membership Officer – Melissa Casanova, Student Finance

Historian – Daniel Boese, University IT

Past President – Tyler Clauson, Human Resources & Payroll

Members at Large – Jill Schroeder, SEECs; Chris Dingle, Housing, Peggy Schulz, Mailing Services

Ex-Officio – Peggy Varberg, Human Resources/Payroll

Committee Chairs:

Community Relations – Kari Holter, Student Involvement; June Novacek, EERC

Constitution, Bylaws, & Elections – Tyler Clauson, Human Resources & Payroll

Engagement – Melissa Casanova, Student Finance; Laura Vatnsdal, Registrar

Legislative – Tyler O'Hara, Athletics

Public Relations – Megan Wasylow, VP Student Affairs & Diversity (May 2019-July 2019), Christina Mead, University IT (August 2019-May 2020)

Staff & Professional Development – Jade Gourneau, One Stop Student Services

Staff Recognition – Jennifer Lunde, College of Engineering & Mines; Andria Spaeth, Work Well