



**2010-2011 Annual Report**

### *2010-2011 UND Staff Senate Officers*

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President- Loren Liepold, Theatre Arts  
Vice-President/President Elect- Kristi Swartz, CILT  
Secretary- Lynn Lee, Career Services  
Treasurer- Diane Hillebrand, SMHS Research Affairs  
Membership Officer- Carol Dreschel, Institutional Research  
Past President- Janice Hoffarth, Music  
Members at Large- Connie Gagelin, Academic Affairs; Jon Gregoire, Human Nutrition Lab; Karyn Hippen, Physical Education & Exercise Science

#### **In 2010-2011, Staff Senate was involved in the following:**

- University Bookstore Advisory Committee
- Chester Fritz Auditorium Advisory Board
- Council of State Employees (COSE)
- Building/Facility Access Committee
- University Senate (Three voting seats)
- Conflict of Interest/Scientific Misconduct Committee
- University Campus Parking Committee
- Tuition and Fees Model Workgroup
- Work Well Committee
- Diversity Council
- North Dakota University System Staff Senate (NDUS SS)

**NDUS Staff Senate-** UND is active with the NDUS Staff Senate and sends our Staff Senate President, Vice-President and Past President to NDUS Staff Senate meetings. At present four meetings are held annually, three by IVN and one face-to-face meeting held in June.

The NDUS Staff Senate has proven invaluable as a forum for all North Dakota higher education institutions to share ideas and advocate for common concerns.

UND Staff Senate also collaborated with University Senate and UND Student Senate on legislative tracking.

**Suggestion Box-** A link on the Staff Senate website continues to allow employees the opportunity to ask their senators to discuss specific campus issues.

### *UND Staff Senate Committees*

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#### **AD-HOC COMMITTEES**

- **Emerald and Ice Gala,** Janice Hoffarth, Chair  
With strong support from President Kelley and UND Administration, UND Staff Senate hosted the second annual

Emerald and Ice Gala at the Alerus Center on February 19, 2011. The gala had over 160 participants that included staff, faculty and administration. The event was a wonderful success and has been cited on several occasions as a premiere event within the University community. \$3,000 was raised to support six scholarships to dependents of UND Staff. Plans are underway for the 2012 Gala to be held March 23, 2012 at the Alerus Center. In conjunction with the Emerald & Ice Gala the Wellness Center put on free ballroom dance classes for UND employees. Marco Holter, Member-At-Large, has volunteered to chair this committee for 2011-12.

- **Parades**, Loren Liepold, Chair  
Staff Senate participated in both the 2010 Homecoming and Potato Bowl parades. Brenda Halle, Member-At-Large, has volunteered to chair this committee for 2011-12.

### *Denim Day Committee* *Cheri Williams, Chair*

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- The Denim Day Committee reviewed applications and selected nine nonprofit community agencies to receive regular Denim Day funding in 2011. The Denim Day Committee distributed \$4,170 to Denim Day recipients for the first half of 2011.
- In addition to the regular Denim Days held every other week, UND has sponsored four Special Denim Days. The four Special Denim Days received \$6,306 in donations.
- Additional Special Denim Days will be held throughout the year, with six already scheduled to be held in September/October/November 2011.
- There are 57 Denim Day Site Coordinators across campus who post flyers and collect donations.
- The Denim Day Committee developed a link under the Staff Senate website, providing information and the application.

Cheri Williams will continue on as Denim Day Chair for 2011-12.

### *Fundraising & Scholarship Committee* *Rebecca Cournia, Chair*

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- Staff Senate, through the 31 Days of Glory Raffle, cookbook sales, payroll deductions, and the Emerald & Ice Gala auction, funded 31 scholarships this academic year for a total of 167 scholarships for dependents of staff over the last 11 years.

Rebecca Cournia will continue on as Fundraising and Scholarship Chair for 2011-12.

### *Legislative Committee* *Katie Douthit, Chair*

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As this report coincides with a Legislative year, committee members have been tracking bills of interest for the 2011 Legislative Session. Bills of the most significant interest have been concerning NDPERS remaining a defined benefit plan as opposed to a defined contribution plan, an increase in retirement contributions and dependents remaining on health insurance longer. A joint committee was formed with members of Student, University and Staff Senate to keep communication open during the legislative session. There was also a state wide Recommendation Committee formed to provide a recommendation on the bills concerning retirement changes. There were representatives from several institutions of higher education. Katie Douthit and Jon Gregoire were the representatives from UND.

Some of the highlights of the legislative session:

- Retirement contributions will increase by 1% for both the employee and employer starting in January 2012 and another 1% for each in January 2013
- Dependents can remain on health insurance until age 26, even if they are not a student
- Staff Senate has a non-voting seat on the State Board of Higher Ed.
- Dependent sick leave has gone from 40 hours to 80 hours per year, with a possible additional 10% of balance to be used upon approval

Katie Douthit will continue on as Legislative Chair for 2011-12.

### *Public Relations Committee*

*John Lee, Chair*

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- 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 continues to produce Staff Happens, the Staff Senate newsletter.
- The PR committee promotes Staff Senate in the U-Letter. Announcements have been submitted for U-Shine winners, the Emerald and Ice Gala, the Spring Fling, and other notices.
- The Staff Senate display case in the Memorial Union is maintained monthly.
- The PR committee assisted the Emerald and Ice Gala with several designs such as tickets, posters, banners and digital signs.
- Nameplates were printed for new members.
- The PR Committee has also and will continue to design other materials as needed. Examples of this include the site coordinator poster for Denim Day, the Staff Recognition poster, and various possible Staff Ambassadors logos.

John Lee will continue on as Public Relations Chair for 2011-12

### *Staff Recognition Committee*

*Patricia Young, Chair*

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- **State Employee Recognition Week** was held September 13 through September 17. We had a full week of hosting events. There were registration boxes set up at each event for door prizes that were donated from various UND Departments, organizations and other off campus entities.
  - Monday was our Ice Cream Social event held at Memorial Union Ballroom, where we served approximately 295 bowls of ice cream.
  - Tuesday Taco-in-a Bag day was hosted in the Armory. Taco in a bag brought a good turn-out as we served approximately 383 employees. We also took in \$210 free will offering for Soldiers Angels.
  - Wednesday was our Night Staff Appreciation breakfast, served at the Memorial Union Terrace Dining Room from 6:00 AM – 7:00 AM, and was well attended. We served 86 night staff employees a full breakfast.
  - Thursday everyone enjoyed Pie on the Porch hosted and sponsored by the Division of Continuing Education. This event too was well attended as they served approximately 340 people.
  - Wrapping up the week, we served approximately 309 employees hot dogs, potato chips, cookies, pop and water in the Memorial Union Ballroom. This event was enjoyed by all.

- The **Staff Senator of the Year Award** was developed by the Staff Recognition Committee to recognize a Staff Senator who promotes a spirit of unity and pride and represents Staff Senate in an exemplary manner through their vision, enthusiasm, dedication and willingness to volunteer. Our award winner was Patricia Young who was presented with a Desk Clock and perpetual plaque that will hang in Staff Senate's display case at the Memorial Union.
- **Spring Fling** was held on Friday, May 6th at the Memorial Union Ballroom. This year we served sloppy joes, veggie burgers, potato salad, chips, pickles, fruit, coke products, water, and assorted ice cream bars to approximately 600 employees. A table was set up to sell COSE clothing in addition to two tables set up for free will offering and/or non-perishable food items to donate to local food shelves. Two hundred and fifteen pounds of food was donated to St Vincent DePaul along with \$181.32. A Staff Senate slide show ran throughout the event, The Diers entertained with live music, and balloons were donated by the Memorial Union Sign & Design shop for a festive look. This year Spring Fling was held in conjunction with WorkWell and their health and wellness fair. WorkWell would like to join with us next year.
- **U Shine** This is the second year of what we consider a successful program that recognizes outstanding UND staff employees. This award is presented every month by the Staff Senate president to a UND staff member. The winner receives a certificate and a gift of \$50. An annual Award of \$250.00 is presented at the annual Staff Recognition Banquet in May. Winners are unaware of their win until the award is presented during "special department meetings" or other gatherings. The Annual winner was Lowell Zolondek, Facilities. This award was presented during the Staff Recognition Luncheon held on May 10, 2011. Janice Hoffarth, Member-At-Large, has volunteered to assist in organizing the U-Shine Award process.

Marsha Nelson has volunteered to co-chair the Staff Recognition Committee for 2011-12 along with Patricia Young.

### *Staff Development Committee*

*Kristi Swartz, Chair*

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- **The Philosopher Kings Video** We continued our showing of "The Philosopher Kings", a film that shows the spirit and wisdom of custodial staff at some of the most noted universities in the country. Staff Senate, with U2, has had around a half dozen screenings and has also lent the video to a number of departments for viewing.
- **"Keep Them Alive until the Ambulance Arrives"** by Tim Shea, NREMT-P. October 14, 2010. Once you've called '911' and the dispatcher has help on the way, what can you do to help the patient? The session described some basic lifesaving techniques you can provide until professional help arrives.
- **Christmas Potluck Donation** The committee decided to donate to the "Tubs of Love" at the GF Northlands Rescue Mission. They were in need of toiletries, men's sock, underwear (sizes small and up) and shirts (sizes medium to 4XL), backpacks and duffel bags. Collection points were placed at several building locations around campus and senators volunteered to monitor those tubs.
- **Student Employment and Staff Development** presented by Tony Trimarco. February 16, 2010, 8:30AM-10:30AM, Memorial Union River Valley Room, sign up through U2. This session was aimed at helping staff develop their student employees along with new UND employees.
- **Generations in the Workplace** presented by Gretchen Schatz was cancelled in March due to lack of participation. We plan on trying it again in Fall 2011.
- **Staff Ambassador Program** Tony Trimarco, the Human Resources staff, and UND Staff Senate have been meeting on a regular basis to plan and develop a working plan for the Ambassador Program to present to the University.

As Vice-President/President Elect Patricia Young will serve as Chair for Staff Development for 2011-12.

- **Online Elections** - The nomination and election process for Staff Senators were again held online this year
- **Bylaws Changes**- Combined the Crafts/Trades and Services

A. The Senate is comprised of elected members representing the various staff classifications as follows:

1000 - Administrative/Managerial & 3000 - Professional  
4000 - Technical and Paraprofessional  
5000 - Office Support  
6000-7000 - Crafts/Trades/Service

Added the following committee to the list of committees:

**Denim Day Committee** – Advertises and accepts applications from local non-profit organizations who will receive funds generated from UND Denim Days. The committee will review applications and determine recipients of funding. The committee will publicize regular and special Denim Days, collect donations from UND employees, and disburse funds to recipients.

#### **Other University Committees and Task Forces**

The Staff Senate Executive Committee will appoint Senators and non-Senators to serve as representatives on committees as requested. (See Procedures Manual)

#### **State Committees, Boards and/or Task Forces**

1. **NDUSSS** – The President, Vice President and Past President will serve as members of the North Dakota University System Staff Senate with the Past President rotating off each year.
2. **COSE** – Three Senators will be selected to serve one three year term each, two who will serve as voting members and one who will serve as an alternate. The Staff Senate Executive Committee (See Procedures Manual) will appoint Senators to serve. If the senator's Staff Senate term expires before their COSE term, the Senator will remain on Senate until the COSE appointment has expired as well.

As Past President Loren Liepold will Chair Bylaws and Elections for 2011-12.

## **2011-2012**

### **UND Staff Senate Executive Committee**

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President- Kristi Swartz, CILT

Vice-President/President Elect- Patricia Young, U2 Coordinator

Secretary- Lynn Lee, Career Services

Treasurer- Diane Hillebrand, SMHS Research Affairs

Membership Officer – Shelley Pohlman, Medical School

Past President- Loren Liepold, Theatre Arts

Members at Large- Brenda Halle, VP Research; Janice Hoffarth, Music; Marco Holter, Facilities

Committee Chairs-

Denim Day- Cheri Williams, President's Office

Fundraising and Scholarship- Rebecca Cournia, Nursing

Legislative- Katie Douthit, Payroll

Public Relations- John Lee, School of Medicine and Health Sciences Information Resources  
Staff Recognition- Marsha Nelson, Asst. Director Memorial Union and Patricia Young, U2 Coordinator  
Staff Development – Patricia Young , U2 Coordinator  
Ex-Officio- Diane Nelson, Human Resources

**What's Next ...**

- University Staff Ambassador (USA) Program Funding/Support
- Improving communication on campus
- “Ignite the Spirit” Presidential Goals
- Various Fundraising Ideas –
  - Raising Scholarship Funds for Employees
  - Trash for Cash
  - Christmas in July
  - Apples/Oranges (healthy)