



## 2011-2012 Annual Report

### *2011-2012 UND Staff Senate Officers*

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President- Kristi Swartz, CILT  
Vice-President/President Elect- Patricia Young, Extended Learning  
Secretary- Lynn Lee, Career Services  
Treasurer- Diane Hillebrand, SMHS Research Affairs  
Membership Officer- Shelley Pohlman, Marketing  
Past President- Loren Liepold, Theater Arts  
Members at Large- Brenda Halle, VP Research; Janice Hoffarth, Music; Marco Holter, Facilities,

#### **In 2011-2012, 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
- Conflict of Interest/Scientific Misconduct Committee
- University Campus Parking Committee
- Work Well Committee
- Diversity Council
- North Dakota State Staff Senate (NDS SS)
- Great Conversations Committee
- Higher Learning Commission Committees
- State Board of Higher Education
- Ombuds Resolution
- Greenway Proposal

**North Dakota State Staff Senate (NDSSS)**- UND is active with the State Staff Senate (SSS) and sends our Staff Senate President, Vice-President and Past President to SSS Staff Senate meetings. At present meetings are held monthly, with one face-to-face meeting held in June.

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

Janice Hoffarth from UND was re-elected to represent higher education staff on the State Board of Higher Education

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

**Additional Activities** – Staff Senate coordinated collections of money and goods for staff at Minot State who were victims of the flooding. Staff traveled to Minot on a UND bus to deliver the goods.

**AD-HOC COMMITTEES**

- **U-Shine Award**, Janice Hoffarth

This is the third 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 Jay Smith – Memorial Union. This award was presented during the Staff Recognition Luncheon held on May 15, 2012.

Kim Keeley, Member-At-Large, has volunteered to chair this committee for 2012-13.

- **Parades**, Brenda Halle, Chair

Staff Senate participated in both the 2011 Homecoming and Potato Bowl parades using an Exceptional UND theme. Potatoes and candy were handed out while we played UND marching band music.

Leyton Rodahl, Member-At-Large, has volunteered to chair this committee for 2012-13.

- **Emerald and Ice**, Marco Holter, Chair

With the help of President Kelly and UND Administration, UND Staff Senate hosted its third annual Emerald and Ice fiesta event at the Alerus Center on March 23 (Friday evening)

- In conjunction with the Wellness Center, we had a dance class one month before the event
- This year’s event included:
  - Mock Gaming – administered by a UND student organization
  - Pin the maracas on the President
  - Piñata
  - Dance competition
- Silent auction items raised enough for 6 dependent scholarships
- We sold 153 tickets to staff, faculty and administration.
- Had a pre-sale special where 60 tickets were sold in December
- We plan to hold this event again. We are looking at funding sources

Patricia Hodny, Member-At-Large, has volunteered to chair this committee for 2012-13.

*Denim Day Committee*

*Cheri Williams, Chair*

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- The Denim Day Committee distributed \$17,715 to 9 local regular Denim Day charities and 11 special Denim day charities in 2011.
- The Denim Day Committee reviewed applications and selected 11 nonprofit community agencies to receive regular Denim Day funding in 2012.
- In addition to the regular Denim Days held every other week, UND has sponsored six Special Denim Days in 2012, collecting \$3,403 in donations. It is expected that at least another six special Denim Day applications will be submitted and supported before the end of the year.
- There are 57 Denim Day Site Coordinators across campus who post flyers and collect donations.

- The Denim Day Committee provides a link under the UND and the Staff Senate website, with information and the application.

#### GOALS FOR NEXT YEAR

- Continue to provide funding support to nonprofit agencies, through regular Denim Days for local charities and special Denim Days for regional/national charities.

Cheri Williams will continue on as Denim Day Chair for 2012-13.

#### *Fundraising & Scholarship Committee* *Rebecca Cournia/Sharley Kurtz, Chair*

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- Staff Senate, through the 31 Days of Glory Raffle, payroll deductions, and the Emerald & Ice Fiesta auction, funded 39 scholarships this academic year 2012-2013.
- Committee created a new program, Seeds for Staff Success that raises money for professional development for staff.
- Staff Senate, through the Seeds for Staff Success Raffle raised approximately \$3,175.00 and awarded an iPad for 1<sup>st</sup> place, \$300 for 2<sup>nd</sup> place, and \$200 for 3<sup>rd</sup> place.

Sharley Kurtz and Shannon Medina will Chair and Co-Chair the Fundraising and Scholarship Committee for 2012-2013.

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

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The purpose of this report is to inform the administration at the University of North Dakota, and other interested parties the purpose and function of the UND Staff Senate Legislative committee. Our goals are to provide the UND Staff Senate with information pertinent to legislation concerning the university community and parliamentary procedures guidance.

This report coincides with a non-legislative year. There were local ballots of concerns to the University Community, the use of the Fighting Sioux nickname in particular. As with a legislative year the Legislative Committee makes it a point to remind and inform employees of UND that the opinions they express are their own and do not represent that of the University. All communication concerning opinions of elections and nickname matters must be done on their own time and with their own media devices. The Legislative Committee was committed to educate employees of the facts given and not to influence decisions.

We continued with the Legislative Tidbits about Parliamentary Procedures and current legislative events during the full senate meetings. The Parliamentary Procedures handouts for the new senator binders were updated.

Darin Lee will be Legislative Chair for 2012-13

## *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. We have struggled in the past to produce it regularly and have discussed reducing the frequency it is published. Once we feel we can accomplish a regular schedule (likely twice a year), we will begin sharing the newsletter with the campus.
- The PR committee promotes Staff Senate in the U-Letter. Most releases are written by other committees that are responsible for the event being announced. Whether or not a release or announcement is generated by our committee, the release or announcement is reviewed by the PR committee. Announcements have been submitted for U-Shine winners, the Emerald and Ice Gala, Seeds for Staff Success, 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 Spring Fling flyer, the Staff Recognition Week flyer and Staff Development workshop flyers.
- In the coming year, our committee will begin archiving the history of Staff Senate. We will document the officers, meetings and accomplishments of our organization before the history is lost.

John Lee will continue on as Public Relations Chair for 2012-13

## *Staff Recognition Committee*

*Patricia Young, Co-Chair; Marsha Nelson Co-Chair*

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- **State Employee Recognition Week** was held September 12 through September 16. 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.
  - Tuesday Taco-in-a Bag day was hosted in the Ballroom at the Memorial Union. Taco in a bag brought a good turn-out as we served approximately 246 employees. We also took in \$181.44 free will offering for Minot Flood Relief.
  - 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 90 night staff employees a full breakfast.
  - Wednesday was our Ice Cream Social which was held in the Ballroom at the Memorial Union there were 351 bowls of ice cream served.
  - Thursday was the Courtyard Picnic that was moved to the Ballroom due to weather. Hotdogs were grilled and brought into the Ballroom along with coleslaw, chips, a cookie; 347 hot dog meals were served.
  - Friday everyone enjoyed Pie in the Ballroom hosted and sponsored by Peter Johnson/University Relations. This event too was well attended as they served approximately 345 people.

- 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 **Shelly Pohlman** 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, April 27, 2012 at the Memorial Union Ballroom. This year we served pulled pork sandwiches, veggie burgers, potato salad, chips, pickles, fruit, lemonade, and water; assorted ice cream bars were donated by University Relations/Peter Johnson. There were approximately 450 employees that attended this event. A table was set up to sell COSE clothing and Seeds for Success Raffle Tickets; in addition two tables were 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. This year Spring Fling was held in conjunction with WorkWell and their health and wellness fair which was held in the River Valley Room at the Memorial Union.
  - **Spring Fling for Overnight BST's** was held Friday, April 27, 2012 at the Terrace Cafeteria where breakfast was served to about 85 staff members. This is always a nice event and they appreciate this very much.
- Marsha Nelson has volunteered to chair the Staff Recognition Committee for 2012-13 along with Shelley Pohlman (for Staff Recognition Week activities.)

### *Staff Development Committee* *Patricia Young, Chair*

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- **The Philosopher Kings Video:** We put 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, on hold for this year. Staff Senate, with U2, has had around a half dozen screenings and has also lent the video to a number of departments for viewing.
  - **Campus Tours:** As a pre-cursor to the Staff Ambassador Program, Staff Senate conducted a series of campus tours. These tours included: Steam Plant, Facilities, Memorial Union, Medical School and Aerospace.
  - **Believing in Each Other:** This was a session on improving communication and cooperation within the workplace.
  - **Christmas Potluck Donation** The committee decided to donate to the Grand Forks Senior Citizen Center. They were in need of Christmas cards, games, writing materials, wrapping paper and gift bags and toiletries. Collection points were placed at several building locations around campus and senators volunteered to monitor those tubs.
  - **Staff Ambassador Program** This program was on hold this year. We plan to work with Tony Trimarco, the Human Resources staff, and UND Staff Senate to continue to plan and develop a working plan for the Ambassador Program to present to the University.
- As Vice-President/President Elect Diane Hillebrand will serve as Chair for Staff Development for 2012-13.

### *Bylaws & Elections Committee* *Loren Liepold, Chair*

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- **Online Elections** - The nomination and election process for Staff Senators were again held online this year
  - There is on-going concern regarding filling trades & services positions on Staff Senate
- As Past President Kristi Swartz will Chair Bylaws and Elections for 2012-13.

2012-2013

*UND Staff Senate Executive Committee*

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President- Patricia Young, Extended Learning

Vice-President/President Elect- Diane Hillebrand, SMHS Research Affairs

Secretary- Lynn Lee, Career Services

Treasurer- Katie Douthit, HR/Payroll

Membership Officer – Vicki Thompson, CILT

Past President- Kristi Swartz, CILT

Members at Large- Patricia Hodny, Law School, Kim Keeley, Grants & Contracts, Leyton Rodahl, Facilities Management,

Committee Chairs-

Denim Day- Cheri Williams, President's Office

Fundraising and Scholarship- Sharley Kurtz, Nursing & Shannon Medina, Student Account Services

Legislative- Darin Lee, Mailing Services

Public Relations- John Lee, School of Medicine and Health Sciences Information Resources

Staff Recognition- Marsha Nelson, Asst. Director Memorial Union

Staff Development – Diane Hillebrand, SMHS Research Affairs

Ex-Officio- Patricia Hanson, Human Resources

**What's Next ...**

- University Staff Ambassador (USA) Program Funding/Support
- Improving Staff Senate knowledge and visibility on campus
- Fundraising for staff and student scholarships