



2013-2014 UND Staff Senate Officers

President – Diane Hillebrand, School of Medicine & Health Sciences Grants Management
Vice-President – Sharley Kurtz, College of Nursing and Professional Disciplines
Secretary – Pam Henderson, School of Law
Treasurer – Katie Douthit, Human Resources/Payroll
Membership Officer – Cheri Williams, President’s Office
Historian – Elizabeth Becker, Center for Instructional and Learning Technologies
Past President – Trish Young, Extended Learning
Members at Large – Trish Hodny, Denim & Diamonds Coordinator; Lynn Lee, U-Shine Coordinator; Bob Schindele, Parades Coordinator
Ex-Officio – Patricia Hanson, Human Resources/Payroll; Janice Hoffarth, State Board of Higher Education Staff Representative; Kristi Swartz, President of North Dakota State Staff Senate

The Historian

- Staff Senate approved the position of Historian at the September 11, 2013 full Staff Senate meeting and Elizabeth Becker was elected to the position.
- Duties include serving as the webmaster, maintaining historical documents, and preparing documents for Special Collections at the University Library.
- Throughout the 2013-2014 academic year, the Historian worked with the Staff Senate President, Vice President, and Public Relations Committee Chair to draft a Document Retention Policy. The policy included what should be collected, the responsible party, and a timeline for when items would be sent to the Historian for archival.
- December 2013, the Historian worked with the UND Web Team to get access to and activate Google Analytics data for the Staff Senate website. From December 4, 2013-June 4, 2014 the website was visited by 696 people and had 5,768 page views.
- Fall 2013, the Historian collected photographs from various Staff Senate events (2005-present). Photographs were organized into categories based on year/event and uploaded to Flickr. A link to the Flickr Photo Gallery was added to the website.

UND Staff Senate Committees

Bylaws & Elections Committee

Trish Young, Chair

2013-2014 Bylaws Changes:

- In June 2013, the committee brought forth a proposal for changes to the membership bylaws to add a Webmaster/Historian/Archivist officer position. The changes were approved.
- In September 2013, the committee brought forth a proposal for changes to the bylaws to change some of the wording regarding the change in name of the State Staff Senate to ND SSS. The changes were approved.
- In November 2013, the committee brought forward motion a regarding Vice President/President Elect absentee voting that if a senator is not able to be present at the meeting, an absentee ballot can be requested from the staff senate President prior to the meeting, and it will be decided upon by the staff senate President if it will be accepted or denied, as stated in Article III of the Staff Senate bylaws. Motion carried 20 to 19 votes.
- In March/April 2014, the nomination and election process for Staff Senators was again held online this year. Twenty four new and returning Senators were elected.
- In April, 2014 the committee brought forward motion regarding adding chairs as voting members of the executive committee, in Article V, for the Constitution. Motion carried. The committee also brought forward motion to remove NDUS employees from Article I-C, and to add “unexcused” to absences in Article IV-A-9 and VII. Motion carried

Diane Hillebrand will chair the Bylaws and Elections Committee for 2014-15.

Denim Day Committee

Cheri Williams, Chair

- In 2013, the Denim Day Committee distributed \$13,626 to 13 local regular Denim Day charities and 9 special Denim Day charities.
- The Denim Day Committee reviewed applications and selected 12 nonprofit community agencies to receive regular Denim Day funding in 2014.
- In addition to the regular Denim Days held every other week, UND has sponsored four special Denim Days in 2014. It is expected that another four special Denim Day applications will be submitted and supported before the end of the year.
- There are 56 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 for funding.

Cheri Williams will continue to chair Denim Days for 2014-15.

Fundraising & Scholarship Committee

Shannon Medina & Pam Henderson, Co-Chairs

- Staff Senate, through the 31 Days of Glory Raffle and payroll deductions funded 20 dependent scholarships. The President's Office matched our scholarships, so we were then able to award an additional 20 scholarships, for a total of 40 scholarships this academic year 2013-2014.
- Staff Senate raised approximately \$365 through Popcorn Sales in July and August 2013, which also contributed to the fund for dependent scholarships.
- Continued the Seeds for Staff Success program, which raises money for professional development for staff. In the academic year 2013-2014, the Seeds for Staff Success Program awarded \$8942.53 in grant money to 25 staff members.
- Staff Senate, through the Seeds for Staff Success silent auction at Denim and Diamonds, raised approximately \$6,868.00. The President's Office matched the funds raised.

Pam Henderson will chair Fundraising & Scholarship Committee for 2014-15.

Legislative Committee

Darin Lee and William Young, Chairs

- The Legislative Committee provides Staff Senate with information regarding legislative activity especially as it pertains to higher education and staff at UND. The committee also acts as the source of parliamentary procedure according to Sturgis. Parliamentary procedure guidelines were provided to all Staff Senators.

Trish Hodny will chair Legislative Committee for 2014-15.

Public Relations Committee

Nancy Krom, Chair

During 2013-14 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 over 65 documents, promoting events such as 31 Days of Glory, tours and training, U-Shine, Exceptional U, Denim & Diamonds, Staff Recognition Week, Denim Days and Spring Fling.
- The PR Committee continues to produce Staff Happens, the Staff Senate newsletter. This committee plans to continue producing the newsletter twice a year; once after the Christmas break and once during the summer break.
- 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.

- The Staff Senate display case in the Memorial Union is maintained monthly.
- Nameplates were printed for new members.
- The PR Committee has designed 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.
- The committee has been archiving the history of Staff Senate but we now have a Historian.

Lacey Dahlen will chair the PR Committee for 2014-15.

Staff Development Program Chair

Sharley Kurtz, Chair

The Vice President, also the Chair of the Staff Development Program Committee, is responsible for lining up speakers for monthly full Staff Senate meetings. Speakers and their subjects, updates or programs included: Dusty Farned, Ombuds; Peggy Lucke, Associate Vice President for Finance and Operations, Parking Update; Pat O’Neil and Donna Pearson, HLC Self-Study Executive Committee; Donovan Larson, CEO/President of Sunshine Memorial Foundation; Kim Ruliffson, Coordinator of Work Well, Healthy Blue; Kim Stewart, Acting Writing Center Coordinator, UND Writing Center; and Carrie Herrig, U2 Coordinator.

Workshops. Workshops provide Staff Development opportunities and this year’s workshops included:

<i>Creating Positive Relationships through Effective Communication</i> , November 2013	Attendees 91
<i>E-Mail Etiquette</i> , December 2013	Attendees 32
<i>A Blueprint for a Successful Job Search at UND</i> , March 2014	Attendees 24
<i>It Begins Here: Best Responses to Bullying Behavior</i> , March 2014	Attendees 16
<i>E-Mail Etiquette</i> , April 2014	Attendees 18
<i>How to Recognize Substance Abuse in the Workplace and What’s Next</i> , April 2014	Attendees 16
Total	197

Tours. Staff Development Program Committee continued the campus tours which have been a huge success and they included:

<i>What’s So “Special” About Special Collections</i> , October 2013	Attendees 15
<i>Studio 1</i> , February 2014	Attendees 5
<i>Tour the New Information Technologies Building</i> , April 2014	Attendees 29
<i>Put a Spring in your Step with the Service Center Walking Tour</i> , May 2014	Attendees 10
Total	59

Donation Drive and Potluck. The annual potluck was held on December 11, 2013, with President and Mrs. Kelley in attendance. The annual donation drive was held to sponsor children's toys for Santa Claus Girls and personal care items for CVIC.

As Vice-President/President Elect Shannon Medina will chair Staff Development Committee for 2014-15.

Staff Recognition Committee

Marsha Nelson, Chair

- **State Employee Recognition Week** was held September 9 through September 13, 2013.
 - Wednesday was Taco-in-a-bag day and was hosted in the Ballroom at the Memorial Union. Taco in a bag brought a good turn-out as we served approximately 351 servings. We also took in \$188 free-will offering for the Northlands Rescue Mission.
 - Thursday was our Night Staff Appreciation breakfast, which was served at the Memorial Union Terrace Dining Room from 6:00 AM – 7:00 AM. It was well attended. We served 84 night staff employees a full breakfast.
 - Thursday was Pie & Ice Cream in the Loading Dock sponsored by Peter Johnson @ University Relations. We served about 347.
- 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 2013-14 award winner was Shannon Medina, 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 Thursday, May 1, 2014 at the Memorial Union Ballroom. This year we served pulled pork sandwiches, veggie burgers, potato salad, chips, pickles, fruit, lemonade, and water. Approximately 300 employees attended this event. Tables were set up for free-will offering and/or non-perishable food items to donate to local food shelves. 239 pounds of food was donated to St. Josephs along with \$281. A Staff Senate slide show ran throughout the event. This year, Spring Fling was held in conjunction with Work-Well and their health and wellness fair, which was held in the Ballroom & Dakota Lounge area at the Memorial Union.
- **Spring Fling for Overnight BST's** was held Thursday, May 1, 2013, at the Terrace Cafeteria where breakfast was served to about 78 staff members. This is always a nice event and they appreciate this very much.

Shannon Dravland will chair Staff Recognition for 2014-15.

AD-HOC Committees

Denim & Diamonds, Trish Hodny, Coordinator

Staff Senate coordinated its fifth annual event to bring faculty/staff together to network and gather in celebration of an *Exceptional UND*. It was decided by Staff Senate that due to the number of conflicts in the spring, Denim & Diamonds would move to the fall semester – preferably in October. Fearing that the event would lose momentum, Staff Senate decided to do a second event in 2013 to kick-off the new October date.

The Denim & Diamonds event was held at the Gorecki Alumni Center with its first sellout of 202 tickets sold. Activities at the event included: live music by Calamity James, appetizers prepared by Campus Catering, mock gaming and a silent auction. In addition to bidding on over 100 silent auction items, attendees participated in the second annual “denim in a box”, “diamond in a box” (for a custom made diamond pendant), and a signed UND hockey jersey. Proceeds from the silent auction and drawings fund the Seeds for Staff Success program. Pam Henderson and Shannon Medina, Co-chairs of the Fundraising and Scholarship Committee, managed the fundraising part of the event.

Jenny Duffy, Member-At-Large, has volunteered to serve as the Denim & Diamonds Coordinator for 2014-15.

Parades, Bob Schindele, Coordinator

Staff Senate participated in both the 2013 Homecoming and Potato Bowl parades, using an *Exceptional UND* theme. Staff Senate’s float won the “Best Theme” award during the Potato Bowl parade.

Jim Hanson, Member-At-Large, has volunteered to serve as the Parades Coordinator for 2014-15.

U-Shine, Lynn Lee, Coordinator

This 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, \$50, and a small token of appreciation. This 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 2014 was presented to Curt Foerster, Research Specialist at EERC.

- Staff Senate introduced the **Exceptional U** award in November 2012 in honor of World Kindness Day (November 13, 2013) and Random Acts of Kindness Week (February 10-16, 2014). 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. The award was developed as a marketing plan for the U-Shine award and has been more successful than expected with regard to increasing the number of nominations. More importantly, it is helping to promote civility and kindness across campus and strengthen efforts to “break down the silos” between students, staff, and faculty.
- Photos are added to the U-Letter announcements.
- In 2012, the office of Ceremonies and Special Events donated 12 letter openers, 12 page markers, and 12 key chains as they all have stars on them which is the symbol used for the

U-Shine award. These have been and will continue to be given to the monthly recipients until they are gone. There is six key chains, three bookmarks and one letter opener left as of May 20, 2014.

- Thank you template was created (in 2013) and will be sent to everyone who submits a nomination. The message is also a Staff Senate recruiting tool and encourages submitting nominations to the meritorious, STAR, and Governors awards.
- In 2014, a letter was created to inform nominees that their name was submitted for consideration.
- A manual for the U-Shine Coordinator was created to allow for a seamless transition each year and to capture the history.
- In 2013, an external hard drive was purchased to store and archive all U-Shine files and data.

U-Shine Recipients for 2013-2014	
June 2013	Mark Peters
July 2013	Bob Schindele
August 2013	Michael Frantes
September 2013	Cheri Tretter
October 2013	Rob Carolin
November 2013	Jeanette Gratton
December 2013	Randy Rasmussen
January 2014	Curt Foerster
February 2014	Brenda Schill
March 2014	Connie Marshall
April 2014	Cheryl Kingsbury
May 2014	Jan Orvik

Jessica Dunphy, Member-At-Large, has volunteered to serve as the U-Shine Coordinator for 2014-15.

In 2013-2014, Staff Senate was also involved in the following University committees:

- Building/Facility Access Committee
- Chester Fritz Auditorium Advisory Committee
- Conflict of Interest/Scientific Misconduct Committee
- Council of State Employees (COSE)
- Diversity Council
- Healthy UND Tobacco Task Group
- North Dakota State Staff Senate (ND SSS)
- Senate Legislative Affairs Committee
- Sexual Violence Prevention
- Shared Governance Committee
- The President’s Cabinet
- University Bookstore Advisory Committee
- University Senate
- University Senate Executive Committee
- University Ombuds Advisory Committee
- Work Well Advisory Board

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

2014-2015 UND Staff Senate Officers and Committee Chairs

President – Sharley Kurtz, College of Nursing and Professional Disciplines
Vice-President/President Elect – Shannon Medina, One Stop Student Services
Secretary – Pam Henderson, School of Law
Treasurer – Sarah Abentroth, Business Service Center
Membership Officer – Cheri Williams, President’s Office
Historian – Elizabeth Becker, Center for Instructional and Learning Technologies
Past President – Diane Hillebrand, School of Medicine & Health Sciences Grants Management
Members at Large – Jessica Dunphy, Jennifer Duffy and Jim Hanson
Ex-Officio – Patricia Hanson, Human Resources/Payroll; Janice Hoffarth, State Board of Higher Education Staff Representative; Kristi Swartz, Past President of North Dakota State Staff Senate

Committee Chairs:

Bylaws/Elections – Diane Hillebrand, School of Medicine & Health Sciences Grants Management
Denim Day – Cheri Williams, President’s Office
Fundraising and Scholarship – Pam Henderson, School of Law
Legislative – Trish Hodny, School of Law
Public Relations – Lacey Dahlen, Health & Wellness Marketing
Staff Recognition – Shannon Dravland, Dean of Students Office
Staff Development – Shannon Medina, One Stop Student Services

What’s Next...

- Start conversation with campus community about a possible rent-a-bike program at UND.
- Strengthen our partnerships with University Senate Chairs and Student Body President.
- Increase professional development opportunities and attendance numbers.