



**2012-2013 Annual Report**

### *2012-2013 UND Staff Senate Officers*

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President – Patricia Young, Extended Learning

Vice-President/President Elect – Diane Hillebrand, School of Medicine & Health Sciences Grants Management

Secretary – Lynn Lee, Career Services

Treasurer – Katie Douthit, Human Resources/Payroll

Membership Officer – Vicki Thompson, CILT

Past President – Kristi Swartz, CILT

Members at Large – Patricia Hodny, Denim & Diamonds Coordinator; Kim Keeley, U-Shine Coordinator; Leyton Rodahl, Parades Coordinator

### *UND Staff Senate Committees*

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#### *Bylaws & Elections Committee*

*Kristi Swartz, Chair*

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- In August, the committee brought forth a proposal for changes to the membership bylaws to include North Dakota University System employees housed on the UND campus as eligible members and allow other broadband classifications to temporarily fill an area where there are not enough members to fill that category. The changes were approved.
- In October, the committee brought forth a proposal for changes to include the chair of Denim Days on the Executive Committee, to state that each Staff Senator is expected to belong to at least one committee and the restrict a Staff Senator from being chair of more than one committee. The changes were approved.
- In December, the committee brought forth a proposal for changes to the mission statement to encourage involvement in campus activities and events, increase knowledge of and involvement in the operation of the University, and foster community involvement. The changes were approved.
- In February, the nomination and election process for Staff Senators was held again online this year.

*As Past President, Patricia Young will chair Bylaws and Elections for 2013-14.*

#### *Denim Day Committee*

*Cheri Williams, Chair*

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- In 2012, the Denim Day Committee distributed \$14,147 to 11 local regular Denim Day charities and nine special Denim Day charities.
- The Denim Day Committee reviewed applications and selected 13 non-profit community agencies to receive regular Denim Day funding in 2013.

- In addition to the regular Denim Days held every other week, UND has sponsored five Special Denim Days in 2013. It is expected that another five special Denim Day applications will be submitted and supported before the end of the year.
- Across campus, there are 56 Denim Day site coordinators who post flyers and collect donations.
- The Denim Day Committee provides a link under the UND and the Staff Senate websites, with information and the application.

*Cheri Williams will continue to chair Denim Days for 2013-14.*

### ***Fundraising & Scholarship Committee*** ***Sharley Kurtz, Chair & Shannon Medina, Co-Chair***

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- Staff Senate, through the 31 Days of Glory raffle and payroll deductions, funded 39 scholarships this 2012-2013 academic year.
- This committee successfully launched the Seeds for Staff Success program, which raises money for professional development for staff. In the academic year 2012-2013, the Seeds for Staff Success program awarded \$5,310.86 in grant money to 19 staff members.
- Staff Senate, through the Seeds for Staff Success silent auction at Denim & Diamonds, raised approximately \$6,006.00. The President's Office will be matching the funds raised.
- For the first time, Staff Senate had a table at the 2012 Fall Expo.

*Shannon Medina and Pam Henderson will co-chair Fundraising & Scholarship for 2013-2014.*

### ***Legislative Committee*** ***Darin Lee, Chair***

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- 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.
- As the North Dakota Legislature was in session this past year, the Staff Senate Legislative Committee had an exciting time following the events that transpired. The legislature was in session a record 80 days which is the maximum amount they can be in session by law.
- One of the bills passed included state employee pay increases of about 4% for FY 2014 and 3% for FY 2015. The employing department will have the final say on the exact amount of any pay increases. Health insurance premiums will continue to be paid by the employer. A study will be conducted in the upcoming biennium that will assess the need for the state to continue to fully pay for this benefit.
- Other items of note: The state employee incentive program that targets reducing expenditures was increased from \$2,000 to \$4,000. Funding for several building projects at UND was included in one of the bills passed - most notably funding for a new medical school and an expansion and improvements to the law school building. After much debate, the budget for higher education was passed on the final day of the session.
- Finally, a resolution was passed that will allow voters of North Dakota to change how higher education is governed. Currently, North Dakota Higher Education is administered by a board appointed by the governor. There are also members that represent staff, faculty and students. The resolution going to the people will be an election of a three member commission that would replace the current board of higher education. The vote on whether to redo the governing of higher education will occur in the fall of 2014.

*Darin Lee will continue to chair Legislative for 2013-14.*

*Public Relations Committee*  
*John Lee, Chair*

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- The Public Relations Committee (PR Committee) has continued to review flyers and other publication materials, checking grammar and spelling, and provide branding guidance and assistance in branding. During the past year, they have reviewed over 60 documents, promoting events such as 31 Days of Glory, tours, U-Shine and Exceptional U, Denim & Diamonds, Staff Recognition Week, Denim Day and Spring Fling.
- The PR Committee promotes Staff Senate in the U-Letter. Most releases are written by the committees responsible for the featured event. Whether or not a release or announcement is generated by the PR Committee, the release or announcement is reviewed by them.
- The PR Committee continues to produce Staff Happens, the Staff Senate newsletter. It has been produced more regularly (now two times per year: after Christmas break and during the early summer break), and plans are to continue producing the newsletter twice a year on that schedule.
- 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. They will continue to document elected officers, meetings, photographs, reports and accomplishments of Staff Senate before the history is lost. This data is being stored on an external hard drive.

*John Lee will continue to chair Public Relations for 2013-14.*

*Staff Development Program Committee*  
*Diane Hillebrand, Chair*

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The Vice President, also the chair of the Staff Development Program Committee, is responsible for lining up speakers for monthly full Staff Senate meetings. Subjects for updates and programs included: TIAA/CREF options, the United Way campaign, emergency notification issue, a University Police Department update, overall UND updates, the Human Resources Leadership Program, the Martin Luther King Jr. Day events in Grand Forks, legislative updates, nutrition information, an HLC update, and a campus parking update. President Kelley also presented the Seeds for Staff Success fundraising match to Staff Senate during our last meeting of the year.

- **Workshops.** Workshops provide staff development opportunities, and this year's workshops included:
  - Goal Setting, held in October
  - Bullying in the Workplace, held in January
  - Ace the Interview, held in March

The Bullying Workshop was an interactive workshop that was live streamed and also recorded, so it could be watched at a later date. All three workshops were well attended and very informative.

- **Tours.** The Staff Development Program Committee continued the campus tours, which have been a huge success and they included:
  - Gorecki Alumni Center (several tours took place in different months)

- Hughes Fine Arts provided several musical performance snap shots
- May Day tour of the Cultural Centers provide water and food as participants walked from Center to Center. The Era Bell Thompson Multicultural Center had cake and showed off the computer lab and student tutoring. The International Center had fresh fruit, a slide show with trivia, tours, and studying abroad opportunities were reviewed. The American Indian Center had Indian fry bread with Wojapi sauce, a slide show and tours.
- **Mentorship Program and Ambassador Program.** The Mentorship Program is being developed in collaboration with Human Resources, the U2 Program, and Staff Senate. The first push will be to develop a proposal for the University administration to review regarding the need for a Mentorship Program. The Ambassador Program is still in progress and will follow the Mentorship Program proposal.
- **Donation Drive and Potluck.** The annual potluck was held on December 12, 2012 with President and Mrs. Kelley in attendance. The annual donation drive was held to sponsor a food and personal care drive for the St. Joseph's Social Care and Thrift Store.

*As Vice-President/President Elect Sharley Kurtz will chair Staff Development for 2013-14.*

### *Staff Recognition Committee*

*Marsha Nelson, Chair*

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- **State Employee Recognition Week** was held September 10 through September 14, with 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.
  - On 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 379 employees. We also took in \$147.00, free-will offering for the Listen Drop In Center.
  - On Wednesday, Night Staff Appreciation breakfast was served at the Memorial Union Terrace Dining Room from 6:00 AM – 7:00 AM. It was well attended and served 91 night staff employees a full breakfast.
  - On Thursday was the Courtyard Picnic that was moved to the Ballroom due to weather. Hotdogs were grilled, brought into the Ballroom and served with chips. Pie and Ice Cream were also provided, compliments of Peter Johnson/University Relations. About 400 hot dog meals were served.
  - A Scavenger Hunt was held this year titled: "Things 2 C @ UND". Participating employees went on a walking tour of campus that employees went on and had a stamp put on their map as they reached each location. About 12 to 15 people completed the walk and were eligible to win two door prizes for this event.
- 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 **Sharley Kurtz**, 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 3, 2013 at the Memorial Union Ballroom. This year we served pulled pork sandwiches, veggie burgers, cole slaw, chips, pickles, fruit, lemonade, and water. There were approximately 450 employees that attended this event. 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's 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, May 3, 2013 at the Terrace Cafeteria where breakfast was served to about 84 staff members. This is always a nice event and they appreciate it very much.

- **U-Shine** 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/Meritorious Award Luncheon in May. Winners are unaware of their win until the award is presented during “special department meetings” or other gatherings. The annual winners were Galen Gasink and Jim Hanson – Facilities. This award was presented during the Staff Recognition/Meritorious Award Luncheon held on May 14, 2013.

*Marsha Nelson and Vicki Thompson will co-chair Staff Recognition for 2013-2014.*

## **AD-HOC COMMITTEES**

- **Denim & Diamonds**, Patricia Hodny, Coordinator  
UND Staff Senate hosted its fourth annual event to bring faculty and staff together to network and to gather in celebration of an exceptional UND. The event formerly known as Emerald & Ice, had a facelift and was changed to Denim & Diamonds. This event was a huge success and was held on Friday, February 22<sup>nd</sup> in the Gorecki Alumni Center. Activities at the event included; live music by Harbor Hills, delicious appetizers prepared by campus catering, mock gaming and a silent auction. Proceeds from the night’s silent auction and fundraising events will go to support the Seeds for Staff Success program. In addition to bidding on over 100 silent auction items, attendees participated in the inaugural “diamond in a box” and “denim in a box” events to win a ½ ct. wt. solitaire diamond and a denim gift card. The silent auction and box events raised \$6,006 and President Kelley generously matched all fundraising activities at the event. Sharley Kurtz and Shannon Medina, co-chairs of Fundraising, managed the fundraising part of this event.  
*Patricia Hodny, Member-At-Large, has volunteered to coordinate the event for 2013-14.*
- **Parades**, Leyton Rodahl, Coordinator  
Staff Senate participated in both the 2012 Homecoming and Potato Bowl parades, using an Exceptional UND theme. Candy was handed out while playing UND marching band music at the Homecoming parade and we were in line next to a band for the Potato Bowl parade. Many senators helped with this fun event.  
*Robert Schindele, Member-At-Large, has volunteered to coordinate the parades for 2013-14.*
- **U-Shine Award**, Kim Keeley, Coordinator  
This award is in the fourth year of a successful program that recognizes outstanding UND staff employees. 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 recipients receive fifty dollars, a certificate and a small token of appreciation. This award is also presented annually at the Staff Recognition Banquet in May to one of the monthly recipients. The annual recipient receives a certificate and \$250. The annual award for 2013 was split between Galen Gasink and Jim Hanson, who equally participated.
  - Staff Senate introduced the *Exceptional U* award this year in honor of World Kindness Week (Nov. 13 – Nov. 20, 2012) and Random Acts of Kindness Week (Feb. 11 – Feb. 17, 2013). 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 to strengthen efforts to “break down the silos” between students, staff, and faculty.
  - Photos were added to the U-Letter announcements.
  - 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.
  - Thank you templates were created 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.

*Lynn Lee, Member-At-Large, has volunteered to coordinate this award for 2013-2014.*

**In 2012-2013, 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)
- President's Cabinet Meetings
- Sexual Violence Committee
- University Bookstore Advisory Committee
- University Senate
- University Senate Executive Council
- University Campus Parking Committee
- University Ombuds Committee
- Work Well 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. Janice Hoffarth from UND was re-elected to represent staff on the State Board of Higher Education for 2013-2014. Kristi Swartz from UND became the President for 2013-2014 following her term as Vice President/President Elect in 2012-2013. Patricia Young was elected Secretary for 2013-2014.

***2013-2014 UND Staff Senate Officers and Committee Chairs***

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President – Diane Hillebrand, School of Medicine & Health Sciences Grants Management

Vice-President/President Elect – 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

Past President – Patricia Young, Extended Learning

Members at Large – Patricia Hodny, School of Law; Lynn Lee, Career Services; Robert Schindele, Facilities

Committee Chairs –

Denim Day – Cheri Williams, President's Office

Fundraising & Scholarship – Shannon Medina, Student Account Services and Pam Henderson, School of Law

Legislative – Darin Lee, Mailing Services

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

Staff Recognition – Marsha Nelson, Memorial Union and Vicki Thompson, CILT

Staff Development – Sharley Kurtz, College of Nursing and Professional Disciplines

Ex-Officio – Patricia Hanson, Human Resources/Payroll

**What's Next ...**

- Implementing a new Staff Senate Officer position called Historian
- Implementing a records retention process for Staff Senate to record and preserve the history
- Improving Staff Senate knowledge and visibility on campus
- Seeds for Staff Success Program visibility
- University Staff Mentor Program and Staff Ambassador Program