



UND STAFF SENATE MINUTES

March 11, 2009

1:00 – 2:30 pm

MU River Valley Room

Meeting called to order by President Janice Hoffarth at 1:14 pm.

Members Present: Raelynn Abernathy, Chad Bushy, Rebecca Cournia, Katie Douthit, Carol Drechsel, Cherie Dufault, Diane Hillebrand, Janice Hoffarth, Marco Holter, Joneen Iverson, David Knittel, Mark Kobe, Lynn Lee, Diana LeTexier, Loren Liepold, Tammy Mulske, Linda Neuerburg, Doug Osowski, Shelly Pecka, Kerrie Peltier, Catherine Perry, Brenda Schill, Dave Senne, Linda Skarsten, Janelle Studney, Kristi Swartz, Eric Tweton, Phyllis Vold Courtenay White, Patricia Young, and Sherry Zeman

Ex-Officio Present: Diane Nelson

Members Absent: Jeanne Bjerklie, Brenda Halle, Carol Herman, Vern Kary, Nicole Koll, Kathy Lacey, Darin Lee, Shari Nelson, Joshua Rahn, Brett Seaberg, Derek Stinchfield, Morgan Stroh, Tami Swiers, and Cheryl Widman

1. **Minutes:** *Dave Senne moved to accept minutes after corrections had been made, Doug Osowski seconded to approve the minutes of the February 11, 2009 Staff Senate Meeting. Motion carried.*
2. **Treasurer's Report:** Sherry Zeman had sent out the updated treasurer's report for Senate review. There were no significant changes. Sherry is working on a combined yearly report.
3. **Staff Senate Committee Reports:**
(Please remember to provide a written report to the secretary prior to this meeting.)
 - a. **Bylaws/Election:** Joneen Iverson reported that the committee met on February 18th. The Bylaws were discussed at the Executive Committee meeting and changes are being made and will be brought back to that committee before being brought to the full Senate. Still three openings in the Service category and as soon as they have that finalized the ballots will be sent out to the University Staff. Estimated time was end of this week or beginning of next week. The committee will then meet to count the ballots. There will be an Orientation Meeting on Wednesday, April 29 at 1:00 pm for all new members of Staff Senate. It will hopefully help in the transition into Staff Senate.
 - b. **Fundraising/Scholarship:** Linda Neuerburg reported that the committee met and forwarded two names for the Staff Senate Award. There has been one cookbook sold. The Scholarship nominations have been submitted to Financial Aid who will verify the nominees.

The committee made a motion to offer 18 Staff Senate Scholarships for the school year 2009-2010 for a total of \$9000. Motion Carried.
 - c. **Legislative:** Eric Tweton reported that the committee met at February 26th and March 9th. The committee forwarded two names for the Staff Senate Award. Eric mentioned various bills that

where of concern to us and said that there will be meeting in the City Council Chambers on March 14th, 28th and April 11th from 9:30-11:00 to discuss various bills. Katie Douthit was elected chair of the committee.

- d. **Public Relations:** Diana LeTexier reported that the committee met and discussed the committee responsibilities. Shari Nelson will take over as chair of the committee and Derek Stinchfield has volunteered to work on the Staff Senate Website. Starting in June each Committee will be asked to nominate a member to also serve on the PR committee. This is being done to help with the flow of communication.
- e. **Staff Development Program:** Loren Liepold reported that the committee has met and is getting ready for the second workshop in the Staff Senate Development Series. Loren passed out flyers for the workshop and asked that everyone publicize it in their departments. You can register online or he said they would also welcome walk-ins.
- f. **Staff Recognition:** Dave Senne reported that the committee met and sent in two names for the Staff Senator Award. They started talks on planning for the Spring Fling event. It will be held on May 8th in the Memorial Union Ballroom. We did receive \$500 from the VPFO's office for the Spring Fling event.

4. Old Business

- a. **U-Shine Award** – Janice Hoffarth reported that Brian Wurzbacher is March's U-Shine Award winner.
- b. **Suggestion Box Submission** – Janice Hoffarth reported that there was nothing submitted.
- c. **Staff Senate Award** – Lynn Lee passed out 29 ballots for the Staff Senator Award. The nominees were as follows: Rebecca Cournia, Joneen Iverson, Nicole Koll, Diana LeTexier, Loren Liepold, Shari Nelson, Shelly Pecka, David Senne, and Cheryl Widman. There were 2 absentee ballots. A total of 31 out of 44 Senators voted.
- d. **Vice President for Finance and Operations Search Committee Update** –Janice Hoffarth reported that they have 43 applicants. They will call back 10 for a phone interview by the end of Spring Break. Then out of that 10 they will call 5 applicants to come to campus starting the week after Spring Break. There will be 3 names forwarded to President Kelley by the final week in April. There will be announcements as to when the open forums will be held. She stressed the important of attending these forums.

5. New Business

- a. Elections –Joneen Iverson and Janice Hoffarth announced the positions that will be open on Staff Senate and asked senators to think about which positions they would like to hold. Elections will be held at the April Meeting.

6. Other Committee Reports:

- a. **Budget & Planning Committee:** (Janice Hoffarth, Loren Liepold and Nikki Seabloom) – Janice Hoffarth reported that they had not met.
- b. **Chester Fritz Auditorium Advisory Board:** (Tammy Mulske) Tammy Mulske reported that they have not met.

- c. **Council of State Employees (COSE):** (Dave Senne) – Dave Senne reported that COSE met in January in Jamestown. The next meeting will be in April at UND. The discussion will be on pay raises differences between state employees and higher-ed state employees.
- d. **Building/Facility Access Committee:** (Doug Osowski) – Doug Osowski reported that the committee has not met. Packets were distributed to the various departments. Janice asked about the responsibility of checking out keys and who is responsible for paying. Loren Liepold and Sherry Zeman said that they both have students sign papers work and they charge the students if keys are lost.
- e. **Traffic Committee:** (Eric Tweton, Marco Holter, and Morgan Stroh) –The committee met but did not have a quorum. There was some discussion on the handicap spaces at the Hughes Fine Arts. The Boot and Toe process is in legal. Dr. Perkins asked about mass transit for UND employees. There are no printed materials allowed in the ramp. There has been some discussion on increasing the size of the parking committee.
- f. **University Senate:** (Janice Hoffarth, Loren Liepold, Carol Drechsel) – Janice Hoffarth reported that the Senate met but had no new news to report.
- g. **Conflict of Interest/Scientific Misconduct Committee:** (Diane Hillebrand & David Knittel) – Diane Hillebrand and David Knittel reported that the committee met and has been asked to get in the final revisions by next month.
- h. **NDUSSS (North Dakota University System Staff Senate):** (Janice Hoffarth, Loren Liepold and Joneen Iverson) – Janice Hoffarth reported that the Senate met via IVN and the constitution and bylaws are being discussed and approved. The Senate is working on approving 2 pages at a time. The first two pages have been approved. Dave Senne raised a concern that the previous motion in Staff Senate shows UND's support for this venture. There was a request for the Bylaws to be sent out to the Senate again.

9. **Matters Arising / Open Discussion**

University Closing Procedures were discussed. Senators raised a few concerns such as:

- unclear notification of closures,
- weather conditions,
- safety verse money,
- faculty and students being released yet staff were not,
- who is responsible,
- people did not see notification on channel 8 or 3,
- email from Peter Johnson at 11:20 pm,
- university paying essential personnel double pay verses staff safety,
- and students and staff not being notified in a timely manner of the delayed opening causing students to stand outside in below zero weather.

Diana LeTexier moved to send a resolution to President Kelley, cc'ing all involved parties, after being approved by the executive committee. Brenda Schill seconded. Motion carried.

A copy of the resolution will be sent to the Staff Senate when approved.

10. **Adjournment:** 2:17 pm

Next meeting: 1:00 pm April 8, 2009, Swanson 10/12