I. Meeting called to order at 10:11 AM by Gennifer Sprecher.

II. MOTION by Tyler Perkins / Jim Osland to approve the Consent Agenda. MOTION CARRIED.

A. Policies for Information Only:
   352 V2 – Promotion, Tenure, and Evaluation: Faculty hired with Previous Relevant Experience

B. Policies for Input:
   713.1 – Litigation Holds (policy is on hold)

III. MOTION by Tina Exner / Wendy McCrory to approve the meeting agenda as amended. MOTION CARRIED.

IV. MOTION by Diane Harrison / Jim Osland to approve the December 21, 2015 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. MOTION by Tyler Perkins / Tina Exner to approve the January 6, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated: $751.71
   B. Local: $10,324.10
   C. Scholarship: $1,390.32.

VII. Membership Report by Diane Harrison – Currently Staff Senate has 51 members.

VIII. Committee Reports
   A. Bylaws by Tyler Perkins – No Report.
   B. Campus Relations by Daniel Erichsen – Jered Pigeon is the new chair, and a meeting will take place soon. Re-examining the purpose of the committee and possible new ideas could be integrated for their focus. Will provide updates soon.
   C. Gunkelman Award by Tina Exner – No Report.
   D. Elections by Wendy McCrory – They met on January 13 and have a plan for this spring’s elections and recruiting new membership. 47% of NDSU staff are in the 3000 Band; this explains higher numbers from that band in Staff Senate membership. Please encourage staff who may be interested to consider serving in Staff Senate. After discussion, they determined that the current approach to recruitment does not need to change.
   E. Information Technology by Vince Anderson - A staff senate laptop is on order. Our system will now allow a ‘preferred name’ for staff members’ electronic identity/email nickname. NDSU is abandoning the ‘nodak.edu.’ YouTube servers are now being used for video streaming.
   F. Legislative by Gennifer Sprecher – A leader from Student Government has arranged visits with legislators and has already met with some of them. Our committee planned an update meeting to talk over feedback he gathered from those discussions.
   G. Scholarship by Wendy McCrory – No Report.
   H. Staff Development / Program by Jim Osland – Discover U will be on February 24; guest presenters will be speaking on Financial topics for this half-day workshop.
   I. Staff Recognition by Lori Askew - – No Report.
J. State Staff Senate by Daniel Erichsen – Next meeting is two Mondays from now. Elections are soon, and they need more members for officers. SBHE is visiting campus again this spring so they will have another table display similar to last time.

K. Environmental Sustainability Committee by Gennifer Sprecher – No Report.

L. Ad Hoc Committees
   1. Polo Shirts by Angela Bachmann – They have the top 3 apparel choices for men/women; she will email the sample pics to all and they’re looking for volunteers willing to purchase early samples. Carin Engler agreed to join the committee and help with ordering. They are currently looking into the return policy with the vendor, and considering how to include the sales tax on the final prices.

IX. President’s Cabinet by Wendy McCrory – No Report.

X. NDSU Day of Honor by Daniel Erichsen – This was a successful event. Names of those honored and remembered are on the website so these can be viewed if interested. They also discussed possible other dates the event might be held in hopes of increasing future attendance. One suggestion to the committee was to move the event two weeks later into January, to the Monday after Martin Luther King Jr Day. Executive Committee members are strongly encouraged to attend, and also encourage Staff Senators to be present for this as well.

XI. Old Business
   A. Lost and Found Items Locations by Gennifer Sprecher – No Report.
   B. FORWARD Insurance Coverage Issues by Angela Bachmann – No Report.
   D. Laptop purchase – the laptop is now on order.

XII. New Business
   A. Exec Listserv by Gennifer Sprecher – A senate member tried to send message to us, but it bounced back. Vince will take a look, run a test, see what settings might be preventing messages from getting through and find out through Help Desk if there is any issue with the link on the web page also.
   B. Relay for Life representative by Gennifer Sprecher – Laura Dallman has been involved and seeks additional members to join this effort. Although Relay for Life is not a Senate event, when announced to the full senate asking for volunteers, a team was typically filled. Sometimes the overnight schedule of the event makes it hard to get volunteer commitment. Staff Senate doesn’t need to form a team to be involved, as there are always other NDSU teams. Campus Relations committee handles other campus efforts such as coordinating the Red Kettle and Blood Drives so as a group we thought Relay for Life could become part of their list of supported events if they are interested. Daniel will propose this to the Campus Relations committee. There is no obligation so they are free to decide if they are willing and able to make it part of their list of supported events.
   C. Tom Bearson Foundation by Wendy McCrory – Wendy may reach out to student group(s) to see if there is interest in getting involved with the fundraising efforts to support this new foundation.
   D. Broadbanded elections by Gennifer Sprecher – Remove from future agendas. No changes will be made in recruitment methods.

XIII. Advisor’s Comments by Colette Erickson – No Report.

XIV. Announcements

XV. Meeting was adjourned at 11:14 AM by Gennifer Sprecher.

Scheduled meetings:
- Staff Senate: Wednesday, February 3, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, February 17, 2016, 9:30 – 11 a.m. in Room of Nations, Memorial Union