Members present: Ryan Brinkman, Matt Chaussee, Carin Engler, Colette Erickson, Tina Exner, Lorie Herbel, Melissa Schwengler, Anna Sheppard, Gennifer Sprecher and Elizabeth Worth. Missing: Jered Pigeon and Jim Osland.

I. Meeting was called to order by Gennifer Sprecher at 9:32 a.m.

II. Motion by Tina Exner / Matt Chaussee to approve the Consent Agenda. MOTION CARRIED.

   A. Policies for Information
      1. 327 – Evaluation of Academic Deans, Directors and Department Chairs and Heads
      2. 723 – Use of Unmanned Aircraft Systems

   B. Items for Input – no items for input

III. Motion by Tina Exner / Ryan Brinkman to approve the Meeting Agenda. MOTION CARRIED.

IV. Motion by Tina Exner / Carin Engler to approve the Wednesday, October 19, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. Motion by Ryan Brinkman / Melissa Schwengler to approve the Wednesday, November 2, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer's Report by Tina Exner

   A. Appropriated Fund: $ 764.70
   B. Scholarship Fund: $ 140.12
   C. Local Fund: $ 10,885.91

VII. Membership Report by Carin Engler – Membership is holding at 46 Senators.

VIII. Committee Reports

   A. Bylaws by Gennifer Sprecher – No Report.
   B. Elections by Ryan Brinkman – A meeting is scheduled for this Friday.
   C. Legislative by Gennifer Sprecher – Recently the group shared ideas via email; they are seeking to conduct exit interviews with outgoing legislative representatives, if possible.
   D. Public Relations by Elizabeth Worth – Posters are currently being updated. They plan to re-order Senate shirts again this year if there is interest. Members also discussed cultivating a social media presence starting with Facebook, as a way to showcase Staff Senate activities and the ways Senate can support NDSU staff. Senators agreed this should be explored via cross-committee work including IT and Public Relations.
   E. Information Technology by Matt Chaussee – They are pursuing a joint venture with the Staff Development Committee to identify efficiencies that can be shared across campus with other NDSU departments and offices. Leveraging these efficiencies can provide low-cost or free solutions to similar issues staff face in other areas. The effort would foster cross-communication of ideas that will aid departments in utilizing tangible, focused solutions. This would not replace any of the software trainings that the TLMC already offers but rather is a sharing of ideas and cross-training. One suggestion noted was the ‘Walk-About’ idea. A department staff could tour another department and find out how staffers solve issues, inquire about work solutions they utilize and how processes are operated in other areas of campus.
   F. Scholarship by Tina Exner – At their second meeting recently, they determined that due to losing their committee chair and lack of continuity of positions, the usual process of coordinating the November Vendor Show is too far behind to make a show possible this year. Other fundraising ideas are being explored, including a possible spring Vendor Show. Depending on funds available, they may have to limit scholarship support to dependents only.
   G. Staff Development by Jered Pigeon – They are collaborating with the IT Committee as noted above in the IT report; ideas for the Spring Discover U will also be discussed in the near future.
H. Staff Recognition by Anna Sheppard – Campus Kudos are still in process; no other updates at this time.

I. Campus Relations by Elizabeth Worth – No Report.

J. Gunk Elman Award by Carin Engler – No Report.

K. State Staff Senate by Ryan Brinkman – No Report.

L. Joint Committees
   1. Campus Space & Facilities – Their first meeting is coming up on November 16, 2016.
   2. Library – Results are in for the recent Faculty Library Satisfaction Survey. Their new Dean arrives to NDSU very soon.
   3. University Athletics – Eric Gorecki reported to Gennifer Sprecher that policy changes related to student travels were discussed at their recent meeting but they are still in process. The Athletic Department is now housed in one place. The next committee meeting is on November 21, 2016.

M. Ad Hoc Committees
   2. Learning Space Advisory Committee – No Report.
   3. Staff Ambassadors by Elizabeth Worth – No Report; Carin Engler suggested that members consider taking an opportunity to be present at ‘One Stop’ in the Memorial Union to answer questions and offer guidance to new students as they arrive on campus and need help navigating the campus and surrounding community.

IX. President’s Cabinet by Jim Osland – No Report.

X. NDSU Day of Honor by Ryan Brinkman – A meeting is scheduled for this Friday. They’ve met with Student Government and will plan to present to Faculty Senate to talk about this also. To honor those in our community who have been lost, a list of employees who have passed in 2016 will be provided by Human Resources and the Alumni Center will have updates on former employees who have passed, as well. Gennifer Sprecher has additional names to share with Ryan Brinkman.

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – A Google Form is being created for tracking campus Lost and Found locations, and it’s on track to completed by Spring Semester.
   B. Website Changes by Matt Chaussee – Senate should determine how many years of information should be kept on the Staff Senate website. Before website updates continue, retention schedules should be referenced along with a person designated to manage retention. Non-essential information can be purged after these items are clarified.
   C. Ideas for continuity of positions and departmental advisors – Gennifer Sprecher made a list of former Staff Senators involved in key activities who might be able to inform new members on procedures and processes. Turnover leaves gaps in knowledge and building continuity can help keep committees running smoothly. Combined with this would be to also enlist advisory help from outside the Senate membership (members of NDSU Accounting, IT personnel, etc.). Consider critical positions needing the most support and who would be best to provide a constant advising presence to these positions. The Executive Committee can brainstorm further at a future meeting.
   D. Staff Senate Resolution – The survey containing the Staff Senate Resolution was sent out and completed smoothly, and the Resolution was sent forward.

XII. New Business
   A. An idea for a ‘Random Acts of Kindness’ calendar was shared by Carin Engler. Staff Senate could consider ways to promote this at NDSU and conduct it over a period of time. Each day could feature a different activity and a reminder email could encourage daily participation. Social media venues could also be utilized and interested participants could opt-in and join the activity, share their experiences on social media, and give others ideas and encouragement. One way could be to designate a ‘Random Acts of Kindness’ month on campus but there are many other ways this could be done. It can easily be a low-cost or no-cost activity done any time. Several ideas were discussed.
   B. Policy 133.1 (Tuition waiver spouse/partner) discussion, by Collette Erickson and Karin Hegstad – They attended a committee meeting regarding expanding the ‘partners’ definition. It’s now an SBHE policy item, Policy 820. Regarding the third item on the policy, this was previously considered an ‘allowable’ waiver but it became a ‘required’ waiver for all institutions due to the last legislative session’s mandate
to review data inconsistencies across the system. The Staff Dependent waiver didn’t cover DCE credits in the past, but now all credits are covered except outside consortia and internships. 3-A-6 defines dependents as a spouse or a child of an employee and is being expanded to include a child up to 26 years of age regardless of marital status, thereby increasing the number of potential persons covered. Sections related to the dependent spouse waiver are 3-A-6 and 3-F; the proposal looks to define ‘partners’ more broadly which would increase the number of people eligible under an expanded definition. The standard staff benefit for a waiver is that the tuition is waived plus certain fees; under the new policy the NDSU Technology Fee would also be waived. Those taking classes in person at another institution in the system (other than where you work) currently get a 50% tuition waiver but NDSU must pay the other institution for that cost and doesn’t receive a ‘discount’ on that course for you. The employee pays the other 50% of the tuition for the class. If your employer is requiring you to take a certain class for your job, then it’s fully covered.

XIII. Advisor’s Comments by Colette Erickson – Comments shared as noted above.
XIV. Announcements
XV. Adjourn

Scheduled meetings:
- Staff Senate: Wednesday, December 7, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, December 21, 2016, 1:00 PM in the Mandan Room, Memorial Union