Executive Committee Meeting
Minutes
Wednesday, December 21, 2016

I. Meeting was called to order at 9:35 a.m. by Jim Osland.

II. Motion by Tina Exner / Anna Sheppard to approve the meeting Consent Agenda. MOTION CARRIED.
   A. Policies for Information
      1. 352 – Promotion, Tenure and Evaluation
      2. 353 – Grievances – Faculty
      3. 611.1 – International Travel for Students
   B. Items for Input – no items for input

III. Motion by Carin Engler / Melissa Schwengler to approve the Meeting Agenda. MOTION CARRIED.

IV. Motion by Tina Exner / Jered Pigeon to approve the Wednesday, November 16, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. Motion by Tina Exner / Jered Pigeon to approve the Wednesday, December 7, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated Fund: $ 764.70
   B. Local Fund: $ 10,762.86
   C. Scholarship Fund: $ 140.12

VII. Membership Report by Carin Engler – There are 47 members currently. Remember to use the ‘tap’ cards to encourage coworkers to consider joining Staff Senate.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No Report.
   B. Elections by Ryan Brinkman – Gennifer Sprecher said that postcards go out each month to new staff who were exiting the probationary period and becoming eligible to join Senate, encouraging them to join. Discussion followed on underrepresented staff bands and how to continue to reach out to them and encourage Senate membership.
   C. Legislative by Gennifer Sprecher – No Report.
   D. Public Relations by Elizabeth Worth – They are searching for photos needed for the frames in the lower level of the Memorial Union. Shirt samples will be available for viewing soon. Ordering options and shirt selections were discussed.
   E. Information Technology by Matt Chaussee – The Office 365 migration was tentatively set for Spring break. IT’s phishing campaign is showing good results as students and staff are accurately spotting suspicious emails and alerting IT to issues. As always, exercise caution with log-ins and suspicious sites. Several Microsoft Certification vouchers are still available so continue to spread the word. IT’s ‘TechXploration’ committee is working on a series of videos. Please share topic ideas that may be good to highlight and promote, to help others increase their work efficiency.
   F. Scholarship by Tina Exner – No Report.
   G. Staff Development by Jered Pigeon – The ‘Discover U’ spring event is planned for February 22 in the Great Plains Ballroom. Speaker Patrick Kasper’s program will be physically interactive. The committee will coordinate with Matt Chaussee to set up online registration.
   H. Staff Recognition by Anna Sheppard – No Report.
   I. Campus Relations by Elizabeth Worth – Bylaws are being edited, and they are working with the Scholarship Committee to come up with events in spring for fundraising.
   J. Gunkelman Award by Carin Engler – Currently they are organizing 5 subcommittees to divide up duties and prepare for this event.
   K. State Staff Senate by Ryan Brinkman – No Report.
   L. Joint Committees

M. Ad Hoc Committees
2. Learning Space Advisory Committee – No Report.
3. Staff Ambassadors by Elizabeth Worth – Yesterday’s meeting included discussion of ideas and they are talking with International Programs about upcoming events in which they might assist them. Long term, the group sees this effort finding a home in the Campus Relations Committee.
4. Parking Committee by Gennifer Sprecher – Eric Gorecki is Chair. Members urge a careful consideration of facts and evidence. Executive Committee members discussed involving the Campus Space and Facilities Committee to review this topic in cooperation with the ad hoc Parking Committee as part of their purview. Members agreed to revisit the possibility at the next Executive Committee meeting. Jim Osland reported that he informed leadership of the ongoing conversation and let them know that there is interest in reaching out to them and respectfully sharing information.

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

X. NDSU Day of Honor by Anna Sheppard – January 11th is the date for this event, at the Memorial Union. Speakers are scheduled and a student pianist has volunteered to offer music. Names of the departed will be read during a candle-lighting segment, as well. The Executive committee discussed this becoming a regular Senate committee to aid in continuity and retaining knowledge of how to plan the event, year to year.

XI. Old Business
A. Lost & Found by Gennifer Sprecher – Gennifer demonstrated the new Excel spreadsheet that was set up to track Lost and Found items, locations, contact persons, etc.
B. Website Changes by Matt Chaussee – Two years of Senate Minutes, Treasurer’s Reports and Committee Year-End Reports will be posted online with the remainder kept on the Senate shared drive. Records retention guidelines will be reviewed pertaining to shared drive records.
C. Ideas for continuity of positions and departmental advisors - Gennifer Sprecher created an Advisory Board list on the shared drive. It lists individuals who could advise new Senators in positions and committees who may have questions, where there is little or no record of processes or procedures. The list will be expanded as additional gaps are identified and filled. The list will be shared with Executive Committee members so that names can be added where appropriate.

XII. New Business – No Report.
XIII. Advisor’s Comments by Colette Erickson – No Report.
XIV. Announcements
XV. Adjourn

Scheduled meetings:
- Staff Senate: Wednesday, January 4, 2017, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, January 18, 2017, 9:30 a.m. in the Arikara Room, Memorial Union