Members present: Vince Anderson, Lori Askew, Angela Bachman, Daniel Erichsen, Colette Erickson, Tina Exner, Diane Harrison, Lorie Herbel, Wendy McCrory, Jim Osland, Tyler Perkins, and Gennifer Sprecher.

I. Meeting called to order at 10:06 AM by Gennifer Sprecher.

II. MOTION by Tina Exner / Tyler Perkins to approve the Consent Agenda. MOTION CARRIED.
   A. Policies for Information – No Items
   B. Items for Input – No Items

III. MOTION by Tina Exner / Tyler Perkins to approve the Meeting Agenda. MOTION CARRIED.

IV. MOTION by Lori Askew / Tyler Perkins to approve the February 17, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. MOTION by Tina Exner / Lori Askew to approve the March 9, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated $0.00
   B. Local $ 9584.80
   C. Scholarship $ 1179.12

VII. Membership Report by Diane Harrison – No Report.

VIII. Committee Reports
   A. Bylaws by Tyler Perkins – Bylaws regarding State Staff Senate membership were discussed, and how re-election for those positions works. NDSU Senate bylaws differ from those of NDUS State Staff Senate.
   B. Campus Relations by Daniel Erichsen – Similar wordings in the bylaws of this committee and the Public Relations committee have brought about discussion on differentiating the roles of the committees. Reps from each committee will work out a plan so that each group has more clarity going forward. The ‘Relay for Life’ event will not be coordinated by this committee, but they will help promote the event.
   C. Elections by Wendy McCrory – A PowerPoint presentation is being prepared to assist in the May elections process. Please help recruit members and encourage coworkers to join Staff Senate.
   D. Gunkelman Award by Tina Exner – Planning work continues; the ceremony is May 4th at 3pm, at the NDSU Alumni Center.
   E. Information Technology by Vince Anderson – The Senate website and the election page have been updated. The Scholarship application is secure, and will only capture non-private information.
   F. Legislative by Gennifer Sprecher – Their committee is looking to find more information on how the potential move of NDSU servers could affect our university.
   G. Public Relations by Angela Bachman – The Staff Appreciation Event today was successful with over 300 staffers attending. Updated video material is in process including shooting new footage and gathering more photos. Planning is under way for another Red Hawks Game Night staff event again this fall, with added features to the evening being considered.
   H. Scholarship by Wendy McCrory – Applications are being received currently.
   I. Staff Development / Program by Jim Osland – the staff ‘Discover U’ workshop was successful with good feedback. The ‘Discover U - 2.0’ Equine workshops are set for May and they plan to add it on the main University Events calendar. Registration will open soon.
   J. Staff Recognition by Lori Askew – Nominations are closed; winners will be chosen tomorrow. Several good nominations were submitted this year.
   K. State Staff Senate by Daniel Erichsen – Committee met on Monday and there was a resolution brought forward they want to vote on. It’s related to the budget cuts and would ask NDUS institutions to get staff input and feedback regarding budget cuts being made prior to making final decisions. The resolution would also ask for clarification on how staff recommendations were integrated into the...
Daniel asked the Executive Committee for feedback: since the turnaround time for Universities to submit their allotment plans came and went so quickly, would this essentially be a resolution that was coming too late after the fact? The Executive Committee recommends that the resolution be amended to be more forward looking by changing the verbiage to suggest that in future situations there be a process in place to include more staff input in these critical junctures.

L. **Environmental Sustainability Committee** by Gennifer Sprecher – No Report.

M. **Ad Hoc Committees**
   1. Polo Shirts by Angela Bachman – Orders are still coming in; the deadline is Friday.

IX. **President’s Cabinet** by Wendy McCrory – Will email the update to the board. Tuition models are being reviewed. Police jurisdiction discussion is ongoing and the hope is to make adjustments during the next legislative session.

X. **NDSU Day of Honor** – The committee is reviewing their process and considering suggested future changes.

XI. **Old Business**
   A. Lost and Found Items Locations by Gennifer Sprecher – No Report.
   B. **FORWARD Insurance Coverage Issues** by Angela Bachman – No Report.

XII. **New Business**
   A. **Budget** by Gennifer Sprecher – Gennifer met with Finance personnel to review the Senate budget. The formula that Staff Senate uses to request support from the various campus divisions is based on percentages of staff in various bands employed in those divisions. Staff Senate does not seek to profit from any Senate functions. However, in the event that there might be carryover funds at the end of a fiscal year, the Staff Senate Executive Committee will adjust the requested support from divisions accordingly, going forward in the next year. To add clarity to this, the Executive Committee will review yearly projected budgets prior to the start of each fiscal year, based on reports from the various committees who will estimate their needs/expenses in the year to come.

   B. **Potential Continuation of MOS Certification** by Gennifer Sprecher – Matt Chaussee was able to secure additional funds to continue the MOS certifications and is exploring options to carry this forward. The funding source would only cover student certifications, however. Staff Senate was asked to consider providing additional funding support to cover the Staff portion of the certifications. MOTION by Tyler Perkins / Wendy McCrory to authorize the expenditure of $2600 to support the MOS Certification costs for NDSU Staff. Discussion followed. Angela Bachman requests an amendment to the motion to add the words ‘to be expended out of Staff Senate’s FY16 budget’ at the end of the motion. This amendment was accepted. MOTION CARRIED as amended.

XIII. **Advisor’s Comments** by Colette Erickson – Please be reminded that as offices hire new staff, temporary employees must have their I-9 forms completed before their date of hire, this is a requirement.

XIV. Announcements

XV. Adjourn 11:16 am Gennifer Sprecher

Scheduled meetings:
- Staff Senate: Wednesday, April 6, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, April 20, 2016, 9:30 – 11 a.m. in Mandan Room, Memorial Union