Executive Committee Meeting Minutes
Wednesday, April 20, 2016


I. Meeting called to order at 10:04 AM by Gennifer Sprecher.

II. MOTION by Lori Askew / Angela Bachman to approve the Consent Agenda. MOTION CARRIED.
   A. Policies for Information –
      a. 156 Equal Opportunity Grievance procedures
      b. 183 Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff
      c. 190 Employee Responsibility and Activities: Intellectual Property
      d. 352 Promotion, Tenure, and Evaluation
   B. Policies with Housekeeping changes only—
      a. 100 Equal opportunity and Non-Discrimination Policy
      b. 171 Staff and Faculty Recruitment and Moving Expenses
      c. 818 Re-budgeting on Sponsored Programs
   C. Items for Input –
      a. 801 Grant and Contract Administration – General Provisions
      b. 813 Facilities and Administrative Costs

III. MOTION by Tina Exner / Daniel Erichsen to approve the Meeting Agenda as amended (adding two items under New Business as per Angela Bachman). MOTION CARRIED.

IV. MOTION by Tina Exner / Angela Bachman to approve the Wednesday, March 16, 2016 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Lorie Herbel / Daniel Erichsen to approve the April 6, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner –
   A. Appropriated $ 0.00
   B. Local $ 9202.59
   C. Scholarship $ 1179.12

   Budget preparation needs to be completed by early June to send over to Accounting.

VII. Membership Report by Diane Harrison – In Diane’s absence, Gennifer reported that seven members have stepped down but there are some willing to be re-elected so membership may hold steady.

VIII. Committee Reports
   A. Bylaws by Tyler Perkins – No Report.
   B. Campus Relations by Daniel Erichsen - No Report.
   C. Elections by Tyler Perkins – Election form was sent out. All data goes into a spreadsheet creating a list to see who has been nominated. It will help for the elections in May; a PowerPoint and TurningPoint clicker system will help them carry out the election.
   D. Gunkelman Award by Tina Exner – Recipient was chosen. Ceremony is May 4th, 3pm at Alumni Center.
   E. Information Technology by Vince Anderson – A recent phishing scam affected campus. Adjustments were made and they were able to recover.
   F. Legislative by Gennifer Sprecher – No Report.
   G. Public Relations by Angela Bachman – The Red Hawks Event email went out. Goal is to deliver tickets before the end of the school year. They will plan for a picnic and possibly add more interactive portions to the event. They reserved the 3rd base side area and will have the tented space to gather for pre-game social time.
   H. Scholarship by Wendy McCrory – Tyler Perkins reported that the committee is reviewing applications.
I. **Staff Development / Program** by Jim Osland – Accounting changes in accepted payment forms resulted in registration changes and all appears to be worked out. Marketplace will reflect these changes. Mailings and emails have gone out to announce the Equine event.

J. **Staff Recognition** by Lori Askew – The recent Staff Recognition Event was successful. Campus Kudos last time gave four awards. The process to rewrite the guidelines is not yet complete.

K. **State Staff Senate** by Daniel Erichsen – There is one volunteer for the retirement committee and their name was forwarded. Next week is the NDSU presentation to the State Staff Senate. A face to face meeting in the summer is planned in western ND, possibly Williston.

L. **Environmental Sustainability Committee** by Gennifer Sprecher – The Waste Audit is later today at 2:30 PM over in the Butler building near Thorson Maintenance. Volunteer sorters will evaluate the waste and their efforts may be documented on video if possible. Please attend if you are able.

M. **Ad Hoc Committees**
   1. **Polo Shirts** by Angela Bachmann – Another order could be done again in the fall so this can be announced at a future meeting. The full Senate should consider whether to disband this ad hoc committee, move the duties to another committee such as Public Relations, or some other option.
   2. **Administrator Training Initiative** by Gennifer Sprecher – No Report.

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

X. **NDSU Day of Honor** – No Report.

XI. **Old Business**
   A. Lost and Found Items Locations by Gennifer Sprecher – No Report.
   B. FORWARD Insurance Coverage Issues by Angela Bachman – No Report. (Take off agenda in future.)
   C. Policy 133.1, re: spouse/partner tuition discounts – Tyler Perkins – No updates have come through from the state. Executive Committee should inquire further re: status of the policy revision.

XII. **New Business** –
   A. **Training Funds** – There are limited funds in some divisions/departments to support training expenses for staff members who might need to get job-specific professional development. Could Staff Senate potentially draft a proposal requesting there be a line in departmental budgets that specifically support trainings or development for staff in their areas? There are occasions where an important training is needed for a staffer and their department has no funds to send the person on a trip for the training. How might Staff Senate advocate for this type of situation? Historically training funds were available to staff in the past, and Executive Committee will continue to explore ideas on how this could be brought back in some form.
   B. **Faculty Senate** Suggestion – Should the Staff Senate make a more formal request to allow staff members to be included in the Faculty review process? Gennifer will follow up with Dennis Cooley.

XIII. **Advisor’s Comments** by Colette Erickson – Noah Fischer shared Collette’s update. Thanks to those involved with the Staff Recognition event. Be aware that the rewrite of Policy 134 (re: bringing children to work) was rejected. Human Resources has concerns with changes and there is Risk Management and liability issues related to this as well. Collette has advised that potential changes be brought to the Chief of Staff.

XIV. Announcements

XV. Adjourn

Scheduled meetings:
- Staff Senate: Wednesday, May 4, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, May 18, 2016, 9:30 – 11 a.m. in Mandan Room, Memorial Union