
I. Meeting was called to order by Jim Osland at 9:33 AM.

II. MOTION by Tina Exner / Gennifer Sprecher to approve the Consent Agenda. MOTION CARRIED.
   A. Policies for Information - None
   B. Policies for Information Only with Housekeeping Changes - None
   C. Items for Input - None

III. MOTION by Carin Engler / Gennifer Sprecher to approve the Meeting Agenda as amended. MOTION CARRIED.

IV. MOTION by Jered Pigeon / Gennifer Sprecher to approve the Wednesday, April 20, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. MOTION by Tina Exner / Matt Chaussee to approve the May 4, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated fund: $ 0
   B. Local fund: $ 6970.47
   C. Scholarship fund: $ 1179.12

VII. Membership Report by Carin Engler – Currently 55 senators. Carin Engler be meeting with Diane Harrison after her vacation and review duties. Meeting space reservations for full Senate and Exec meetings are in process.

VIII. Committee Reports
   A. **Bylaws** by Gennifer Sprecher – All proposed changes for this school year were delivered to Matt Hammer and when they are approved the completed versions will go on the Staff Senate shared drive.
   B. **Campus Relations** by Jered Pigeon – The Campus Blood Drive is coming up, and will be collaborative events with faculty and student senates going forward.
   C. **Elections** by Ryan Brinkman – Elections successfully completed.
   D. **Gunkelman Award** by Carin Engler – There will be a wrap-up meeting to finalize things and get info on the shared drive.
   E. **Information Technology** by Matt Chaussee – Follow up note on the budget: Photoshop licenses are tied to individuals, not to groups or offices. We don’t need to purchase this to shrink file sizes of photos; there are other ways to solve the storage issues for our images on the web. He is involved with the onboarding of Image Now on campus and it’s possible that Staff Senate could be using this in the future. The new secure file transfer process is underway and will be available to use in future – now they are testing it and he can give us more details in the future. Matt will provide a year summary of IT updates and pertinent information and updates for our staff; he will also be able to assist in web site updates and changes so Executive members can send needs to him.
   F. **Legislative** by Gennifer Sprecher – No Report.
   G. **Public Relations** by Elizabeth Worth – Met with Angela Bachman recently to discuss the transition and she will be given access to the shared drive; she will review info there. Jered Pigeon noted that recently they discussed the overlap in duties with the Campus Relations committee so improvements and clarifications should be discussed. Bylaws should be reviewed also and there is some cleanup needed related to the bylaws for both to clarify who is responsible for which events, eliminating confusion. Jered Pigeon and Elizabeth Worth will set up a meeting with Wendy McCrory and possibly others to discuss their process of sorting this out going forward.
   H. **Scholarship** by Tina Exner – They will meet later today to distribute funds; there is approximately $3000 to give out in scholarship support.
I. **Staff Development / Program** by Jered Pigeon – Lorie Herbel stated that a few members assisting with the arrangements of the Equine workshops met to finalize preparations. Both classes look as though they will be fully attended. After sessions, they hope to send an email survey to get feedback from participants, similar to how the committee does it with ‘Discover U’ workshops.

J. **Staff Recognition** by Anna Sheppard – Anticipating 4 Campus Kudos awards, if recipients attend in June.

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

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

M. **Ad Hoc Committees**

   1. **Administrator Training Initiative** by Gennifer Sprecher – No Report.

IX. **President’s Cabinet** by TBA – Still waiting for President’s Cabinet Representative to be chosen.

X. **NDSU Day of Honor** – New members ‘at large’ (Anna Sheppard, Diane Harrison, Ryan Brinkman) plan the NDSU Day of Honor.

XI. **Old Business**

   A. **Lost and Found Items** Locations by Gennifer Sprecher – No Report.

   B. **Policy 133.1, re: spouse/partner tuition discounts** by Gennifer Sprecher – Gennifer Sprecher checked on the policy and the SCC. The State Board had put out their recommendations for this and Customer Account Services is looking at it. This can come off the agenda going forward.

   C. **Budget** by Gennifer Sprecher – The budget submissions from the Staff Senate Committees were presented. Executive Committee will review the complete document via email. Some committees have NO budget. Those that have expenses are included. In June we will discuss in-depth and make changes and/or approve.

XII. **New Business**

   A. **Outside meetings involving Staff Senate or Executive Committee members** by Tina Exner - When members go to special meetings, more than one person attending from our committee is helpful so that information can be shared in discussions. Executive Committee Members will support one another in this manner.

   B. **Idea for Ad-Hoc committee** – Jim Osland or Gennifer Sprecher – Jered Pigeon said that Amanda Booher shared an email and feedback from a recent meeting wherein she learned of some unmet needs of new international students and first generation students who could be supported in particular ways as they join the NDSU community. Staff Senate is asked to consider how members could assist in finding ways to support them. Ideas might include welcoming them at airport arrivals, transporting them to campus, offering basic help in understanding how to navigate the F-M community. Members agreed this idea should be brought to the full Senate in June to discuss what needs might be met through volunteers, and how to coordinate this. A motion can be made to form the committee if there is interest in this effort. Jim Osland will email Amanda Booher to be ready to talk about this at the June meeting.

XIII. **Advisor’s Comments** by Colette Erickson – The Fair Labor Standards Act from 1939 has been updated and the salary test has changed as it relates to positions being ‘exempt’ from overtime. Emails will be coming out to share information on the changes officially taking effect December 1, 2016. Supervisors will also be offered sessions in June to explain how changes affect certain staff situations.

XIV. **Announcements**

XV. The meeting was adjourned at 11:06 AM by Jim Osland.

Scheduled meetings:
- Staff Senate: Wednesday, June 1, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, June 15, 2016, 9:30 – 11 a.m. in Mandan Room, Memorial Union