Executive Committee Meeting Minutes
Wednesday, June 15, 2016


I. Meeting called to order at 9:34 AM by Jim Osland.

II. Consent Agenda - no policies for review.

III. MOTION by Tina Exner / Diane Harrison to approve the Meeting Agenda. MOTION CARRIED.

IV. MOTION by Jered Pigeon / Matt Chaussee to approve the Wednesday, May 18, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. MOTION by Tina Exner / Elizabeth Worth to approve the June 1, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
A. Local Fund: $3,263.63
B. Appropriated Fund: $0
C. Scholarship Fund: $1,179.12

VII. Membership Report by Carin Engler – There was one resignation from the Facilities/Trade band of staff. Another member can remain only through August.

VIII. Committee Reports
A. Bylaws by Gennifer Sprecher – No Report.
B. Campus Relations by Jered Pigeon – Blood Drive is almost filled. On 6/23/16, 1-4:30 PM the Bloodmobile will be on the west side of the Memorial Union. Jered Pigeon will transition the Relay for Life items he has over to the new chair.
D. Gunkelman Award by Carin Engler – No Report.
E. Information Technology by Matt Chaussee – items are under new business.
F. Legislative by Gennifer Sprecher – No Report.
G. Public Relations by Elizabeth Worth– No Report.
H. Scholarship by Tina Exner – No Report.
I. Staff Development / Program by Jered Pigeon – Co-chairs were elected at last meeting. Will be planning Fall events over the summer. Matt Chaussee added that in September the Microsoft Office Specialist training is available and he hopes to partner with this committee to help get the word out for this.
J. Staff Recognition by Anna Sheppard – Loretta Askew was elected as the chair at the recent meeting.
K. State Staff Senate by Ryan Brinkman– No Report.
L. Environmental Sustainability Committee by Gennifer Sprecher– No Report.

IX. Ad Hoc Committees
2. Staff Ambassadors by Jim Osland – Elizabeth Worth attended this meeting and reported that members discussed how they might define committee and what would be the focus. To start, the group considered a smaller scope of effort, specifically for International students and as they’re able, expand from there. The Executive Committee’s recommendation is to consider a broader scope and include first generation students who could have similar needs. Strategizing to address various needs would be needed and perhaps the committee could sub-divide to address different areas. Jered Pigeon noted that the faculty have a Diversity Advisor program and it may be helpful to reach out to them regarding needs as this ad-hoc committee could potentially partner in similar efforts. Anna Sheppard and Elizabeth Worth will report next time to Executive Committee going forward.

IX. President’s Cabinet by Jim Osland – The budget was discussed; the new housing project and the changes made to the NDSU song were also reviewed.
X. NDSU Day of Honor by Diane Harrison – Diane asked about transition and information for next year’s plans.

XI. Old Business
A. Lost and Found Items Locations by Gennifer Sprecher – Gennifer Sprecher says the goal is to compile more information on the directory for ‘Lost and Founds’ located across campus and have the website ready this fall. Matt Chaussee said he would help get things set up online when the time comes and he will check on a ‘Building Contact’ list to see if those individuals might have a Lost and Found in their buildings. Jered Pigeon asked if members can assist her in gathering needed information.
B. Budget by Gennifer Sprecher/Tina Exner – A budget summary was shared showing previous two fiscal years. Members agreed a separate meeting is warranted for this discussion. Tina Exner notes that the committee should also identify a method for allowing committees to spend their money, and how to maintain and monitor budgets. MOTION by Matt Chaussee / Diane Harrison to request a special meeting for review of the budget and to provide budget materials ahead of time to examine and solicit any missing materials. MOTION CARRIED.

XII. New Business
A. Chair Orientation – New committee chairs will receive an orientation this fall to help with continuity in the coming school year. Share ideas with Jim Osland on what is important in transition times; including bills, access to the shared drive, and other upcoming expectations and critical information needed for your committees going forward.
B. Website changes – Matt Chaussee shared updates he made to the website. He was able to condense information in visible areas, and created a new front page. A side portlet will show upcoming Events & Activities; there are several additional items that need to be fine-tuned at this time. MOTION by Jered Pigeon / Lorie Herbel to authorize Matt Chaussee to publish proposed changes and continue to work on improvements to the site as well as implement ‘best practices’ for website management and design. MOTION CARRIED. As he makes changes he will inform the Executive Committee of the changes and he will take feedback as work continues. Several years’ worth of reports can be saved on the shared drive and taken off the website.
C. Ideas for continuity of positions and departmental advisors – Recently members met with Accounting office staff to work on more continuity; the remainder of the discussion was tabled until next meeting.

XIII. Advisor’s Comments by Colette Erickson – A big thanks to Gennifer Sprecher for coming to present at the New Employee orientation, to tell them about Staff Senate.

XIV. Announcements

XV. Adjourn

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