Executive Committee Meeting Minutes  
Friday, July 22, 2016


I. Meeting called to order 1:04 PM by Jim Osland.
II. Consent Agenda - no policies for review.
III. MOTION by Tina Exner / Ryan Brinkman to approve the Meeting Agenda as amended. MOTION CARRIED.
IV. MOTION by Tina Exner / Jered Pigeon to approve the Wednesday, June 15, 2016 Executive Committee Meeting Minutes. MOTION CARRIED.
V. MOTION by Tina Exner / Ryan Brinkman to approve the Tuesday, June 21, 2016 Executive Committee Special Meeting Minutes. MOTION CARRIED.
VI. MOTION by Elizabeth Worth / Lorie Herbel to approve the Tuesday, June 28, 2016 Executive Committee Special Meeting Minutes. MOTION CARRIED.
VII. Treasurer’s Report by Tina Exner
   A. Local Fund: $ 3,108.72
   B. Scholarship Fund: $ 1,179.12
   C. Appropriated Fund: $ 1,169.00
VIII. Membership Report by Carin Engler – There are currently 53 members, after two resignations (Diane Harrison, Jennifer Autumnstar). Carin contacted a member who is often off campus and the person’s status may change; she will update the committee as needed.
IX. Committee Reports
   A. Bylaws by Gennifer Sprecher – Jim Osland reported that Gennifer Sprecher is compiling information for the upcoming Chair Orientation. In preparing for this, it was discovered that the bylaws exclude the election of the IT chair, who should be elected by the full senate, so bylaws will need to be amended to include this election.
   B. Campus Relations by Elizabeth Worth – Representatives from the Campus Relations and Public Relations committees recently met and discussed roles of the respective committees.
   C. Elections by Ryan Brinkman – Postcards will be sent out soon to all eligible staff who could potentially join staff senate. They will also make efforts to reach staff that may not have daily access to email etc. An email will be sent to state staff senate representatives to inquire about recruitment practices of other Senates.
   D. Gunkelman Award by Carin Engler – No Report.
   E. Information Technology by Matt Chaussee – The committee met recently and they are working on defining this year’s goals and working on updates/progress. They are striving to follow the general theme of ‘Staff Helping Staff’ as their focus of their work this year.
   F. Legislative by Gennifer Sprecher – No Report.
   G. Public Relations by Elizabeth Worth – The committee has reviewed upcoming Fall events such as Staff Recognition, Ice Cream Social, etc and came up with a tentative working theme of ‘Connections’ for their events this year.
   H. Scholarship by Tina Exner – No Report.
I. Staff Development / Program by Jered Pigeon – A request came in for the support of the fall event called ‘Live-to-Lead,’ a Staff Development event. It would replace the Fall ‘Discover U’ typically sponsored by the Senate. The request is for funds to support the program. The treasurer has additional questions on some of the details and thus the request is denied and will be revisited after some additional information is provided. The date of the event will be Wednesday, November 30th, as a morning workshop.
J. Staff Recognition by Anna Sheppard – No Report.
K. State Staff Senate by Ryan Brinkman – He was able to attend the June face-to-face meeting in Williston, ND. One of the break-out sessions he attended was a discussion on planning for the next legislative session. Another session focused on state insurance plan change from BCBS to Sanford. Elections also took place and new officers were instated. The 2017 face-to-face meeting will be Bottineau; Mayville State will host in 2018. If NDSU Staff Senate is interested, we could host it in 2019 or 2020. Members of the Executive Committee agree that hosting this is a great opportunity and asks Ryan Brinkman to explore this opportunity with the State Staff Senate.

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

M. Ad Hoc Committees

X. Staff Ambassadors by Elizabeth Worth – No Report.

XI. President’s Cabinet by Jim Osland – He shared a summary (see attached). Jim will soon attend a meeting to discuss ways that we can support our President and he will report back at a later time.

XII. NDSU Day of Honor - No Report.

XIII. Old Business
   A. Lost and Found Items Locations by Gennifer Sprecher – Gennifer is in the process of contacting individuals in various locations to compile Lost & Found list for the campus.
   B. Budget by Gennifer Sprecher – Letters are going out within the next business day or two requesting support.

XIV. New Business
   A. Chair Orientation - Tina Exner presented the PowerPoint which will be shown to the chairs of Senate committees. This will be an overview of their responsibilities. Orientation will take place in mid-August. A new procedure for processing budget requests from committees through the Executive Committee was described and discussed.
   B. Website changes – Matt Chaussee described the features of an Event Registration app that Staff Senate could potentially use to process registrations for events that we host. No website updates to report at this time.
   C. Ideas for continuity of positions and departmental advisors – Gennifer Sprecher has been reviewing older minutes and there was a possible committee idea that could be revisited. Item tabled for future meeting.
   D. Homecoming Ad-Hoc Committee – Gennifer Sprecher recommends that this committee be eliminated and the duties be placed under Campus Relations as one of their ‘focus’ items. Volunteering at events around Homecoming is now a service that the Senate provides to the community. The Executive Committee agrees this could be added to the scope of duties of Campus Relations, instead of being an ad-hoc committee. It was discussed that descriptions and listing of duties may or may not need to be specified in the bylaws and this should be examined by the committees and cleared up and edited this year.
   E. Campus Relations Name Change – In seeking to clarify committees’ practices and identify them accordingly, a potential name change is proposed. ‘Campus Engagement Committee’ or a similar name may reflect the work done by the committee.
   F. Finalizing the Exec Committee Potluck event in August – Please RSVP to Matt Chaussee as soon as possible.

XV. Advisor’s Comments by Colette Erickson – No Report.

XVI. Announcements

XVII. Adjourn

Scheduled meetings:
- Staff Senate: Wednesday, September 7, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, August 17, 2016, 9:30 – 11 a.m. in Morrill Hall Room 212
President’s Cabinet Report
by Jim Osland

6-27-16

Dale Zetocha - Executive Director, NDSU Research Foundation - An anonymous donation has helped North Dakota State University establish a $4.5 million endowment for entrepreneurship. It establishes an endowed chair to focus on "nurturing faculty excellence in entrepreneurship education" and encouraging students to "pursue big ideas and innovative thinking." The third such endowment.

Matt Larson – AD - North Dakota State University and the University of Colorado have signed a one-game contract for the 2024 football season opener. The NDSU athletic department starts moving into the Sanford Health Athletic Complex in July, and one of the first spaces occupied will be the strength and conditioning offices and training space on the west side of the facility. NDSU is in very early talks with the Twins to host the first ever football game at Target field.

7-18-16

President Bresciani - The recommendations presented by the School Song committee were unanimously support by the cabinet.

Matt Larson – AD – The move back into the SHAC has begun. Speed and Strength have moved back in. Offices will slowly start moving back also. Talks with the Twins are moving ahead, with preliminary field layouts and a 2018 or 2019 date is being discussed.

John Glover – Development Foundation – Will be moving into phase 2 of the 1600 block development. Which is across University Avenue from the SHAC. Phase 2 will be short listing potential developers for the project. Mid-year fund raising is at 34.9 million for the Foundation.

Chuck Hoge – Research Park Director – Refinancing of the bond for the research buildings from the city of Fargo will save the NDSU over $800,000. Should be completed sometime next week.