Executive Committee Meeting Minutes  
Wednesday, August 17, 2016


I. Meeting called to order at 9:32 AM by Jim Osland.

II. Consent Agenda – no policies for review.

III. MOTION by Jered Pigeon / Tina Exner to approve the Meeting Agenda as amended. MOTION CARRIED.

IV. MOTION by Gennifer Sprecher / Matt Chaussee to approve the Wednesday, July 22, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. Treasurer’s Report by Tina Exner
A. Appropriated Fund: $ 1,169.00
B. Scholarship Fund: $ 1,179.12
C. Local Fund: $ 8,131.72

VI. Membership Report by Carin Engler – Membership holds at 53. An August resignation will drop roll to 52.

VII. Committee Reports
A. Bylaws by Gennifer Sprecher – Bylaws regarding the committee chairs are being edited by Gennifer Sprecher and Laura Dallmann to clarify election process and proposed changes. This will be presented to the full Senate at the earliest opportunity.

B. Campus Relations by Elizabeth Worth – Google Drive is being used to collaborate on documents in process and this helps organize their plans and activities.

C. Elections by Ryan Brinkman – Gennifer Sprecher stated that the Senate will need to elect two new members in September at the full Senate meeting because of vacancies. Participation from the 6000 and 7000 bands will be of particular interest to increase representation from these areas; there is a need to reach out to members. Discussion followed regarding seeking support from administration in encouraging members from those bands to consider serving on Senate.

D. Gunkelman Award by Carin Engler – No Report.

E. Information Technology by Matt Chaussee – The new Senate video is on the Home Page; please encourage coworkers to view. Contact Matt Chaussee for any needs and updates on the Senate website. The TechXploration event in September is for the NDSU community; Senators are encouraged to attend, support, and learn from the various displays and resources that will be made available. Many new low-cost resources are available for use in departments and divisions and lots of great resources to benefit from in your work areas. The OMB is promoting a statewide program called the ‘Employee Suggestion Incentive Program,’ where employees can suggest ways to save money at your campus, and could potentially be compensated for coming up with efficiencies. This will be shared with Staff Senate to encourage staff participation. He will announce in the future that there is a new fix for the download grid issues within the Finance environment online, to help make people aware the functionality is back.

F. Legislative by Gennifer Sprecher – Recently met and they are seeking to build relationships with our local representatives. They will be compiling information that can be shared with others to assist them as they consider how they might reach out to their area representatives.

G. Public Relations by Elizabeth Worth – ‘Connection’ is their theme and they’re planning a number of activities around this. ‘Campus Passport’ is an activity that includes 10 locations on campus. This is like ‘scavenger hunt’ and participants have to find secret words at locations and they find at least 5 words or more they can be entered into a drawing for a grand prize. A sponsor plans to support a prize promotional item, and will be looking at details of how to manage this. The Ice Cream Social is Tuesday, September 13th during State Employee Recognition Week.

H. Scholarship by Tina Exner – Tina Exner will verify student recipients’ registration prior to disbursement.
I. Staff Development / Program by Jered Pigeon – Recently they discussed the request to support the Live2Lead event. Support was approved for $1000 towards the speaker contract. Senate programs are set for next few months.

J. Staff Recognition by Anna Sheppard – No Report.

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

L. Environmental Sustainability Committee by Gennifer Sprecher – This year they will not apply for the Impact Grant as they did last year; will reconsider options for the future.

M. Ad Hoc Committees
   2. Staff Ambassadors by Elizabeth Worth – They will assist with International Student Orientation and help with the photo booth and hand out cards and meet students. Amanda said they have four people signed up to be greeters at airport arrivals. Jered said that The International Student organization will be having a BBQ event soon; Staff Ambassadors may wish to join this event.

VIII. President’s Cabinet by Jim Osland – No Report.

IX. NDSU Day of Honor – No Report.

X. Old Business
   A. Lost and Found Items Locations by Gennifer Sprecher – The final list for contacts of locations is almost ready; she will meet with student representatives to discuss how to set up and publish.
   B. Budget by Gennifer Sprecher - Almost all letters and division support have come in as requested, with only two responses missing to date. (See Treasurer’s Report). Executive Committee members agreed to allow until the end of this week and then plan a Special Meeting next week for budget-cutting discussion. Budgets for each committee will be decided and this will allow the Treasurer to proceed with committee notifications at that point.
   C. Chair Orientation by Gennifer Sprecher – The chairs who missed orientation will be contacted by Gennifer Sprecher.
   D. Website changes by Matt Chaussee – Online record retention, what should be time frames for keeping items published on the website. Discussion tabled.

XI. New Business
   A. Ideas for continuity of positions and departmental advisors – Matt Chaussee – He sees a need to identify a point person external to Staff Senate to be able to answer questions for a committee chair who is new and doesn’t have depth of knowledge or experience in the Senate. The hope would be to build in redundancy so that new chairs are not struggling to get up to speed on processes. This might include support from Finance, or the IT division, and perhaps tie it to a position rather individuals.
   B. Parking Issues by Gennifer Sprecher – The Senate has been asked to look into some issues with Parking. Repeat citations and rejected appeals for staffers conducting work-related activity is becoming problematic for some; there are also issues with people renewing online (some cannot renew online and then get charged extra fees). Appears that there are unfair or inconsistent practices and processes. Discussion tabled.
   C. Joint Committee Agenda Items by Gennifer Sprecher – Tabled.

XII. Advisor’s Comments by Colette Erickson

XIII. Announcements

XIV. Adjourned 11:03 AM.

Scheduled meetings:
- Staff Senate: Wednesday, September 7, 2016, 9:30 – 11 a.m. in Plains Room, Memorial Union
- Executive Committee: Wednesday, September 21, 2016, 1:00 PM in the Meinecke Board Room, Memorial Union