Executive Committee Meeting Minutes  
Wednesday, September 21, 2016

Members present: Ryan Brinkman, Matt Chaussee, Carin Engler, Colette Erickson, Tina Exner, Lorie Herbel, Jim Osland, Melissa Schwengler and Anna Sheppard. Missing: Gennifer Sprecher, Jered Pigeon and Elizabeth Worth.

I. The meeting was called to order at 1:07 PM by Jim Osland.

II. MOTION by Carin Engler / Ryan Brinkman to approve the Consent Agenda. MOTION CARRIED.
   (policies listed here: https://www.ndsu.edu/policy/senate_coordinating_council/)
   A. Policies for Information
      1. 111 – Personnel Definitions
      2. 325 – Academic Freedom
      3. 360 – Early Retirement
      4. 611.1 – International Travel for Students
   B. Policies for Information Only with Housekeeping Changes
      2. 156 – Equal Opportunity Grievance Procedures
      3. 157 – Grievance Procedures
      4. 162 – Sexual Harassment Policy
      5. 163 – Anti-Harassment Policy
      6. 182 – Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff
      7. 183 - Nonrenewal and Dismissal of Nonbanded, Nonacademic Staff
      8. 212 – Overtime
      9. 213 – Rest Periods
      10. 400 – Purchasing – General Policies
      11. 610 – Missing Student Notification
   C. Items for Input
      1. 152 – External Professional Activities
      2. 155 – Alcohol and Other Drugs: Unlawful and Unauthorized Use by Students and Employees
      After review on the items for input, the committee had no additional edits to suggest.
      MOTION by Ryan Brinkman / Melissa Schwengler to approve the policies for input as presented.
      MOTION CARRIED.

III. MOTION by Tina Exner/ Matt Chaussee to approve the Meeting Agenda as amended. MOTION CARRIED.

IV. MOTION by Matt Chaussee / Ryan Brinkman to approve the Wednesday, August 17, 2016 Executive Committee Meeting Minutes as amended. MOTION CARRIED.

V. MOTION by Tina Exner/ Matt Chaussee to approve the Thursday, August 25, 2016 Executive Committee Special Meeting Minutes. MOTION CARRIED.

VI. MOTION by Tina Exner/ Matt Chaussee to approve the September 7, 2016 Staff Senate Meeting Minutes as amended. MOTION CARRIED.

VII. Treasurer’s Report by Tina Exner
   A. Appropriated Fund: $ 764.70
   B. Scholarship Fund: $ 140.12
   C. Local Fund: $ 11,874.72

VIII. Membership Report by Carin Engler – Senate membership currently stands at 50; thus 10 spots are still vacant at this time. An issue was discussed regarding one member elected a year ago, who was unaware of their election to the Senate; the Election Committee will examine the process relating to acceptance of nominations, as well as notifications or confirmations of election to the Senate.

IX. Committee Reports
   A. Bylaws by Gennifer Sprecher – No Report.
B. Campus Relations by Elizabeth Worth – No Report.
C. Elections by Ryan Brinkman – A recruitment postcard was crafted which is tailored to staff in 6000-7000 bands; editing is currently in process and card will be sent out soon. Jim Osland added that the Senate representative position for the University Athletics Committee was vacated, and the Senate should have an informal election at the next full Senate meeting to refill this vacancy. Carin Engler noted she is updating the proxy list and now has additional individuals willing to serve as proxies. Executive Committee members agreed they will also ask coworkers if anyone is willing to serve as proxies, in order to expand the list. As previously discussed, Election Committee will examine the process relating to acceptance of nominations, as well as notifications or confirmations of election to the Senate.
D. Gunkelman Award by Carin Engler— No Report.
E. Information Technology by Matt Chaussee – The IT Council met recently. January 1 is the tentative migration date for the new NDUS email system. The System Office is also looking at using one NDUS version of Blackboard to be used across the entire university system state-wide. This is still in the discussion stage.
F. Legislative by Gennifer Sprecher— No Report.
G. Public Relations by Elizabeth Worth– No Report.
H. Scholarship by Tina Exner – Scholarships have now been distributed.
I. Staff Development / Program by Jered Pigeon – No Report.
J. Staff Recognition by Anna Sheppard – The next Campus Kudos award is tentatively planned for the full Senate meeting in October.
K. State Staff Senate by Ryan Brinkman – They met Monday, September 19. Each campus is doing a different showcase for ‘Envision 2030,’ and NDSU’s is taking place in October with a focus on Agriculture. Williston is the only member in the system to hold theirs during the evening. Guests can opt to attend these events via IVN. There has also been discussion of the education benefits that state employees have for their dependents, with regard to being able to attend other institutions in North Dakota besides the unit where a benefitted staff person is employed.
L. University Athletics – No Report.
M. Ad Hoc Committees
2. Staff Ambassadors – Jim Osland noted that he had spoken with the chair of this committee about the mission as given by the Executive Committee, which was to include in their welcome efforts those who identified as first-generation college students along with international students. It was noted that the group was too limited to do any more than what they were able to accomplish for this fall in assisting with some International Student events, having very few resources of their own. However, looking ahead to next year they will re-examine whether they are able to fulfill a more expanded scope. If this doesn’t seem possible, they may separate efforts from Staff Senate and continue their work on a more informal basis.

X. President’s Cabinet by Jim Osland – It is noteworthy that the Foundation’s yearly fundraising has already surpassed $40 Million, which is a phenomenal result for the year and there is more time yet to go. Overall reports are very positive. The cabinet will be meeting again soon.


XII. Old Business
A. Ideas for continuity of positions and departmental advisors – Tabled.
B. Parking Issues/Parking Appeals Board by Gennifer Sprecher – Jim Osland received an email from the Parking Office, asking us to appoint or elect a member of the Staff Senate to the Parking Appeals Board. Ryan Brinkman volunteered to be a representative. Jim Osland noted that an election can be done at the next full Senate meeting and he has the description of the duties, position, and the number of times the Appeals board meets each year.
C. Joint Committee Agenda Items by Gennifer Sprecher – Tabled.

XIII. New Business
A. Retirement benefits by Jim Osland – Jim Osland was recently contacted by a retired staff person who wondered whether or not retired personnel are allowed to get a permit which enables them to park on
campus, and if there are other similar benefits for retirees. He will refer the individual to Human Resources to find out more of what other benefits and options are available to them.

B. Faculty Senate Resolution by Jim Osland – Copies of final approved version were distributed to the Executive Committee for review. It is Jim Osland’s understanding that this is going back to the Faculty again to review one more time. If the other Senates on campus are in favor of joining in this, the option to do so is available. Discussion followed regarding including the full Senate and whether there is a way to include all staff in a timely manner before this needs to be submitted. Discussion tabled.

C. University Athletics Committee – No Report.

D. Office Hours Friday after Thanksgiving Holiday by Carin Engler – A staff person asked her about official policies regarding NDSU office hours on and around holidays, specifically the Friday after Thanksgiving. Colette Erickson shared that policy indicates ‘regular’ office hours are 8 AM – 5 PM; and ‘summer / holiday break’ hours are 7:30 AM – 4:00 PM. She was uncertain how the Friday after Thanksgiving was designated; but regardless of the designation, if a staff person is approved to be away on the Friday after Thanksgiving, then Annual Leave must be taken by the employee. This is the case regardless of whether or not a supervisor determines that he/she is ‘closing’ their office. Carin Engler will report back to the staff member who inquired.

XIV. Advisor’s Comments by Colette Erickson – There were a total of 90 applications that came in by the deadline for the Voluntary Separation Program. At this time, they are reviewing these applications.

XV. Announcements – None.

XVI. The meeting was adjourned at 2:15 PM by Jim Osland.

Scheduled meetings:
- Staff Senate: Wednesday, October 7, 2016, 9:30 – 11 a.m. in Great Room, Memorial Union
- Executive Committee: Wednesday, October 19, 2016, 9:30 AM in the Arikara Room, Memorial Union