Executive Committee Meeting Minutes
Thursday, March 22, 2018

I. Meeting was called to order at 9:35am by Jered Pigeon.

II. Consent Agenda –
A. Policies for Information – None
B. Items for Input – None

III. MOTION by Amanda Booher / Jim Osland to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Tina Exner / Jim Osland to approve the Thursday, February 22, 2018 Executive Committee Meeting Minutes. Discussion followed to update the library committee report. MOTION CARRIED.

V. MOTION by Tina Exner / Lorie Herbel to approve the Wednesday, March 7, 2018 Staff Senate Meeting Minutes. Discussion followed to fix some sentence structure. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
A. Appropriated = $1,438.27
B. Scholarship = $0.12
C. Local = $4,909.65

VII. Membership Report by Carin Engler – 45 now as Emilie DeWitte resigned.

VIII. Committee Reports
A. Bylaws by Gennifer Sprecher – staff recognition committee will have some updates.
B. Elections by Carin Engler – 23 staff members have been nominated so far. Nomination cease on Friday, March 23 at 8pm. Elections are next week March 26 & 27.
C. Legislative by Gennifer Sprecher – No report.
D. Public Relations by Elizabeth Worth – Staff appreciation breakfast event was held March 14 and was well attended.
E. Information Technology by Ben Bernard – No report.
F. Scholarship by Jim Osland – Online sales came back lower than the in-store sales so only increased the total amount received by a few dollars.
G. Staff Development by Lorie Herbel – Discover U was rescheduled for March 28. Deadline to sign up is March 23.
H. Staff Recognition by Melissa Schwengler – Nominations have opened for the staff recognition awards and an announcement email went out on the listserv. The social is planned for April 12 at 1:30pm.
I. Campus Engagement by Alissa Kuntz – Next blood drive is June 12.
J. Gunkelman Award by Amanda Booher – Nominations will open next week.
K. State Staff Senate by Elizabeth Worth – Discussion about the recent letter sent by the SSS to SBHE commenced. Discussion was to go to our SSS reps and have them remind the SSS that they need to follow their own bylaws as it seems they did not in this case when it came time to vote on the passing of the referenced letter.

L. Joint Committees
1. Campus Space & Facilities by Melissa Schwengler – No report.
2. Library by Alissa Kuntz – They are still working on their strategic plan and hope to have the rough draft done by the end of the semester. There is a presentation about the Alba Bales house being held on April 12 at 12pm. A new Associate Dean will start June 28. They hired a new account technician but still are looking for a sciences librarian.
5. Learning Space Advisory Committee – No report.

M. Ad Hoc Committees
1. Administrator Training Initiative by Gennifer Sprecher – No report.
IX. President’s Cabinet by Elizabeth Worth – Development Foundation wants to focus on the funds going to people but recently seems like a lot are going to buildings so they want to brainstorm ideas of how to get more going to people. Microsoft is working with Agricultural Engineering and extension on the notion of a test smart farm out in Carrington. It’s going to be a highly technological system with computer controls, UAS systems, etc. and could be first of its kind in the nation. Undergraduate research week is April 16-20.

X. NDSU Day of Honor – No report.

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – No report.
   B. Satisfaction senate survey by Jered Pigeon – Tabled for lack of time left to discuss.

XII. New Business
   A. End of Year reports and proposed budget – All committee chairs need to be reminded that these topics will be due to Jered by May.
   B. Key/Card access to storage area by Tina Exner – Who wants access? Amanda said she did.

XIII. Advisor’s Comments by Colette Erickson – An online version of the yearly review process is being worked on and they hope to implement it by August 2018.

XIV. Announcements

XV. Meeting adjourned at 10:55am by Jered Pigeon.

Scheduled meetings:
- Staff Senate: Wednesday, April 4, 2018, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Thursday, April 19, 2018, 9:30 a.m. in the Arikara Room, Memorial Union