Executive Committee Meeting Minutes
Thursday, April 19, 2018


I. Meeting was called to order at 9:36am by Jered Pigeon.

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

III. MOTION by Tina Exner / Amanda Booher to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Tina Exner / Elizabeth Worth to approve the Thursday, March 22, 2018 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Gennifer Baker / Alissa Kuntz to approve the Wednesday, April 4, 2018 Staff Senate Meeting Minutes. Corrections will be done via email and then voted on. Email was sent April 26th to the executive listserv with the meeting minutes. The tense of the word CARRIES needed to be changed in 4 spots to CARRIED. One sentence was shortened to make it less wordy. Vote took place via email. 10 senators approved the minutes, one abstained.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated $1306.83
   B. Local $3186.22
   C. Scholarship $866.33

VII. Membership Report by Carin Engler – Going into next year, we should have 50. Frank Oakgrove left NDSU.

VIII. Committee Reports
   A. Bylaws by Gennifer Baker – Updates need to be sent to the President and our Attorney representative for approval.
   B. Elections by Carin Engler – Committee preference sheets need to be updated to add environmental sustainability committee. Officer position nominations are open and an email reminder will go out next week.
   C. Legislative by Ben Bernard – Governor’s suggested budget for the next biennium has been announced.
   D. Public Relations by Elizabeth Worth – Messenger needs to get out and welcome back event for fall needs to be planned. Staff Senate logo used on prior material was slightly “wrong” and needs to be updated.
   E. Information Technology by Ben Bernard – latest update for blackboard is that we are using the same server until next fall. Login for webmail will be updating to look a little different.
   F. Scholarship by Jim Osland – No report.
   G. Staff Development by Lorie Herbel – Committee met last week about survey results. We received positive feedback for the most part. 4 hours was too long was some of the comments. Some were mad about not having breakfast this time. Committee also talked about year-end report and listed goals for next year based on things learned and feedback from this year. In the future, the committee would like to work with NDSU Extension more and have events more frequently but shorter in length.
   H. Staff Recognition by Melissa Schwengler – Banquet was a good event. The committee needs to be better prepared for next year’s event. Awards were sent via campus mail.
   I. Campus Engagement by Alissa Kuntz – Committee hasn’t met recently but a blood drive is still scheduled for June 12th.
   J. Gunkelman Award by Amanda Booher – 15 people nominated. The committee will be deciding the winner by this Friday. Event is Friday, May 4, 2018 at 3pm at the Alumni Center.
   K. Environmental Sustainability by Gennifer Baker – still working on updating the website.
   L. State Staff Senate by Elizabeth Worth – Elizabeth read an email from Diane Axness about recent updates. The Human Resource Council, who are working on broadbanding, will meet at NDSU on June 5-6, 2018. They are requesting committee members for an NDSU retirement plan oversight committee.
Looking at adding emeritus status for university staff, not just faculty (policy 430.2). Retha Mattern reported that the SBHE had a positive response to the Letter of Concern from the State Staff Senate.  

M. Joint Committees  
1. Campus Space & Facilities by Melissa Schwengler – No report.  
2. Library by Alissa Kuntz – Working on strategic planning with a goal to have a rough draft by mid-May. We will utilize the summer to fine tune the final document and create an associated timeline before it is released to the campus in the fall. Currently recruiting 2 positions. Event coming up in May about the Fargo Tornado.  
3. University Athletics by Tina Exner – They met last Friday and Angela will bring update to May meeting  
4. Learning Space Advisory Committee – No report.  

N. Ad Hoc Committees  
1. Administrator Training Initiative by Gennifer Baker – No report.  

IX. President’s Cabinet by Elizabeth Worth – Local legislator and President’s event recently happened. Much more positive/NDSU supportive comments. Sudro groundbreaking is today. There is an event tonight to recognize Alumni and donors. Internet watch filter was added to stop things like child pornography being seen and it was done without knowledge to us so Marc Wallman said its disabled so that they can look into the steps to properly administer the filter.  

X. NDSU Day of Honor – No report.  

XI. Old Business  
A. Lost & Found by Gennifer Baker – This will hopefully be finalized this summer to start using by fall semester. The new student representatives need to be contacted to work with.  
B. Satisfaction senate survey by Jered Pigeon – Results were shown at the last main meeting. Maybe we can start recapping the meetings at the end and/or build in a personal component.  

XII. New Business  
A. May 2nd election meeting set up – we reviewed the agenda for the meeting so those running the meeting are more prepared.  
B. Proxy Placards by Carin Engler – Printing 5 and will have wet erase markers to write the person’s name  
C. Buddy System/Mentors by Carin Engler – veteran senator request email.  
D. Senator get together this summer by Carin Engler – Amanda, Alissa, Carin, & Elizabeth will try and work on this. Maybe start with an executive outing (hosted by) and then extend the invite to the whole senate and that way we are there even if no one else can attend.  
E. Supervisor permission to join by Jim Osland / Colette Erickson – During the last election, a potential senator nominated themselves and got elected without having asked their supervisor. We decided to have election committee look into this by possibly adding this to the nomination process so potential senators remember to ask their supervisors.  

XIII. Advisor’s Comments by Colette Erickson – No report.  

XIV. Announcements  

XV. Meeting was adjourned by Jered Pigeon.  

Scheduled meetings:  
- Staff Senate: Wednesday, May 2, 2018, 9:30 – 11 a.m. in the Great Room, Memorial Union  
- Executive Committee: Wednesday, May 16, 2018, 9:30 a.m. in the Badlands Room, Memorial Union