Executive Committee Meeting Minutes
Wednesday, November 15, 2017


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

II. Consent Agenda – MOTION by Jim Osland / Lorie Herbel to amend the consent agenda by adding policy 714. MOTION CARRIED.
Procedure for changing polices has been updated and posted on our website.
A. Policies for Information –
   1. 142 – Retirement Plans
   2. 515 – Travel-Employees
   3. 714 – Senate Coordinating Council
B. Items for Input – None

III. MOTION by Elizabeth Worth / Jim Osland to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Elizabeth Worth / Melissa Schwengler to approve the Wednesday, October 25, 2017 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Jim Osland / Tina Exner to approve the Wednesday, November 8, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated = $2695
   B. Scholarship = $0.12
   C. Local = $5500.45

VII. Membership Report by Carin Engler – Currently at 46 senators after adding a new senator last meeting. The question was posed on how to recruit more senators? Discussion followed on whether or not we needed to have all 60 with the difficult times we are having right now because of the budget cuts. It was brought up that maybe we should focus more on retention of our senators instead of worrying so much about recruiting more. An idea is to have a program where we can have senators ask questions to make sure they understand what is going on.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No current changes needed.
   B. Elections by Carin Engler – See membership report above.
   C. Legislative by Gennifer Sprecher – No report.
   D. Public Relations by Elizabeth Worth – Our posters for the Union hallway should be done next week.
   E. Information Technology by Ben Bernard – No report.
   F. Scholarship by Jim Osland – Meeting Monday, November 20th to discuss scholarship applications for spring and the potential fall fundraiser.
   G. Staff Development by Lorie Herbel – Committee decided to partner with ‘Live to Lead’ again this year. It’s scheduled for November 29, 2017 from 9-12pm. They are asking everyone to register if you plan on attending and you can still sign up if you plan to only be there for some of it. Bruce Bollinger has been added as a speaker for a meeting in the spring along with John Glover.
   H. Staff Recognition by Melissa Schwengler – No report.
   I. Campus Engagement by Alissa Kuntz – next Monday is the first of 2 bell ringing shifts (November 20 & December 6). Blood drive is December 12 – The posters should be ready by end of week and they will start advertising soon.
   J. Gunkelman Award by Amanda Booher – Meeting later today.
   K. State Staff Senate by Elizabeth Worth – Elizabeth Cronin sent an email to the executive committee to update us on a few things right away after their 11/13/2017 meeting. One of those topics was the governor’s task force which we will address in new business as it came with a request. The other update given was that Don Morton was invited to the next State Staff Senate meeting with he agreed to attend.
via IVN here at NDSU. The State Staff Senate president is encouraging each campus to invite SBHE members to their senate meetings so they can get a feel for what staff is dealing with at each campus.

L. Joint Committees
1. Campus Space & Facilities by Tina Exner – Nothing new since last meeting in October
2. Library by Alissa Kuntz – Several positions are being filled currently. Library is continuing with strategic planning and will start in January. Library will be open 24 hrs for 2 weeks for students to be able to study for finals starting December 4.
3. University Athletics by Tina Exner – No report as they haven’t met since the last report.
4. Environmental Sustainability by Gennifer Sprecher – No report as they haven’t met since the last report.
5. Learning Space Advisory Committee by Gennifer Sprecher – No report as they haven’t met since the last report.

M. Ad Hoc Committees
1. Administrator Training Initiative by Gennifer Sprecher – We are waiting on results of climate survey.

IX. President’s Cabinet by Elizabeth Worth – No report as they haven’t met since the last report.

X. NDSU Day of Honor – Dereck left NDSU so just Lorie and Alissa met November 3. They have requested the Provost and Student Government speakers. Larry Peterson has agreed to provide a reflection presentation (5-10 minutes). Supplies for the ceremony are being gathered. The forms on the website are not currently functional so Ben sent a link to address this and the committee will review it. The committee will start advertising soon (they will reach out to HR). Committee is also currently looking for a musician.

XI. Old Business
A. Lost & Found by Gennifer Sprecher – Still verifying the lost and found locations to complete the project.

XII. New Business
A. Governor’s Task Force applications – These applications are due by November 30th which is before our next full senate meeting so the SSS committee has asked us to send out an email requesting senators to sign up if they are interested. The exec committee will send an email to the staff senate listserv with this information encouraging any interested senators to apply to be on the task force.

XIII. Advisor’s Comments by Colette Erickson – Flexible spending account enrollment deadline is November 20.

XIV. Announcements – Applications are now open for RAs and complex managers (student positions) – send recommendations/referrals to Residence Life.

XV. Meeting was adjourned by Jered Pigeon. Time??

Scheduled meetings:
- Staff Senate: Wednesday, December 6, 2017, 9:30 – 11 a.m. in the Great Room, Memorial Union
- Executive Committee: Wednesday, December 20, 2017, 9:30 a.m. in the Arikara Room, Memorial Union