Executive Committee Meeting Minutes
Wednesday, December 13, 2017

Present: Elizabeth Worth, Amanda Booher, Tina Exner, Jered Pigeon, Ben Bernard, Gennifer Sprecher, & Melissa Schwengler.
Absent: Lorie Herbel, Alissa Kuntz, Jim Osland, Carin Engler, & Colette Erickson.

I. Meeting called to order at 10:35am by Jered Pigeon.

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

III. MOTION by Tina Exner / Elizabeth Worth to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Tina Exner / Amanda Booher to approve the Wednesday, November 15, 2017 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Amanda Booher / Tina Exner to approve the Wednesday, December 6, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated = $2623
   B. Scholarship = $0.12
   C. Local = $5415.98

VII. Membership Report by Gennifer Sprecher – We are still at 46.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No report.
   B. Elections by Carin Engler – No report.
   C. Legislative by Ben Bernard – Burgum’s requested task force has over 200 applications. 15 members should be picked/announced soon. Federal Tax bill might be a concern. Committee will keep watching it.
   D. Public Relations by Elizabeth Worth – Posters just need to be hung up. Staff Appreciation day is being planned for during spring break week. How can we get better attendance for that event? Committee will meet to brainstorm on that.
   E. Information Technology by Ben Bernard – Blackboard is still a source of stress for students and faculty.
   F. Scholarship by Kay Hopkins via email – A spring fundraiser is set for March 2, 2018 at Barnes & Noble.
   G. Staff Development by Lorie Herbel – Program speakers are set for the spring months. We have others interested and they may be added as secondary speakers or just as speakers in fall of 2018. The committee meets on the 19th to discuss the next Discover U.
   H. Staff Recognition by Melissa Schwengler – No report.
   I. Campus Engagement by Alissa Kuntz – Holiday bell ringing and the blood drive were both a success. Another blood drive is being planned for the spring.
   J. Gunkelman Award by Amanda Booher – No report. Just starting to meet.
   K. State Staff Senate by Elizabeth Worth via an email from Diane Axness – Last meeting was December 11th. Don Morton spoke most of the meeting and took questions from those in attendance. Staff morale and how to boost it was a main topic. Items brought up were professional development (similar to the $1000 President Chapman gave to staff) for out of state conferences, maternity/paternity leave, extra holidays (day after Thanksgiving, other half of Christmas Eve, Easter Monday), allowed to take more than 3 classes a year plus the release time needed (remove the cap), & 50% tuition waiver across the university system. Don said most of these issues are really campus related but that we should start the conversations both on campus and with the SBHE.

L. Joint Committees
   1. Campus Space & Facilities by Melissa Schwengler – No report.
   2. Library by Alissa Kuntz – No report.
   4. Environmental Sustainability by Gennifer Sprecher – New plastic recycling bins are at the SHAC.
   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 – No report.

X. NDSU Day of Honor by Melissa Schwengler – Speakers have been confirmed. They are currently planning the program. Committee has received an honoree list from HR.

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – Hope to have more information over Christmas break.

XII. New Business
   A. Satisfaction Senate Survey by Jered Pigeon – See Attachment 1 for possibly questions. Jered will draft the survey questions and we will send out once it’s ready. During this discussion it came up that maybe before the holidays we should send out an email to all staff summarizing what we have done, what is coming up for events, and also FYI’s (like did you know you can pass issues on through the senate?) The PR committee will look into this. Maybe instead of the Messenger type of idea, we just send monthly updates via email.
   B. Chosen Name Resolution by Jim Osland – This was proposed by Wendy McCrory via email to Jim. Gennifer read the email Wendy sent to Jim – It was a student resolution originally that deals with students being able to pick their own names to be used in Campus Connection, etc. Wendy thinks staff and faculty should also be able to be included in this process so Wendy wrote a draft for us to submit that includes the word staff in it. The executive board supported the resolution but we weren’t sure what needed to be done, nor did we analyze the wording of the resolution yet. Gennifer will follow up.
   C. SCC meeting proxies by Jered Pigeon – Last SCC meeting only had one representative from staff senate present because one already couldn’t come and another couldn’t show up at the last minute. The meeting had to be postponed as they couldn’t make voting decisions. We decided as a group that it would be a good idea for our 3 SCC representatives to find proxies for these meetings going forward and that the proxies should be a member of the executive board. This is just a procedural decision.
   D. Change in Executive meeting times for the rest of spring by Tina Exner – Tina is taking a class during this time so would miss all staff senate meetings for spring. Tina is wondering if we can change the executive meeting dates at least. Gennifer will follow up via email with picking a new date.
   E. Storage for Senate Material by Tina Exner – we found room in Graduate center building, room 305. We need to find out where everything is so Tina can either get it moved and/or update her tracking document. Tina will lead this program.

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

XIV. Announcements

XV. Meeting was adjourned at 11:16am by Jered Pigeon.

Scheduled meetings:
- Staff Senate: Wednesday, January 3, 2018, 9:30 – 11 a.m. in the Great Room, Memorial Union
- Executive Committee: Wednesday, January 17, 2018, 9:30 a.m. in the Arikara Room, Memorial Union
**Suggested Questions from full senate meeting on December 6, 2017**

- Are you satisfied with your level of commitment in staff senate?
- What brought you to staff senate? (Hopefully find ways to recruit from this)
- How do your co-worker/supervisors feel about you serving on staff senate?
- Who do you share your information with and how?
- What are we currently doing that is beneficial? Not beneficial?
- Any programs you would like to see added?

**Additional questions from today**

- What is your preferred method of bringing up concerns?

President Bresciani asked us, what can we do for you? What sort of problems/issues are out there that they (the higher ups) should know about?