I. Meeting called to order by Jim Osland at 9:36 a.m.

II. Consent Agenda – no items for consideration.

III. Motion by Tina Exner / Matt Chaussee to approve the Meeting Agenda. Motion Carried.

IV. Motion by Elizabeth Worth / Matt Chaussee to approve the Wednesday, February 15, 2017 Executive Committee Meeting Minutes. Motion Carried.

V. Motion by Tina Exner / Matt Chaussee to approve the Wednesday, March 1, 2017 Staff Senate Meeting Minutes. Motion Carried.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated fund: $ 488.06
   B. Scholarship fund: $ 0.12
   C. Local fund: $ 11,155.65

VII. Membership Report by Carin Engler – Currently holding at 46 members.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No Report.
   B. Elections by Ryan Brinkman – Gennifer Sprecher will email Senators asking if they are willing to be mentors to new members. Senate nominations are coming in; postcards will be sent to staff with limited computer access to solicit increased participation in bands that currently have less representation.
   C. Legislative by Gennifer Sprecher – No Report.
   D. Public Relations by Elizabeth Worth – Shirt order will be placed March 17. Many administration members will be presenting at Staff Appreciation Day next Wednesday. The Staff Senate banner is worn and needs replacing. The PR committee has sufficient funds to purchase a new banner; the Executive Committee supports this expenditure. Senate brochures will be depleted after Staff Appreciation Day, so Elizabeth Worth will get estimates on printing a new set and review the content of the brochure before placing the order.
   E. Information Technology by Matt Chaussee – NDSU IT is looking for ways to increase efficiency and save time when routing documents for approval around campus.
   F. Scholarship by Tina Exner – The Scholarship Committee has explored several options for fundraising this year, and most efforts were blocked for various reasons.
   G. Staff Development by Jered Pigeon – The group plans to meet on Friday.
   H. Staff Recognition by Anna Sheppard – Nominations are now closed; the group will proceed with scoring and ranking for the award.
   I. Campus Engagement by Elizabeth Worth – Currently they are working on an event on or around Earth Day, and will be coordinating with other groups where possible.
   J. Gunkelman Award by Carin Engler – Ceremony details are the current focus. Nominations close March 23 and they will send out a reminder email.
   K. State Staff Senate by Ryan Brinkman – No Report.
   L. Joint Committees
   M. Ad Hoc Committees
      1. Administrator Training Initiative by Gennifer Sprecher - A meeting is set up for April 3.
      2. Learning Space Advisory Committee – No Report.
      3. Staff Ambassadors by Elizabeth Worth – They have reached out to the Faculty Senate Equity & Diversity Committee, but have no response from them as of yet.
4. Parking Committee by Matt Chaussee – A full update was given at the last full Senate meeting. Parking representatives will now schedule a future time to speak during the Program portion of the Staff Senate agenda, through the Staff Development Committee.

IX. President’s Cabinet by Jim Osland – No Report.

X. NDSU Day of Honor – No Report.

XI. Old Business

A. Lost & Found by Gennifer Sprecher – They have a list of items to complete, including verifying contacts and any related department changes.

B. Ideas for continuity of positions and departmental advisors by Gennifer Sprecher – Gennifer presented the list of contacts so far. She will add contacts for the various committees.

C. Access to shared drive folders – No Report.

D. Advertising of Staff Senate as a resource to NDSU staff – The Staff Senate seeks to be a resource for all NDSU Staff. This will continue to be an ongoing focus.

XII. New Business

A. Budget – More details will be discussed in a future meeting but of primary concern for coming fiscal year is addressing the decrease in budget. Committees will be asked to lower their expenditures and thus event plans and committee focus should be adjusted accordingly. Staff Senate’s mission will be shifting to staff-helping-staff types of efforts (low or no-cost activities). In our support request letter which goes to NDSU divisions, this new focus will be explained. At the next Executive Committee meeting members are to bring your committee’s ideas for these potential budget cuts.

B. State Staff Senate representative – No Report.

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

XIV. Announcements - Carin Engler shared that NDSU Staff Senate will be 30 years old in 2020, and members might consider some type of celebration or observation in the 2019-2020 school year. Ideally, plans would be undertaken during the 2018-2019 school year.

New senators elected throughout the year could be made to feel more welcome and some have expressed they are uncertain about their roles. Executive members shall make special effort to sit with a new senator and help make them feel welcomed and connected.

April 1 is the annual Highlands Pow-Wow and admission is $5 for the event, running from 1:00 to 9:00 p.m. The Diversity Conference is coming up, April 10-12. A schedule will be coming out soon. All are encouraged to register soon; the cost is $99.

XV. Adjourn

Scheduled meetings:
- Staff Senate: Wednesday, April 5, 2017, 9:30 – 11 a.m. in the Plains Room, Memorial Union
- Executive Committee: Wednesday, April 19, 2017, 9:30 a.m. in the Hidatsa Room, Memorial Union