Executive Committee Meeting Minutes
Wednesday, May 17, 2017


I. Meeting called to order at 9:39am by Jered Pigeon.

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

III. MOTION by Tina Exner / Jim Osland to approve the Meeting Agenda. MOTION CARRIED.

IV. MOTION by Tina Exner / Lorie Herbel to approve the Wednesday, April 19, 2017 Executive Committee Meeting Minutes. Corrections were made. The MOTION was amended to accept the minutes as amended. MOTION CARRIED.

V. MOTION by Jim Osland / Elizabeth Worth to approve the Wednesday, May 3, 2017 Staff Senate Meeting Minutes. Corrections were made. The MOTION was amended to accept the minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
A. Scholarship= $0.12
B. Appropriated= -$50
C. Local= $5739.15

VII. Membership Report by Carin Engler – We have 55 senators after electing Roland Hall and Ryan Brinkman resigning (Amanda Groom chose not to be re-elected).

VIII. Committee Reports
A. Bylaws by Gennifer Sprecher – Waiting for signatures from Matt Hammer and President Bresciani.
B. Elections by Carin Engler – We could still use up to 5 more senators. We are still waiting to hear from the 2 in facilities. We want to make sure they realize they are on the senate.
C. Legislative by Gennifer Sprecher – No report.
D. Public Relations by Elizabeth Worth – The Welcome Back Redhawks event email has been sent. Reminders will go out periodically. Someone asked if postcards have been made to send to trades personnel to advertise this? Elizabeth will look into pricing for this to see if there is enough left in their budget. They are working with publications to revamp the staff senate brochure; a new design was just approved.
E. Information Technology by Matt Chaussee – No report.
F. Scholarship by Jim Osland – No report.
G. Staff Development by Lorie Herbel – No equine event was held this spring to save money and partially because of the limited availability of the speaker and facility.
H. Staff Recognition by Dereck Ostdahl – Possibly need a new way to present campus kudos and staff recognition awards because folder supply is low (or do we have the budget to purchase more folders). Staff recognition awards were given to 9 individuals and 1 team.
I. Campus Engagement by Alissa Kuntz – Blood drive coming up in June.
J. Gunkelman Award by Amanda Booher – Committee reserved Alumni Center for May 4, 2018 for next year’s event already with the ceremony still scheduled for a start time of 3pm.
K. State Staff Senate – Ryan resigned from Staff Senate but we need to check if he is going to continue with State Staff Senate as our bylaws allow him to.
L. Joint Committees – (we added people that will report for each of these committees during executive meetings)
   1. Campus Space & Facilities by Tina Exner – No report.
   2. Library by Alissa Kuntz – No report.
   4. Environmental Sustainability by Gennifer Sprecher – Student Government has disbanded this committee so our question is do we want to continue this. This will be brought up at June’s
main meeting. This committee recently concentrated on education about sustainability because of lack of funding.

M. Ad Hoc Committees
1. Administrator Training Initiative by Gennifer Sprecher – We are still working on survey.
2. Learning Space Advisory Committee – Gennifer will follow up with Laura on the status of this committee.
3. Staff Ambassadors by Amanda Booher – Faculty committee is slightly different (more for diversity of hiring faculty concept) than what our focus is. Do we as staff want to add something like this? Amanda thinks we could just disband this committee. Carin thinks we can disband this committee but let’s communicate that we will help with events. This will be brought up at June’s main meeting.

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 – No report.
B. Ideas for continuity of positions and departmental advisors by Gennifer Sprecher – I added people under most committees. This can now be taken off the agenda.
C. Access to shared drive folders by Gennifer Sprecher – IT said we can distinguish users access on our X drive. Gennifer suggested that just the executive committee have the deletion/editing rights while committee chairs only have editing rights. Everyone present agreed.
D. Budget – Tabled because of time restraints. We will have a separate meeting about this topic only.

XII. New Business
A. Go over what is required of each executive member by Gennifer Sprecher – Shared drive to-do lists were shown so everyone knew they existed and could use them for reference.
B. Development Foundation inclusion in Staff Senate events – Shelly Lura is asking if Foundation employees can be included in Staff Senate events. Both Discover U and MOS certifications were already discussed and approved (MOS certification will be paid for by the Foundation, and NDSU Accounting and the Foundation both approved this reimbursement process beforehand). One question posed for this new request is ‘What is the cost to Staff Senate if we do this?’ Suggestion is to come up with consistent language for these questions. Amanda Booher asked if we can add a separate choice for Foundation employees for purchasing the tickets at a higher rate (original cost) so senate funds aren’t paying for non-employees. Consensus was to explain this to Foundation to see if they were ok with it (either the individual or the Development Foundation could pay the difference and it allows those employees to join our group).
C. Website Access by Gennifer Sprecher – Laura Dallmann is currently the owner of our website TYPO3 account. She is no longer a senator. What should we do? — Transition ownership to someone else or just keep it with Laura? We discussed what best practices should be. MOTION By Amanda Booher / Dereck Ost Dahl to remove Laura as the owner and transition it to Matt Chaussee (as long as he is staying a senator). We will also add Elizabeth as an editor. MOTION CARRIED.

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, June 7, 2017, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Wednesday, June 21, 2017, 9:30 a.m. in the Prairie Room, Memorial Union