Executive Committee Meeting Minutes
Wednesday, June 21, 2017


I. Meeting 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 / Dereck Ostdahl to approve the Meeting Agenda. MOTION CARRIED.

IV. MOTION by Tina Exner / Amanda Booher to approve the Wednesday, May 17, 2017 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Elizabeth Worth / Alissa Kuntz to approve the Wednesday, June 7, 2017 Staff Senate Meeting Minutes. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Scholarship - $0.12
   B. Appropriated - $-50
   C. Local - $4884.75

VII. Membership Report by Carin Engler – No report.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No report.
   B. Elections by Gennifer Sprecher – Currently at 52 members. The 2 facilities management employees will not be staying on the senate.
   C. Legislative by Gennifer Sprecher – No report.
   D. Public Relations by Elizabeth Worth – Redhawks event reminder will go out again via email. Elizabeth plans to send printed invites to 6000/7000 band via campus mail also.
   E. Information Technology by Ben Bernard – No report.
   F. Scholarship by Jim Osland – They will be meeting over the summer to determine a plan to gather information about fundraising.
   G. Staff Development by Lorie Herbel – No report.
   H. Staff Recognition by Dereck Ostdahl – No report.
   I. Campus Engagement by Alissa Kuntz – They met yesterday to figure out what they plan to accomplish over the next year and go over what the previous year’s members completed. They are looking at being more involved with homecoming/parade. Can there be a wellness connection to raise money (walking on specific treadmill to raise money per mile walked, etc)? During the executive meeting we talked about ‘How can we give back to the community?’ We discussed being involved with food drives or Fill the Dome events in the future.
   J. Gunkelman Award by Amanda Booher – No report.
   K. State Staff Senate by Elizabeth Worth – No report.
   L. Joint Committees
      1. Campus Space & Facilities by Tina Exner – No report.
      2. Library by Alissa Kuntz – No report.
      4. Environmental Sustainability by Gennifer Sprecher – There was a meeting on Monday. The group was going to collect information on what is being done already so they can figure out what the group might be able to continue or start, etc.

M. Ad Hoc Committees
   1. Administrator Training Initiative by Gennifer Sprecher – The group met this morning. We discussed several ideas on what the questions should entail. Our next step is to look into what the climate survey questions were and meet again to develop our questions.
   2. Learning Space Advisory Committee – No report.
IX. President’s Cabinet by Elizabeth Worth – Elizabeth was chosen by President Bresciani to be our representative for the year. Her first meeting will be July 17.

X. NDSU Day of Honor – New at large members will be setting up a meeting to discuss the event.

XI. Old Business
A. Lost & Found by Gennifer Sprecher – No report.
B. Budget by Jered Pigeon – We looked at a sample of the letter and talked about what still needed to be filled in. We have to wait until after July 1 so that fiscal year numbers will be final along with re-organization of departments. The letter can then be discussed via email and finalized at the next executive meeting so that it can be sent out in July.
C. Website Access by Gennifer Sprecher – Since we learned that Matt Chaussee is leaving NDSU and therefore Staff Senate, we decided that we should change ownership to Ben Bernard since he is the current IT Chair.
D. Development Foundation inclusion in Staff Senate events – Elizabeth updated Shelly Lura at Alumni and hasn’t heard back on whether they are going to participate in the Night Out with the Redhawks event. Elizabeth did report that if they did it, they would choose the option where they would individually pay for the whole thing since it wasn’t budgeted. Jered asked if we have finalized a process for this in the future? Who would this all include? Would it just be the Development foundation? They are part of our listserv so we don’t want to exclude them. We are going to draft an email to pursue interest with the Alumni Association in joining staff senate as a partner, which will give them access to all the events we do.

XII. New Business
A. Staff Listserv by Jered Pigeon – The question of “Are we being effective with our staff listserv”? This came up because of an email that was approved that shouldn’t have. Can we prevent those approvals? It was found out we are unable to stop it once it’s approved. There is a digest version and Jered got an example of it but even after he saw it, this would not be his first choice. Amanda also expressed her dislike for it. The question came up about what the parameters are for approving listserv emails so we looked at our website where it lists the guidelines. The moderators will start documenting what types of emails are rejected, and if there is a question on if they should approve it or not, they will discuss amongst themselves.
B. Summary for State Staff Senate by Gennifer Sprecher – Diane Axness asked about others helping supply the NDSU SSS representatives with a summary of what is going on here at NDSU for them to submit for the monthly newsletter. Jered will email the SSS representatives to find out exactly what the newsletter is for and then we will point them to resources they can use to find the info.
C. Procedure for finding the committee member for Learning Space Advisory Board by Gennifer Sprecher-This board was established when Gennifer was Staff Senate President so looking back at the original email, it is listed that they want a representative from Staff Senate. When Gennifer checked with Charlene, Charlene didn’t mind if it was a senator or just a staff member as long as we had someone on there to represent staff. Staff Senate would still be in charge of helping to find this person. The bylaws committee will get together to figure out what our procedure and definition of this representative could be and we will discuss again once that is ready for review. Gennifer will update Laura Dallmann.
D. 20th Anniversary Planning – tabled.

XIII. Advisor’s Comments by Colette Erickson - None

XIV. Announcements

XV. Meeting was adjourned at 11:14am by Jered Pigeon.

Scheduled meetings:
- Staff Senate: Wednesday, September 6, 2017, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Wednesday, July 19, 2017, 9:30 a.m. in the Arikara Room, Memorial Union