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

II. Consent Agenda – Motion by Dereck Ostdal / Alissa Kuntz to approve consent agenda. MOTION CARRIED.

   A. Policies for Information
      1. 129 – Salary Administration Policy
      2. 142 – Retirement Plans
      3. 156 – Discrimination, Harassment, and Retaliation Complaint
      4. 183 – Nonrenewal and Dismissal of Nonbanded, Nonacademic
      5. 333 – Class Attendance Policy and Procedure
      6. 601 – Rights and Responsibilities of Community: A Code of Student Conduct
   B. Items for Input
      1. 130 – Annual Leave
      2. 143 – Sick Leave
      3. 149 – Leave without Pay
      4. 153 – Smoke-Free Facilities

III. MOTION by Lorie Herbel / Dereck Ostdal to approve the Meeting Agenda. MOTION CARRIED.

IV. MOTION by Amanda Booher / Dereck Ostdal to approve the Wednesday, August 16, 2017 Executive Committee Meeting Minutes. Updates were made. MOTION CARRIED.

V. MOTION by Lorie Herbel / Amanda Booher to approve the Wednesday, September 6, 2017 Staff Senate Meeting Minutes. Updates were made. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner - No report since she is absent.

VII. Membership Report by Carin Engler – We are at 46 after losing Wayne Miller, Kelsey Keimig, and Anna Sheppard. We added Jessica Rose and hope to add another next month.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – No report.
   B. Elections by Carin Engler – Registration & Records, Admissions, and Financial Aid offices have been contacted to see if they have interested people. We also got a list of academic assistants to see if those employees are interested. We also usually have hall directors as senators which Carin will invite some once they are off probation.
   C. Legislative by Gennifer Sprecher – No report.
   D. Public Relations by Elizabeth Worth – State Employee Recognition week events went well. Elizabeth put together a slide show as a summary that she hopes to be able to share with staff.
   E. Information Technology by Ben Bernard – IT committee hasn’t met yet but are planning to meet soon. Blackboard is having issues and faculty doesn’t like some things. Telecomm is merging with IT. IT is short staffed so there are some concerns about being able to serve everyone.
   F. Scholarship by Jim Osland – No report
   G. Staff Development by Lorie Herbel – Discussed partnering with Live to Lead again for fall. Frank is looking into it. We are looking into dates for February for a spring Discover U. All Fall months are covered for programs.
   H. Staff Recognition by Dereck Ostdal – They recently went over campus kudos nominations. 5 will be presented in October and 1 in November already. Governor’s award has different parameters now. Looking for advice on this - Do we want to change our way of picking staff recognition awards to follow that or have ours separate/stay the same and have some of the governor’s award criteria as part of ours? Dereck gave us a copy of the new criteria for the Governor’s award so we decided to review that and talk about this again at next month’s meeting.
   I. Campus Engagement by Alissa Kuntz – Bell ringing & blood drives are likely events. Working on collaborating with other senates on different events so we aren’t copying each other.
J. Gunkelman Award by Amanda Booher – No report.

K. State Staff Senate by Elizabeth Worth – Each campus has been asked to provide a profile of someone for the monthly State Board Newsletter, someone who shows dedication, innovation, team work, etc. More details will be out soon about when they plan to start this and what the schedule will be. Committee is also still looking at ways to boost morale and time flexibility (should each campus determine “rules” vs. having state policy we all follow).

L. Joint Committees
   1. Campus Space & Facilities by Tina Exner – No report.
   2. Library by Alissa Kuntz – No report.

M. Ad Hoc Committees
   1. Administrator Training Initiative by Gennifer Sprecher – No report.
   2. Learning Space Advisory Committee – No report.

IX. President’s Cabinet by Elizabeth Worth – Met Monday along with college deans for a presentation by Laura Oster-Aaland, Charlene Wolf-Hall, and Merideth Sherlin to summarize the past 18 months of committee planning for the Undergraduate Strategic Enrollment Management (SEM) Plan. They discussed the concept of the SEM plan, our enrollment history, goals, etc. They also had outside consultation, and it’s been determined that we should pursue a moderate to aggressive enrollment growth plan, which would equate to a 13% increase in undergraduate enrollment by 2025 (moderate) or up to a 23% increase in undergraduate enrollment by 2025 (aggressive). Many efforts are in place already and the Office of Admissions has been using a company called Royal for strategic communication, etc., which has allowed them to be more strategic in the analysis, assessment, etc., of their past/current efforts to help better inform what they need to do in the future. One of the next steps is to develop a similar committee for graduate enrollment management.

X. NDSU Day of Honor – It will be on Wednesday, January 10, 2018 at 3pm in the Great room

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – No report.
   B. Budget- We had our meeting. Only one letter wasn’t received back but the budget is covered and we shouldn’t have to cut any of the committee funding.

XII. New Business – None

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

XIV. Announcements – Reminder to sign up for the Homecoming Parade and 5k!

XV. Meeting was adjourned at 10:50am by Jered Pigeon.

Scheduled meetings:
- Staff Senate: Wednesday, October 4, 2017, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Wednesday, October 18, 2017, 9:30 a.m. in the Arikara Room, Memorial Union