Executive Committee Meeting Minutes
Thursday, January 18, 2018


I. Meeting called to order at 9:36am by Amanda Booher.

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

III. MOTION by Tina Exner / Melissa Schwengler to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Lorie Herbel / Jim Osland to approve the Wednesday, December 20, 2017 Executive Committee Meeting Minutes. MOTION CARRIED.

V. MOTION by Tina Exner / Melissa Schwengler to approve the Wednesday, January 3, 2018 Staff Senate Meeting Minutes. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner
   A. Appropriated = $2515.02
   B. Scholarship = $0.12
   C. Local = $5269.85

VII. Membership Report by Carin Engler – We are still at 46.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – Environmental Sustainability will be working on new bylaws.
   B. Elections by Carin Engler – There is a planning meeting after the executive meeting to discuss upcoming elections.
   C. Legislative by Gennifer Sprecher- Ben advises us to google “Higher Ed bubble” for some interesting reading on what’s going on in Higher Ed.
   D. Public Relations by Elizabeth Worth – Will have a meeting next week to plan for staff appreciation event during spring break. They will continue discussion about monthly email summaries instead of the Messenger.
   E. Information Technology by Ben Bernard – Should we have an extra person to help Ben update our website? Decision is to keep sending changes/updates to Ben and he will ask for help if he needs from Elizabeth or Gennifer as they are TYPO3 users for our site also.
   F. Scholarship by Jim Osland – Reminder that March 2, 2018 is the book reading fundraiser at Barnes & Noble.
   G. Staff Development by Lorie Herbel – Program lineup for spring meetings is very full. Speaker for Discover U has also been chosen, Dr. Charlie Stoltenow. He will be talking about the content of the books SWITCH and DECISIVE and we will have the Linebenders also. March 6 is the tentative date. Committee will be meeting again soon to wrap up the details.
   H. Staff Recognition by Melissa Schwengler – Website is being updated with Governor’s award criteria.
   I. Campus Engagement by Alissa Kuntz – Next blood drive is March 1 at 1pm.
   J. Gunkelman Award by Amanda Booher – Friday, May 4 at 3pm at Alumni Center. President Bresciani is confirmed to speak at the event.
   K. State Staff Senate by Elizabeth Worth – No report.
   L. Joint Committees
      1. Campus Space & Facilities by Melissa Schwengler – No report.
      2. Library by Alissa Kuntz – They have filled all open positions previously advertised but will have one more open position soon. They are still working on strategic plan.
      5. Learning Space Advisory Committee by Mike Paolini – They created a new procedure that’s out on the Provost website. They are moving classes that might only have 10 people registered in them out of classrooms that can facilitate 100, for example.
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 – Went really well. Had a decent turn out, about 50 is the estimate. The committee will make notes about what to work on for next year and put the document on the shared drive.

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – Still double checking that the listed contacts are still correct for each location.
   B. Satisfaction Senate Survey – See Attachment 1 for questions. Question was brought up: What are we trying to obtain from this survey? Questions were updated.
   C. Storage for Senate Materials by Tina Exner – She has only heard from 2 people. Still needs to compare old list to what has been accounted for to see what still needs to be tracked down.

XII. New Business

XIII. Advisor’s Comments by Colette Erickson – None

XIV. Announcements – Still looking for summer workers for residence life.

XV. Meeting was adjourned at 11:09am by Amanda Booher.

Scheduled meetings:
- Staff Senate: Wednesday, February 7, 2018, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Thursday, February 22, 2018, 9:30 a.m. in the room 424, Minard
Attachment 1

Suggested Questions revised

What brought you to staff senate? (Hopefully find ways to recruit from this)
Are you satisfied with your level of commitment (engagement or involvement instead of commitment?) in staff senate?
(this was based off of April Helgaas’s statement that she would be happy doing more)
Do you find the meetings beneficial?
   What are we currently doing that is beneficial?
   Not beneficial?
What is your preferred method of bringing up concerns?
Do you share information from meetings with your co-workers?
   If so, how?
How do your co-worker/supervisors feel about you serving on staff senate?
Any programs you would like to see added?
Any other comments?

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?