Executive Committee Meeting Minutes
Thursday, February 22, 2018


I. Meeting was called to order at 9:41am by Jered Pigeon.

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

III. MOTION by Tina Exner / Lorie Herbel to approve the meeting agenda. MOTION CARRIED.

IV. MOTION by Amanda Booher / Melissa Schwengler to approve the Thursday, January 18, 2018 Executive Committee Meeting Minutes. Discussion was that dates should be written consistently. Under announcements, Woodlands And High Plains needs to be changed. MOTION CARRIED to accept minutes with the above mentioned changes.

V. MOTION by Carin Engler / Tina Exner to approve the Wednesday, February 7, 2018 Staff Senate Meeting Minutes. Discussion: Under President’s cabinet, it should read that the governor and LT governor WERE on campus and capitalize Annual. Again, dates should be written consistently. Under day of honor, reword to read, WDAY was there to promote the event by holding an interview. Under announcements, Woodlands And High Plains needs to be changed. MOTION CARRIED to accept minutes with the above mentioned changes.

VI. Treasurer’s Report by Tina Exner
   A. Local = $5001.35
   B. Scholarship = $0.12
   C. Appropriated = $1938.27

VII. Membership Report by Carin Engler – Still at 46 senators. 19 senator’s terms are ending so Carin sent those senators an email to give them a heads up before election time in March to encourage them to run again.

VIII. Committee Reports
   A. Bylaws by Gennifer Sprecher – Environmental sustainability has updated their bylaws to present as a new standing committee. It is planned to propose this change at the next full senate meeting. Staff recognition will also have a few updates as some of the bylaws seem procedural but these may or may not be ready for the next full senate meeting.
   B. Elections by Carin Engler – Address/name labels are ready for the election postcards we plan to send to the 6000/7000 bands. We have the nomination and election system tested and ready. We will also have a list of executive positions posted on the website that will need to be filled during May’s meeting.
   C. Legislative by Gennifer Sprecher – No report.
   D. Public Relations by Elizabeth Worth – Staff Appreciation “Breakfast” coming up on March 14th. Committee is still finalizing food and schedule.
   E. Information Technology by Ben Bernard – No report.
   F. Scholarship by Jim Osland – Scholarship applications: the score sheets from committee members are back to Kay for final scoring. Fundraising: Book reading event is coming up quickly on March 2nd. A percentage of sales both in-store and online will go to our scholarship fund. There are still a couple shifts open to volunteer to promote the scholarship fund event that is happening.
   G. Staff Development by Lorie Herbel – Flyers being distributed to the 6000/7000 bands. 96 already registered as of this morning. Do we want student staff to be able to attend? MOTION by Amanda Booher / Alissa Kuntz to keep this as a staff only event. MOTION CARRIED.
   H. Staff Recognition by Melissa Schwengler – No report.
   I. Campus Engagement by Alissa Kuntz – Blood drive for next Thursday is filled. They asked again for a June event, so that is planned for June 12th.
   J. Gunkelman Award by Amanda Booher – May 4th is when this year’s event will be held. The committee will be accepting nominations soon.
   K. State Staff Senate by Elizabeth Worth – No report.
   L. Joint Committees
      1. Campus Space & Facilities by Melissa Schwengler – No report. There is a meeting scheduled for tomorrow at 2:30pm.
2. Library by Alissa Kuntz – Open library staff positions should all be filled. The Libraries are looking at applying for a solar panel grant again.


4. Environmental Sustainability by Gennifer Sprecher – New bylaws to become a standing committee have been drafted. Information has been added to our website. This will be reviewed in future meetings.

5. Learning Space Advisory Committee – No report.

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 – Members are wrapping up the checklist/documentation of this year’s event. It was suggested to update the webpage to describe why the event is held after being asked to be interviewed by the media.

XI. Old Business
   A. Lost & Found by Gennifer Sprecher – No report.
   B. Satisfaction senate survey by Jered Pigeon – Amanda and Jered met separately to finalize the questions as they saw fit. The purpose was to help with retention as far as Carin remembers. See new questions on attachment 1.

XII. New Business
   A. Possible support for NDSSS letter – After some discussion, it was decided we will not support it as written. The letter seemed very negative and sounded like a bunch of complaints. Amanda says each individual could join ND United as they lobby for this type of thing. MOTION by Amanda Booher / Tina Exner to not endorse this letter on behalf of the NDSU Staff Senate. MOTION CARRIED.
   B. Recording Discover U – This question was asked as there is a conflict during this event with a certain department. After a brief discussion, we decided that no, we won’t do this because if in the future we charge again, then we might not have people show up as then they don’t have to pay but would still get the information, so we don’t want people upset we did it this year but aren’t willing to in the future.

XIII. Advisor’s Comments by Colette Erickson - None

XIV. Announcements

XV. Meeting was adjourned at 11:05am by Jered Pigeon.

Scheduled meetings:
- Staff Senate: Wednesday, March 7, 2018, 9:30 – 11 a.m. in the Prairie Rose Room, Memorial Union
- Executive Committee: Thursday, March 22, 2018, 9:30 a.m. in the Hidatsa Room, Memorial Union
ATTACHMENT 1
Questions created by Jered and Amanda:

The main goal behind this experience survey is to gage the experiences of Staff Senators. The feedback from the survey is to enhance our chair orientation, membership onboarding processes, and recruitment efforts. From the feedback, we will share the results and share the process improvements. This survey is not an attempt to overhaul the NDSU Staff Senate.

What do you most enjoy about being a NDSU Staff Senator?
What is least enjoyable about being a senator?
What are some ways that senators can improve their ‘own’ experience?
What are some ways that the leadership team can do to increase the overall senate experience?
Any other comments?