

NDSU STAFF SENATE EXECUTIVE COMMITTEE MEETING AGENDA

December 15, 2010, 9:30 – 11:00 a.m.

Location: Ceres Hall 116

I. Call Meeting to Order

Kathy Backen-Andersen, Kris Mickelson, Laura Dallmann, LaDonna DeGeldere, Liz Thompson, Colette Erickson, Vance Olson, Matt Chaussee and Bruce Sundeen. Meeting called to order at 9:40 a.m.

II. Approval of the Agenda

(Dallmann/Backen-Andersen) to approve Agenda. Policy remove 158.

III. Approval of the December 1, 2010 Staff Senate minutes

(Olson/Dallmann) to approve Staff Senate minutes

IV. Approval of the November 17, 2010 Staff Senate Executive Committee minutes

(Olson/Backen-Andersen) to approve minutes

V. Treasurer's Report – Kathy Backen-Andersen

Agency Fund - \$0

Appropriated Fund - \$613.13

Local Fund - \$12,418.13

VI. Committee Reports

Standing Committees:

A. Bylaws – Matt Chaussee – no report

B. Election – Vance Olson – need to update website with current senators

C. Legislative – no report

D. Program – Valentine's Ball is moving forward

E. Public Relations – One frame has been put up

F. Scholarship – The committee has met

G. Staff Development –

Other Committees:

A. Policy Coordination Committee

Policies for Information:

Policy 122 – Payroll Checks - Distribution

Policy 812 – Allowable Cost Policies – Miscellaneous

Policy 821 – Personnel Activity Confirmation

Policies for Input:

Policy 158 – Acceptable Use of Electronic Communication Devices

Policy 700 – Services and Facilities Uses

Policy 713.1 – Records Management

B. Staff Recognition Committee – We have one Campus Kudos nomination – Kris Mickelson will do a 5 minute how-to fill out a Campus Kudos nomination. The Exec Committee would like to meet with the Staff Recognition Committee.

C. Valentine Ball Committee – Laura Dallmann – Discussed funding.

VII. NDUS Staff Senate

Adam has been appointed the new President since Janine Trowbridge has resigned.

VIII. Unfinished Business

Create a better budget process for committees.

Recruiting Chairs.

IX. New Business

Attendance at full Staff Senate meetings will be added to the next agenda and we will add the Membership Report to the Executive Committee agenda in the future.

Janine Trowbridge Resignation

Letter to President Bresciani

We would like a membership report to the Executive Committee monthly to keep a better tracking purposes to live in the bylaws.

X. Future Discussion

XI. Advisor Comments

XII. President's Comments

XIII. Announcements

E-Mail approvals, make sure that you read the e-mails before approving the e-mail.

XIV. Adjourn

Next Meeting: *Staff Senate – January 5, 2011 at 9:30 am, in MU Great Room*
 Staff Sen. Exec – January 19, 2011 at 9:30 a.m., in MU Gunkelman