Executive Committee Meeting Minutes
June 18, 2014


I. Meeting called to order by President Elect Gennifer Sprecher at 9:34 a.m.

II. Consent Agenda – No items for consent.

III. MOTION by Kelly Bisek / Tammy Helweg to approve the meeting agenda as amended. MOTION CARRIED.

IV. MOTION by Tina Exner / Angela Bachman to approve the May 21, 2014 Executive Committee meeting minutes as amended. MOTION CARRIED.

V. MOTION by Kelly Bisek / Tina Exner to approve the June 4, 2014 Staff Senate meeting minutes as amended. MOTION CARRIED.

VI. Treasurer’s Report by Tina Exner

A. Agency - $0
B. Appropriated - $2,831.77
C. Local - $4,099.25

VII. Membership Report by Diane Harrison – At the June meeting there were 41 present, two proxies and one guest. The current membership is at 51 senators. Everyone is encouraged to make recruitment efforts. Bachman is able to help verify the bands of senators.

VIII. Committee Reports

A. Bylaws by Laura Dallmann – Dallmann has updated the bylaws. She will organize a meeting with the rest of the committee in July or August for review of those changes.

B. Campus Relations (formerly Valentine’s Ball) – No report.

C. COSE by Laura Dallmann – The next COSE meeting will be on Monday, July 28, 2014 at NDSU. Penny Hoesel requested approximately $90 for boxed lunches from Union Dining. Due to our new funding request process, Dallmann will ask Hoesel to complete the appropriate request forms for approval.

D. Election by Kelly Bisek – Bisek is working on getting flyers to the areas of campus that do not have easy e-mail access. If anyone has any other suggestions for feedback, please contact Bisek.

E. Gunkelman Award – No report. Bisek mentioned that we need to be more conscientious of individuals that do not have regular access to e-mail for announcements about activities.

F. Information Technology – No report.

G. Legislative by Jeri Vaudrin – No report.

H. Public Relations by Angela Bachman – Sales for the RedHawks ticket is down this year. Possible reasons for the low sales is the method of payment. Bachman will organize a contact table for some time in July
for people to sign up for tickets. – The Messenger will be published again in August. If you have anything to publish, please send to Bachman as soon as possible.

I. Scholarship – No report.

J. Staff Development / Program by Gennifer Sprecher – The committee is meeting on June 19 to determine committee leadership and discuss ideas for the coming year.

K. Staff Recognition by Kelly Bisek – There are three Campus Kudos nominations at this time.

L. State Staff Senate by Wendy Gibson – There was a short meeting on May 27. Most of the discussion at the meeting was about the upcoming elections at the face-to-face meeting in Valley City.

M. Ad-Hoc Committees

1. Environmental Sustainability Committee by Gennifer Sprecher – No report.

IX. President’s Cabinet – No report.

X. Old Business

A. Lost and Found Items Locations by Gennifer Sprecher – Sprecher has volunteered to take this over for McCrory. Sprecher has made contact with Noah Engels in Student Government and will work on this more in the fall when he returns to school.

B. Staff Senate Polo Shirt by Wendy McCrory – Tabled. Diane Harrison volunteered to work with McCrory.

XI. New Business

A. NDSU Day of Honor by Laura Dallmann – Dallmann explained the process and purpose of the NDSU Day of Honor. Erickson offered someone from HR/Payroll that could help submit names based on a report to which they have access.

B. Basement Storage by Kelly Bisek – There is a storage room in the basement of Ceres Hall. Bisek would like to purchase some plastic storage shelves for the space to keep items off the floor to protect against the moisture in the basement. Bisek volunteered to get that space organized. He will check surplus equipment to see if anything is available.

C. Accounting Procedures by Tina Exner – Exner asked that we review the procedures and give feedback by the end of this week if at all possible. See ATTACHMENT 1 for details.

XII. Future Discussion

A. Staff Senate Goals

XIII. Advisor’s Comments by Colette Erickson – New Employee Orientation is July 22, 2014. Please, encourage new employees in your area to attend. – Erickson asked about addressing morale issues on campus. In the past, there was discussion to address some of the issues on campus. Dallmann indicated that the Discovered U seminars were focused on addressing some of those issues but it never went very far. Discussion was held about different survey tools available to evaluate personal strengths and how those strengths can be used in our daily work environments to improve morale.

XIV. Announcements
XV. Meeting adjourned at 10:44 a.m. by President Elect Gennifer Sprecher.
Staff Senate procedures for 2014-2015 Fiscal year

1. Staff Senate will continue to send out letters of support at the beginning of each fiscal year as normal.
2. The Treasurer will fill out the paper work for the letters of support and send it to each Dean’s office as always, however the one change that will be made is that the Treasurer will not sign the paperwork. This will allow the paper work to come back to the Treasurer and double check to make sure that the paperwork will go through properly.
3. The Treasurer will take the advice of the Accounting and Budget offices and use the local account as the main “in and out” account. What this means is any function sponsored by Staff Senate will go through this account especially is there will be deposits.
4. The appropriated account will be used mainly for supplies that Staff Senate needs for various events being sponsored. The activity will be as limited as possible for activities.
5. Staff Senate committees will also be responsible for submitting and obtaining authorization from the Executive Committee prior to spending for each event the committee would like to sponsor. Once this has been approved by the Executive committee, each committee Chair and/or Co-Chair will be instructed to fill out an expense sheet for each event they have received funding for. This will be turned into the Treasurer for verification.
1. Staff Senate committees will also be responsible to obtain proper authorization before spending is allowable for each event the committee would like to host. (See Staff Senate Expense Approval Form)

2. Once the function has been approved by the Executive committee, each committee Chair and/or Co-Chair will be instructed to fill out an expense sheet for each event they have received funding for. (See Staff Senate Revenue/Expense Report)

3. Persons allowed to charge
   a. Executive Committee
   b. Chair & Co-chair
   c. Any other member designated by the chair or co-chair

4. Please ask Treasurer how to make payment when charging anywhere on campus before charging.
   a. When making food charges, please be sure to let Dining Services know the function/event. This charge will automatically get sent to the Treasurer.

5. When charging off campus, please make sure the bill gets to the Treasurer for payment.

6. All receipts need to be sent to the Treasurer.
   a. Please include on a separate page/note: The Committee name, the individual who charged the expense, and the function. For example, Development committee/Tina Exner/Discover U~ February 15, 2015

7. The Chair and/or Co-chair will be responsible for the reporting of each events financial reports and obtaining all necessary back up documentation such as receipts.

8. At the end of the even the chair/co-chair will need to turn in the Staff Senate Revenue/Expense Report to the Treasurer. This report will allow the Treasurer to better monitor the budget and may lead to potential questions on receipts.

9. The Chair/Co-Chair are responsible for all activities for the committee.
# Staff Senate Revenue/Expense Report

**Event Description:**

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## Senate Approved Budget:

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Total Revenue: $ -

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Total Expenses: $ -

## Net Revenue/Expenses (includes Senate Budget)

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Net Revenue/Expenses (includes Senate Budget): $ -

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Retain electronic copy in senate share drive folder.

Forward a copy of the report to the Senate Treasurer and President

Submitted By: 
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### Projected Expenses:

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**Total Expenses** $ - $

**Net Revenue/Expenses (includes Senate Budget)**

Forward a copy to the Executive Committee for approval.

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**Submitted By:**

**Phone**

**Date**

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**Treasurer Use Only**

Amount Granted $______________

Date: ___________________________