

**Williston State College Faculty Senate Minutes Unapproved
December 11, 2024
3:00pm, Stevens Hall 114**

Chair: *Present*
Katie Renville

Members: *All present*
Richard Stenberg
Matt Peterson
Brandon Lee
Keri Fedler
Gail Raasakka
Hunter Erickson
Jessalyn Bachler
Susan Zimmerman
Staff Rep - Carol Campbell
Student Rep - *absent*

- 1) **Call Meeting to Order** – *Meeting was called to order at 3:00PM by Katie Renville*
- 2) **Minutes from November** – *Matt Peterson moved to approve the minutes, Richard Stenberg 2nd. All in favor, minutes passed.*
- 3) **Old Business**
 - a. Policy 411.03 – *Admissions policy that needs to be reviewed by Senate, Executive Cabinet reviewed the policy in May. Some grammatical changes were made. Richard Stenberg moved to approve the policy, Susan Zimmerman 2nd. All in favor, motion passed.*
 - b. Faculty Handbook- Need Reps from Each Department – *Katie Renville, Logan Rutledge, Suzan Zimmerman, Beth Howell, and Louisa Radigk are the faculty reps for the handbook, all departments have representation.*
 - c. Approve Policies
 4. Over-Capacity Pay Policy/Procedure – *Additional verbiage has been added to the faculty workload and compensation policy to include a section on over-capacity pay for full-time faculty. Matt Peterson moved to approve the changes, Gail Raasakka 2nd. All in favor, motion passed.*
 5. 702.41 Administration of Salary Increase Funds – *Wording will be changed to have one single employee handbook, that will provide guidelines for employees to understand salary increases. The actual policy is not available (or has not been created?) at this time, policy will be sent back to Executive Cabinet to update/create the policy.*
 6. 607.42 Faculty Parental Leave Benefits Policy – *Faculty are wondering if there is a procedure that goes along with this policy that should be listed in the policy. Matt Peterson moved that this policy be referred back to Executive Cabinet with the question of whether or not there is a*

procedure to be included in the policy (if there is an attached procedure, Senate will approve the policy, if not it will come back to Senate again to review), Gail Raasakka 2nd. All in favor, referral passed.

7. 607.46 Sick and Dependent Leave; Family Leave (Academic Staff) – *Gail Raasakka moved to approve the policy, Brandon Lee 2nd. All in favor, motion passed.*
8. 608.26 Employees – Non-renewal and Dismissals – *It was recommended to copy the numbering/formatting as following the SBHE Policy. Jessalyn Bachler moved to approve the policy with formatting corrections outlined in the document, Matt Peterson 2nd. All in favor, motion passed.*
9. 609.02 Communications Proficiency – *Matt Peterson moved to approve the policy once the procedure is linked, Gail Raasakka 2nd. All in favor, motion passed.*
10. 610.02 Oath for Teachers – *Gail Raasakka moved to approve the policy, Susan Zimmerman 2nd. All in favor, motion passed.*
11. 611.22 Employee Responsibility and Activities; Intellectual Property – *Jessalyn Bachler moved to approve the policy, Richard Stenberg 2nd. All in favor, motion passed.*
12. 611.56 Employee Responsibility and Activities: Outside Employment and Consulting Practices; Use of Institutional Property – *Matt Peterson moved to approve the policy, Keri Fedler 2nd. All in favor, motion passed.*

4) New Business

- a. *Info from Presidents Meeting – Katie Peterson met with Dr. Hirning to discuss the new tenure policy that is being discussed at the SBHE. The policy should be edited and updated by January. Housing is still an issue on campus – many rooms had to be tripled. WSCF is considering converting the campus apartments into student housing.*

5) Other Business

- a. *Marketplace for Kids is going to be scheduled at a better time next year to accommodate faculty schedules. There were concerns about displacing classes to put on the event this year.*

6) Next Meeting: TBD January 2025 – Third Tuesday of the month – 3-4PM

7) Adjournment – Meeting was adjourned at 4PM by Katie Renville.