

**Williston State College  
Faculty Senate Minutes  
January 18, 2023  
4:00 pm, Stevens Hall 116**

**Attendance:**

Matt Peterson                      Lynne Raymond  
Amanda Davis                      Derek VanderMolen  
Via Teams: Kari Lesmeister, Gail Raasakka, Tim DeLorme

Carol Campbell- Staff Senate representative  
No one in attendance-Student Senate representative  
Richard Stenberg- Guest

1. Meeting called to order- 4: 04pm by Derek V.
2. Minutes from November 18, 2022- Stand as presented
3. OLD BUSINESS-
  - a. December Faculty Senate Meeting cancelled due to weather
  - b. Faculty Senate Bylaws For WSC-Sections Reviewed
    - i. Section 8: Collegiality
      1. This section had not been reviewed for 5 years. Richard Stenberg was invited to review history of this section and wording. The wording reflects the intent to shield faculty from uncivil behaviors from administrators. Individuals can disagree but still be respectful.
      2. Senators agreed to leave wording of this section as is
    - ii. Section 4 B: Vice President Duties
      1. Discussion was held about having Vice President assume the position of being the faculty representative on the Sunshine Committee
      2. Senators agreed for this additional duty to be added to VP duties
    - iii. Section 4 C: The Recorder
      1. Discussion was held on change in duties and edit the wording of this section.
      2. Minutes will be uploaded to Teams for changes before being approved in meetings.
      3. The Recorder will be responsible for uploading Approved Minutes from Faculty Senate and Faculty Council to the WSC website

under the Faculty Senate section. Minutes will reflect meeting held during the academic year.

4. Matt P. moved to approve Faculty Senate Bylaws for WSC as amended. Amanda D. seconded the motion. Motion Carried. Derek V. will make all amended changes to the document and pass it on to the President.

c. History Section of Policies and Procedures

- i. Administration requested that policies and procedures documents no longer reflect in writing that Staff Senate reviewed it in the History section.
- ii. Discussion was held on this request with questions arising- Did the system attorney review this? Should this be addressed in a Faculty Council meeting? Could an option be that review of a policy or procedure expressed by the Staff Senate Representative be noted in the Faculty Senate minutes? Do past documents need amending?
- iii. Derek V. will take this issue back to administration for more information

d. Concerns raised at November Council meeting

- i. Derek V. met with administration and discussed concerns raised by faculty in November meeting. All issues have been addressed and clarified. This information was passed on to Department Chairs to share.

4. NEW BUSINESS

a. Policy and Procedure 612-Faculty Grievances updates

- i. This policy is out of date. Derek asked for volunteers to look at the policy and Amanda D agreed to help. Derek V. and Amanda D. will begin looking at the policy and bring revisions on a later date. The State Board policy will be looked at and update discrepancies to our policy. Both the policy and procedure 612 must be revised by faculty.

b. University Mace- A policy and procedure must be established regarding WSC use of a Mace. This is a physical item that symbolizes the college and represents the authority to grant degrees. It is carried by an individual during the processional at graduation. The procedure needs to address selection of the individual to carry the Mace.

- i. Kirby Lund is creating the design for the Mace.
- ii. Plans are to have the Mace ready for May 2023 graduation
- iii. Policy and procedure need to be completed before May 2023

c. Future Meeting Times- All senators need to update their calendars to reflect current Spring schedules in order for Derek to find meeting time for Faculty Senate.

5. OTHER

- a. Staff Senate- December meeting was cancelled due to weather. January meeting will be Tuesday Jan. 24<sup>th</sup>.
  - b. Student Senate- No update
  - c. CCF Update-
    - i. Derek v. related CCF is still working on their Constitution and it will be sent out for faculty to view when completed.
    - ii. Adjustments are being made for membership based on the total faculty (Full-time, Part-time, Adjunct) for each ND institution.
    - iii. Once changes are approved by CCF-they will come to each Faculty Senate to be ratified.
  - d. Derek shared information on various bills coming before the ND Legislature of potential interest:
    - i. House Bill 1228- Institutions cannot require COVID vaccinations or promote COVID vaccinations.
    - ii. State Bill 2123- Prohibits any objectionable materials that appear where minors may view them.
    - iii. State Bill 2033- Addresses Teacher Loan Forgiveness program
6. Meeting adjourned by Derek V. 5:16pm