

Williston State College Staff Senate

August 16, 2021 • 11:30 AM to 12:30 AM

Members Present: Kristina Kitchens, Jenae Hunter, Jamie Montgomery, Stacy Ribich, Ryan Avery, Jeremy Rosaly-Snyder, LeeAnn Clark, Taylor Jones, Jared Ward

Members Absent:

Visit from the President:

Dr. Hirning addressed senate. Discussed getting involved, open line of communication, and welcoming new creative ideas.

Previous Meeting Minutes:

Jenae moved to approve minutes from 5/4/21 meeting, second from LeeAnn. Motion carried.

Old Business:

New Business:

1) Staff Senate Bylaws

Kristina reviewed and explained proposed changes to the Staff Senate Bylaws.

Proposed changes include:

- a) Adding IT and Adult Learning as represented divisions
- b) Adding a Student Senate representative
- c) Term limits and re-election
- d) Defined VP responsibilities
- e) Attendance

LeeAnn moved to approve, second from Stacy. Motion carried.

Red-lined revisions to be forwarded to Dr. Hirning for final approval.

2) Terms

Kristina confirmed all current senate members.

- a) Kristina Kitchens, Senate President – Business Office
- b) Jenae Hunter, Vice President – Office of the President
- c) Jamie Montgomery, Recorded – Campus Services/Bookstore
- d) Ryan Avery – Academic Affairs

- e) LeeAnn Clark – Student Services
- f) Jeremy Rosaly-Snyder – IT
- g) Stacy Ribich - TrainND

Kristina also confirmed that terms would begin with the 2021 appointment and continue in accordance to revised bylaws.

Jenae to track members' terms.

3) Open Senate Seats

- a) Athletics –
- b) Adult Learning
- c) Faculty Senate – Kristina will discuss with Kim Weismann
- d) Student Senate

Jenae moves to appoint Jared Ward to the senate seat for Athletics and Taylor Jones as a second seat for Student Services, second by LeeAnn. Motion carried.

Jared and Jeremy volunteered to serve as Staff Senate co-representatives on Student Senate.

LeeAnn Volunteered to serve as the Staff Senate representative on Faculty Senate.

Jamie to discuss with Clay about a second Campus Services representative from his team.

4) Monthly Update/Newsletter

Group discussion regarding a monthly newsletter to send to staff. Proposed topics include:

- a) "What is Staff Senate?"
- b) Refocus on EEAP
- c) COVID Care Kit
- d) Link to suggestion "box" on Staff Senate website or QR code - Ryan to work on a Qualtrics form and QR code
- e) Survey

First newsletter to go out in September and the second Friday of each month thereafter. Kristina and Jamie to look at formats/templates.

5) Monthly Employee Shout-outs

Discussion about including shout-outs and employee recognition in newsletter.

6) Fundraising Ideas

Discussion about fundraising for employee recognition awards and other staff events. Proposed ideas include:

- a) Holiday Wrapping - would partner with other senates.

Campus Updates –

Adult Learning – NA

Athletics – Volleyball team is on campus and other athletes are trickling in. Volleyball's first home game is August 25th.

Academic Affairs/Office of the President – Getting ready for Fall. Will start Spring schedule soon.

Learning Commons – No updates from the Learning Commons.

Campus Services/Bookstore – Textbook rush is in full swing. Continuing to encourage all students to order online. Student athletes are required to order online. Special in-service sale for faculty and staff. Two new drinks on the menu: Shaken tea and Cloud tea.

Business Office – Hiring for VP of Business Services to begin soon. Also looking to hire an assistant to be 50% campus services and 50% business office.

Student Services – Week of Welcome is planned. Several employee changes: Desiree out on Maternity leave, Andrea is out for son's surgery, Erin Kay is back part time and Brittney is only employee in Enrollment Services at the moment. RA training is this week.

IT – Continue working on projects, Cares Act projects, and security system changes and upgrades.

Train ND – Recently hired Jackie to fill Tanya's position and hired student worker, Sofia full time. Kenley is traveling, applying for grants for new CTE initiatives. Starting the UAS program in September.

Executive Cabinet – Discussing Presidential Inauguration, 10/15. Conducting the Marketing Director search. EC accepted Dr Hirning's faculty/staff recognition program. Also discussed the EC structure.

Faculty Senate – NA

Student Senate – NA

Next Meeting: September 8, 2021