



Staff Senate Regular Meeting Minutes - ~~DRAFT~~
Tuesday, October 25, 2022. 11:00 AM
WSC Alumni Room

Attendees:

Jenae Hunter - President
Montana Ackman – Recorder
Brandon Delvo – Staff Senate Advisor
Carol Campbell – Senator, Finance Office
Jared Ward – Senator, Athletics
Jeremy Rosaly-Snyder – Senator, IT

LeeAnn Clark – Senator, Student Services

Non-Voting Members:

Lynne Raymond - Faculty Senate Member
Alex Simms – Student Senate Member
Rylee Conlan – Student Services Staff Member

Facilitator: Jenae Hunter, President

1. **Call to Order** - Meeting called to order at 11:06 AM by President Hunter.
2. **Additions or Deletions to the Agenda / Approval of the Agenda** – President Hunter asked that we add North Dakota University System Staff Senate Tuition waver as item 5. (c.) under New Business and that ‘Department Updates’ be moved to item 5. (d.).
 - a. *Senator Clark made a motion to approve the agenda with the suggested addition, Senator Rosaly-Snyder seconded, discussion (none), all in favor, motion carries, agenda approved.*
3. **Approval of Minutes** –
 - a. **September 15, 2022 Regular Meeting**- President Hunter asked if there were any changes that needed to be added to the September 15, 2022 Regular Meeting Minutes. Hearing none,
 1. *Senator Rosaly-Snyder made a motion to approve September 15, 2022 Regular Meeting Minutes as is, Senator Campbell seconded, discussion (none), all in favor, motion carries, minutes approved.*
4. **Old Business**
 - a. **ALC working with Ameriprise Financial (Keith Rath)** -
 - i. *Senator Clark made a motion to table this item as Senator Rath was unable to attend the meeting, Senator Delvo seconded, discussion (none), all in favor, motion carries, item tabled.*
 - ii. **HRC Mental Health Day Update** - President Hunter indicated that there is still some clarification needed on the definition of ‘Mental Condition’ as listed in the NDUS Sick Leave Policy and that HRC should have more information to her by the next meeting of Staff Senate.



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- iii. **Halloween Bakesale Update** - There will be a Bakesale on October 31st (Halloween) from 11AM-3PM in front of the bookstore. There won't be set prices for the items, people can just leave a free will donation. President Hunter will send out a link to Staff and Faculty so that interested parties can sign up for hour long time slots to cover the Bakesale table. There will be three parties needed per time slot. President Hunter will be resending the link that will allow people to sign up to bring items to sell at the Bakesale. President Hunter sent out an email explaining how the money that is raised will be used. Lynne Raymond will be providing napkins.

NOTE: *During the previous discussion Faculty Senate Member Lynne Raymond joined the meeting of Staff Senate.*

- iv. **Teton Buzz Update (Action Item)** - There was a discussion on how Staff Senate wanted to continue the Teton Buzz. Suggestions made were to only do it quarterly, adding a quarterly Teton Buzz to the Teton Tribune, or have a format decided upon by Staff Senate that Senators could each choose a section of to update monthly and present to Staff Senate before sending it out. After much discussion,
1. *Senator Clark made a motion to hold off on making a final decision until President Hunter could send out an email to all full-time faculty and see if they wanted to be included in the Teton Buzz/how they felt about it being in the Teton Tribune, Senator Ackman seconded, discussion (none), all in favor, motion carries, President Hunter will reach out to full-time faculty via email.*

b. **Staff Shout Out (Action Item)**

1. **When do we want to award this?** - As there were other items that had to be discussed regarding a staff/employee shout out,
 - a. *Senator Rosaly-Snyder made a motion to table this item until other factors that may affect how frequently it would be awarded (such as if it should be done in conjunction with the Teton Buzz) were determined, Senator Clark seconded, discussion (none), all in favor, motion carries this item will be tabled until there is more*



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information on external factors that may affect how often this will be awarded.

ii. Do we want to include faculty in this?

1. *Senator Clark made a motion to include faculty in the Staff Shout Out and to call it the Employee Shout Out, Senator Delvo seconded, discussion (There was a discussion about also including students in this. President Hunter asked Student Senate President Alex Sims to take this to Student Senate to see if it was something that students would want to be included in. Senator Ackman asked for some clarification on how the Employee Shout Out would work as some staff were concerned that it would simply become a popularity contest. President Hunter clarified that each person nominated could only be awarded a single Shout Out and that a Qualtrics survey would be sent to all employees once a month and, if there was a tie in nominations, Staff Senate would vote on who should receive the Shout Out based solely on merit), after the discussion, all in favor, motion carries, Staff and Faculty will be included in the Employee Shout Out.*

iii. Jayden Olson Professional Development Request - President Hunter read the Staff Professional Development Report that Jayden Olson wrote for the previous Staff Professional Development funds that he had received. The report was well written and spoke to how the courses that he had taken using the funds add value to Williston State College's Athletic Department.

5. New Business

i. Professional Development request – Dr. Katie Wenke - President Hunter presented Dr. Katie Wenke's Staff Professional Development Application. Dr. Wenke's professional development request was for \$750 to go towards the final total balance of her doctorate as the college that she is attending does not offer financial aid or scholarships. She also noted that she had not received Professional Development funds in over five years.

1. *Senator Clark made a motion to approve Dr. Katie Wenke's Staff Professional Development Application pending that she provided a Staff Professional Development Report after receiving the funds, Senator*



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Delvo seconded, discussion (none), all in favor, motion carries, Dr. Katie Wenke's Staff Professional Development Application was approved.

- ii. **Staff Senate Window Clings** - President Hunter stated that having these would give staff members a visual way to know who was on Staff Senate and asked if anyone would be interested in doing a mockup design for a Staff Senate window cling. Senator Rosaly-Snyder volunteered.

- 1. *Senator Clark made a motion to have Senator Rosaly-Snyder create a mockup design of a Staff Senate window cling to present at the next Staff Senate meeting for approval, Senator Campbell seconded, discussion (There was a suggestion that a logo of some kind be included on the window clings), after the discussion, all in favor, motion carries, Senator Rosaly-Snyder will create a mockup of a Staff Senate window cling and present it at the next regular meeting of Staff Senate.*

- iii. **Tuition waiver request** - President Hunter informed Staff Senate that she is on sub council for Tuition Waivers. The sub council will be asking that all NDUS employees have 100% of the cost of tuition waived at any institution in the North Dakota University System and that dependents of staff members receive a 50% tuition waiver at any institution in the North Dakota University System. This request would ask to include graduate and undergraduate degrees in the waiver. WSC Faculty are in full support of this, and the official ask will be made in Spring of 2023.

b. Department Updates

- i. **Athletics** – Volleyball season ended on Sunday October 23rd, hockey started on October 20th, both Men's and Women's basketball will be starting on
- ii. **Business Office** – Senator Campbell and Steph Slabodnik were able to attend NDHEUG and got to meet a bunch of people from different institutions in the same field and it was very encouraging, Alex Kitchens is catching on to how things work in the business office.
- iii. **IT** - Moving to Teams Voice, with Train ND being the first to upgrade by the beginning of the year. Slowly adding more security cameras.
- iv. **Marketing** – The ads that are being run have reached half a million impressions working on dialing in marketing ads to help programs that need enrollment. décor for the holiday lights drive at Spring Lake Park. Marketing is currently working on getting an Agriculture ad in the ND Ag Magazine, getting campus updates and



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WSC ads in ND Living, and getting banners for the 3 new programs that WSC will be adding in Fall 2023. The recruiters are out doing application days and marketing has received good feedback from them on student interests and concerns.

- v. **Student Services** – Five staff members from Student Services attended NDHEUG and it seemed to be well received. Some staff members from Student Services will be attending Women in Leadership this coming Thursday and Friday (October 27th and 28th). Rita Hackett is no longer with our Financial Aid Department and Laurie Christen’s last day with WSC will be on Friday, October 28th. Rylee Conlan (a WSC Alumni) has joined us in Enrollment Services, and the Enrollment Services Department is now fully staffed! There will be three large application days taking place this week and Dual Credit travel for the Spring semester starts this Wednesday October 26th

- 6. **Suggestion Box** - There were no items in Staff Senate’s suggestion box this month.
- 7. **Round Robin** - The Department Updates portion of the meeting was conducted in Round Robin format.
- 8. **Adjournment** –
 - a. *Senator Ward made a motion to adjourn the meeting, Senator Delvo seconded, discussion (none), all in favor, motion carries, meeting adjourned at 12:35 PM.*

Respectfully submitted,

Montana Ackman

WSC Staff Senate Recorder