



Staff Senate Regular Meeting Minutes - ~~DRAFT~~
Tuesday, November 17, 2022. 11:00 AM
WSC Alumni Room

Attendees:

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

Keith Rath – Senator, Adult Learning (via Teams)
LeeAnn Clark – Senator, Student Services
Alex Herman – Senator, Athletics

Non-Voting Members:

Lynne Raymond - Faculty Senate Member
Alex Simms – Student Senate Member

Facilitator: Jenae Hunter, President

1. **Call to Order-** Meeting called to order at 11:00 AM by President Hunter.
2. **Additions or Deletions to the Agenda / Approval of the Agenda –** No additions or deletions were made to the agenda.
 - a. *Senator Rath made a motion to approve the agenda as is, Senator Ward seconded, discussion (none), all in favor, motion carries, agenda approved.*
3. **Approval of Minutes –**
 - a. **October 25, 2022 Regular Meeting -** President Hunter asked if there were any changes that needed to be added to the October 25, 2022 Regular Meeting Minutes. Hearing none,
 - i. *Senator Rosaly-Snyder made a motion to approve October 25, 2022 Regular Meeting Minutes as is, Senator Rath seconded, discussion (none), all in favor, motion carries, minutes approved.*
4. **Old Business**
 - a. **ALC working with Ameriprise Financial (Keith Rath) -** Senator Rath indicated that the Adult Learning Center was teaming up with Ameriprise Financial to provide classes on Financial Literacy to interested students at the Adult Learning Center starting in January. If the classes are well received, the plan would be to open up registration to all campus employees and as student. There would be two classes per month and interested parties will be able to sign up via a SurveyMonkey sent out by the Adult Learning Center.
 - b. **Teton Buzz**



Staff Senate Regular Meeting Minutes - DRAFT
Tuesday, November 17, 2022. 11:00 AM
WSC Alumni Room

- i. **Faculty Email** - President Hunter indicated that she had sent out an email to all faculty to see how they felt about having the Teton Buzz integrated into the Teton Tribune and that she had only received positive responses to this.
- ii. **Adding the Teton Buzz to the Teton Tribune (Action Item)**
 1. *Senator Rath made a motion to add the Teton Buzz as a subsection to the Teton Tribune as of January 23 2023, and effective January 1, 2023, Senator Clark seconded, discussion (There was a discussion regarding what items should be included in the Teton Buzz. The suggested items were Employee Shout Outs (President Hunter offered to send out the survey to all employees so that they can nominate employees), Get to Know an Employee (Senator Clark offered to come up with some questions to ask and to write up this portion of the Teton Buzz. President Hunter volunteered to create a spreadsheet with the names of all WSC employees and then use a randomizer to choose a number and whichever employee's name row number matches the number pulled by the randomizer would be asked for an interview.), Employees who have a Birthday or Workaversary This Month (President Hunter will see if this is something that HR can provide to us), and What is Staff Senate Doing (a link to the most recent minutes from Staff Senate)), all in favor, motion carries, the Teton Buzz will be added as a subsection to the Teton Tribune.*
- iii. **Publication Frequency (Action Item)**
 1. *Senator Clark made a motion to have the Teton Buzz subsection of the Teton Tribune be published once a month so that each installment can be reviewed and approved by Staff Senate, Senator Campbell seconded, discussion (none), all in favor, motion carries, the Teton Buzz subsection of the Teton Tribune will be published once a month after it has been reviewed and approved by Staff Senate.*

Staff Senate Regular Meeting Minutes - DRAFT
Tuesday, November 17, 2022. 11:00 AM
WSC Alumni Room

c. Employee Shout Out

i. Award Frequency (Action Item)

1. *Senator Clark made a motion for the Employee Shout Out to be awarded once a month so that it can coincide with the publication of the Teton Buzz portion of the Teton Tribune, Vice President Kadrmas seconded, discussion (none), all in favor, motion carries, Employee Shout Out will be awarded once a month and will coincide with the publication of the Teton Buzz portion of the Teton Tribune.*

d. Staff Senate Window Clings

- i. Design Approval** - Senator Rosaly-Snyder presented a mockup of a Staff Senate window cling that Senators could display so that staff members know who is representing them on Staff Senate. Senators suggested some changes to the design and asked that Senator Rosaly-Snyder make the suggested changes and present the updated mockup at the next meeting of Staff Senate.

5. New Business

- a. Attendance** – President Hunter thanked the Senators for their efforts on Staff Senate and read the Staff Senate bylaw on Attendance/Absenteeism. President Hunter indicated that, if a Senator was close to the 3-month mark where, according to the bylaw, a member's seat shall be relinquished by Senate vote, she would have a 1-on-1 with the Senator to see how they wanted to proceed
- b. Alex Herman Staying on with Approved Absences (Action Item)** – President Hunter noted that Senator Herman currently instructs a class during the time that Staff Senate normally meets but has requested that he be allowed to stay on Staff Senate.
 - i. President Hunter made a motion to allow Senator Herman to stay on Staff Senate through February 2023 as long as he adheres to the Staff Senate bylaw on Attendance/Absenteeism by asking someone else in the Athletic Department to attend Staff Senate meetings that he is unable to attend in his place, Senator Rath seconded, discussion (none), all in favor, motion carries, Senator Herman will stay on Staff Senate through February 2023 as long as he adheres to the*



Staff Senate Regular Meeting Minutes - DRAFT
Tuesday, November 17, 2022. 11:00 AM
WSC Alumni Room

Staff Senate bylaw on Attendance/Absenteeism by asking someone else in the Athletic Department to attend Staff Senate meetings that he is unable to attend in his place.

c. Appointing Staff Senate Representatives to Faculty and Student Senate

i. Faculty Senate Representative (Action Item)

- 1. Senator Clark made a motion to make Senator Campbell the Staff Senate Representative to Faculty Senate with President Hunter as an alternate Staff Senate Representative to Faculty Senate should Senator Campbell be unable to attend a meeting of Faculty Senate, Vice President Kadrmaz seconded, discussion (Senator Ward volunteered to also serve as an alternate Staff Senate Representative to Faculty Senate should Senator Campbell be unable to attend a meeting of Faculty Senate), all in favor, motion carries, Senator Campbell will be the Staff Senate Representative to Faculty Senate with President Hunter and Senator Ward as alternate Staff Senate Representatives to Faculty Senate should Senator Campbell be unable to attend a meeting of Faculty Senate.*

ii. Student Senate Representative (Action Item)

- 1. Senator Ackman made a motion to make Senator Delvo the Staff Senate Representative to Student Senate with Senator Clark as an alternate Staff Senate Representative to Student Senate should Senator Delvo be unable to attend a meeting of Student Senate, Senator Ward seconded, discussion (none), all in favor, motion carries, Senator Delvo will be the Staff Senate Representative to Student Senate with Senator Clark as an alternate Staff Senate Representative to Student Senate should Senator Delvo be unable to attend a meeting of Student Senate.*

d. Senate Updates

- i. North Dakota Staff Senate (Jenae)** – President Hunter indicated that a subcommittee of the North Dakota Staff Senate is currently working on a draft of



Staff Senate Regular Meeting Minutes - DRAFT Tuesday, November 17, 2022. 11:00 AM WSC Alumni Room

the suggested 100% tuition waiver for staff members of the North Dakota University System who are taking classes at an institution within the North Dakota University System.

- ii. **Faculty Senate (Jenae)** – President Hunter indicated that Faculty Senate has a new President. President McGinley has stepped down, and Derek VanderMolen has stepped up as the new President of Faculty Senate.
- iii. **Student Senate (Alex)** – Student Senate President Sims indicated that Student Senate is currently working on doing a bit of reorganizing to make things flow better.

e. **Department Updates**

- i. **Academic Affairs** – President Hunter informed everyone that she is now the Administrative Assistant to Dr. Hirling and that Juliana Russel is now the Administrative Assistant to the Vice President of Academic Affairs and the Vice President for Student Affairs.
- ii. **Adult Learning Center** – Senator Rath informed everyone that the current enrollment headcount for the Adult Learning Center is at 125 and they have run out of seats for Adult Ed. Within the last week, 5 students have gotten their GED. The current GED pass rate for the Adult Learning Center is at 96% and there are already 105 students on the waitlist for January. The Adult Learning Center was nominated for the Friends of Vocational Rehabilitation Award at the North Dakota Vocational Rehabilitation 2022 conference.
- iii. **Athletics** – Basketball and Hockey are currently in season and the Athletic Department was able to offer prizes to the school in Alexander, ND that the students could earn. There were some students from that school at the most recent Teton Basketball game that had earned free tickets and got to meet the Teton Men's Basketball team.
- iv. **Business Office** – Senator Campbell indicated that everything was running smoothly in the Business Office and that their newer employees seem to be settling in well.
- v. **IT** – Senator Rosaly-Snyder indicated that the IT department has a new student worker and that they are still working on some hardware refreshes and software updates.
- vi. **Marketing** – With Thanksgiving weekend coming up, Senator Delvo indicated that the Student Outreach and Marketing were working on sending out postcards to prospective students living in Montana and have been dialing in our video ads



Staff Senate Regular Meeting Minutes - DRAFT
Tuesday, November 17, 2022. 11:00 AM
WSC Alumni Room

so that people who are interested in things similar to the programs offered at WSC would start seeing info about those similar programs.

- vii. **Student Life** – Vice President Kadrmas noted that, with the help of student workers, Student Life has been able to start offering more events to students. Levi Sanford in particular has been super helpful with planning events for Finals Week and for the Winter Welcome Back! This year has been going better overall as Vice President Kadrmas is more settled in now than he was last year. Vice President Kadrmas also noted that the dorms are at high occupancy this year.
- viii. **Student Services** – Future Fest went really well this year. A UND rep at the event said that the Future Fest at WSC was the largest one that they had attended this year. The relaunch of the Bandana project had over 60 people comprised of staff, faculty, and students attend the event and earned their bandana. There is going to be a health fair/ blood drive in the Skad on November 29th. Senator Ackman indicated that Admissions is currently reaching out to students who are still missing documents from their admissions file, are accepted but have not enrolled, or are close to achieving a degree but dropped out before achieving a degree in order to increase enrollment for the Spring 2023 semester that will be starting in January.

- 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 Delvo made a motion to adjourn the meeting, Senator Clark seconded, discussion (none), all in favor, motion carries, meeting adjourned at 12:32 PM.*