



Staff Senate Regular Meeting Minutes - ~~DRAFT~~
Thursday, September 15, 2022. 9:00 AM
Stevens Hall Rm 210

Attendees:

Jenae Hunter - President
Chris Kadrmas – VP
Montana Ackman – Recorder
Carol Campbell – Senator, Finance Office

Jared Ward – Senator, Athletics
Jeremy Rosaly-Snyder – Senator, IT
LeeAnn Clark – Senator, Student Services
Rita Hackett – Senator, Financial Aid
Lynne Raymond - Faculty Senate Member

Facilitator: Jenae Hunter, President

1. **Call to Order** – Meeting called to order at 9:03 AM by President Hunter.
2. **Additions or Deletions to the Agenda / Approval of the Agenda** – President Hunter asked that we add Jayden Olson’s Professional Development Application under ‘New Business’ and Vice President Kadrmas requested that we also add Staff Senate Meeting Times under ‘New Business’.
 - a. *Senator Ward made a motion to approve the agenda with the suggested additions, Senator Campbell seconded, all in favor, motion carried, agenda approved.*
3. **Approval of Minutes** –
 - i. August 16, 2022 Regular Meeting Minutes - President Hunter asked if there were any changes that needed to be added to the August 16, 2022 Regular Meeting Minutes. Hearing none,
 1. *Vice President Kadrmas made a motion to approve the August 16, 2022 Regular Meeting Minutes as is, Senator Rosaly-Snyder seconded, all in favor, motion carried, minutes approved.*
4. **Old Business**
 - a. **ALC working with Ameriprise Financial (Keith Rath)** – This item was not able to be discussed as Senator Rath was not able to be present to present on this.
 - b. **Conflict of Interest** – Revised (Jenae Hunter) – President Hunter noted that the only changes made to this item from when it appeared on the agenda last month was that the verbiage had been tailored to be Williston State College specific rather than North Dakota University System specific.
 - i. *Senator Ward made a motion to approve the policy as is, Vice President Kadrmas seconded, all in favor, motion carried.*
 - c. **Fundraising ideas for the upcoming year (LeeAnn Clark)** – There was a discussion regarding ways to fundraise. The ideas discussed were having a bake sale and seeing if



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faculty wanted to participate as last year's bake sale was a hit or seeing if the Diversity Club would like help with the night they do with the pumpkin patch. President Hunter indicated that she or Vice President Kadrmias could reach out to the Diversity Club Advisor, Dr. Weismann, for more information. There was also a discussion about whether Staff Senate wanted to plan an on-campus Trail of Treats for Halloween or if it made more sense to join the Trail of Treats hosted on Main Street. President Hunter indicated that she would reach out Williston State College's Marketing Department to see what their plans were for this year's Trail of Treats and then we could go from there. There was also a discussion regarding the need to be clear on what we were fundraising for and the idea that was put forward as the goal for Staff Senate's fundraising was employee morale and campus community involvement. No final decision or motion was made on any of these items.

NOTE: At 9:27 AM (during the previous discussions) Vice President Kadrmias and Faculty Senate Member Lynne Raymond had to leave the meeting to attend to other matters. President Hunter ensured that we still had a quorum and seeing that we did, continued with the meeting.

d. Campus/staff morale programming/ideas for the upcoming year (LeeAnn Clark) –

There was a discussion of how we could increase morale on campus. The ideas put forward for staff morale were:

1. Employee Shoutouts similar to those done last year where a survey would be sent out monthly allowing employees to put forward nominees. Staff Senate would review the nominees and the reason for nomination and vote for one staff winner and one faculty winner. Winners would receive a \$5 gift card to the bookstore and would have their picture and some fun facts about them displayed on the campus TVs.
2. Providing welcome gifts to new employees
3. WSC employees doing community outreach together by forming a team to participate in community events such as Feed My Starving Children an event that will take place on October 27th and 28th at Trinity Christian School or taking part in a preexisting community event during the winter holidays.
4. Fundraising for the Sunshine Club



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No final decision or motion was made on any of the employee morale items.

- i. **Faculty appreciation snacks with snack themed puns** – This item was not discussed.

5. New Business

a. Staff/Faculty Mental Health (Jenae Hunter)

- i. **Mental Health Days/Sick Days** – There was a discussion regarding whether employees knew that they were able to take Mental Health Days, if they would feel comfortable letting their supervisor know that they were taking a Mental Health Day, and if staff knew that Sick Leave could be used for a Mental Health Day. President Hunter indicated that she would email the policy that explains how WSC employees can use Sick Leave for Mental Health Days to Staff Senate as there was interest in this. There was a discussion about how having Dr. Hirning be an advocate for Mental Health and taking Mental Health Days could raise awareness and reduce the stigma around taking a Mental Health Day. President Hunter also indicated that she would talk to Dr. Hirning about becoming such an advocate.

- b. Retention – NDSSS request** – President Hunter informed Staff Senate that a retention survey similar to the one that was held last year with faculty within the North Dakota University System would be going out to staff within the North Dakota University System soon and WSC staff will be able to participate in the survey with the goal that the information gathered from said survey could increase retention.

c. Women in Leadership (WiL) Expo October 27th – October 28th (Jenae Hunter)

- i. **Foundation is willing to sponsor admission for staff/faculty from WSC** – President Hunter re-emphasized that the WSC Foundation would be willing to cover the cost of admission for employees who wanted to attend the WiL expo and who had received supervisor approval for their attendance.

- d. Survey Results (Jenae Hunter)** – President Hunter shared the results of a survey that was sent out to WSC employees regarding the Teton Buzz. The general feedback seemed to be that employees enjoyed receiving the updates and would like Staff Senate to continue to create and send out the Teton Buzz.



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- e. **New Employees (Carol Campbell)** – Senator Campbell indicated that the Business Office had two new employees Alex Kitchens an Accounting Specialist who started recently and Katie Makris the new HR Director who will be Starting on September 19th.
- f. **Department Updates**
 - i. Business Office - All the accounting entries have been made and fiscal year 2022 has been officially closed and the Business Office will begin auditing.
 - ii. IT – Phase I of installation has been completed for the Band Room's Audio Visual/Teams room. In the Fiscal Year of 2023, IT will be refreshing (replacing) Instructor PCs in every classroom. IT is currently updating Audio Visual capabilities in the Teton Athletics Workout Room by adding speakers and 65-inch TVs. The moving of eSports from the Teton Lounge to the Livdahl Lounge has almost been completed and computers will be added to the 3rd floor of Frontier Hall for regular student use.
 - iii. Athletics – Volleyball has had their first two home games of the season. The Teton Athletics Workout Room is almost done with its renovations. The Athletics department had a meeting with the President of Williston State College regarding some concerns that went very well and made people feel heard. Athletics is still waiting to in the process of hiring for an assistant but had interviews for the position the week of September 5th. Concessions will no longer be under the Booster Club and Athletics will be taking over that responsibility going forward.
 - iv. Student Services:
 - 1. Health and Wellness – The Out of Darkness Walk will take place on Saturday September 24th at Spring Lake Park and Williston State College has a team that you can join. The team's goal is to raise \$600 for the American Foundation for Suicide Prevention. The Williston State College Marketing team will have a table at the Out of Darkness Walk at Spring Lake Park. Senator Clark is hoping to launch the Bandana Project the week of September 19th. Senator Clark also noted that she is hoping to get Active Minds going again soon as she thinks that she has the required amount of student support needed for the group.



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2. Financial Aid – Disbursement was September 6th and went well. The next disbursement will be on September 27th and will be for first time students who are taking out loans. A student’s resources are generally split in half with one half of their resources applied to the Fall Semester’s balance and one half of their resources applied to the Spring Semester’s balance. Laurie Christen is in a new position that is part Financial Aid and part Records.
 3. Enrollment Services – Senator Ackman has taken over the Student Ambassador program and the Student Ambassadors are completing training and will soon be giving tours to prospective students. The last day for Early Entry (Dual Credit) enrollment will be September 16th and Britney O’Neill is very busy making that happen. There are now three student workers who will be at the Williston State College ‘Welcome’ desk and the desk should be continually staffed from 8 AM – 4:30 PM.
- g. Jayden Olson’s Professional Development Application** – President Hunter presented Jayden Olson’s Staff Professional Development Application and noted that we had approved two prior Staff Professional Development Applications for Jayden in the past and the Staff Professional Development Report had not yet occurred for either of them. Jayden’s application requested \$750 to go towards the tuition and fees for his doctoral degree.
- i. Senator Ackman made a motion to approve Jayden Olson’s Staff Professional Development Application pending that he provided a Staff Professional Development report to Staff Senate either in writing or in person at the October meeting of Staff Senate. Senator Ward seconded, all in favor, motion carried.*
- h. Staff Senate Meeting Times** – This item was not able to be discussed as Vice President Kadrmias was not able to be present to present on this
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** – Senator Clark made a motion to adjourn the meeting, Senator Hackett seconded, all in favor, meeting adjourned at 10:32 AM.



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Respectfully submitted,

Montana Ackman

WSC Staff Senate Recorder