Williston State College Staff Senate

September 8, 2021 • 11:30 AM

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

**Members Absent:** Kari Lesmeister

**Guest:** Hunter Berg

**Previous Meeting Minutes:**

Motion by LeeAnn to approve minutes from August 16th, second from Ryan. Motion carried.

**Old Business:**

1) Survey questions
   Discussion regarding survey/suggestion “box”. Jena to create draft and present next meeting.

2) Monthly Newsletter –
   Discussion regarding ideas for first newsletter.
   - First edition to go out in October
   - Using Mail Chimp or Constant Contact – Jamie and Jena to look at template ideas.
   - Staff highlight/Employee of the month section
   - Event schedule
   - Link to survey/suggestion box
   - Trivia for a prize
   - Articles – October: What is Staff Senate?
   - Name – Jared suggested naming the newsletter “Teton Buzz”. Motion by Jamie to accept, second from Jena. Motion carried.

3) Fundraising Ideas
   Discussion regarding fundraising ideas.
   - Halloween Bake Sale – October
   - Gift Wrapping – November/December
   - Student sculpture/painting auction – work with Student Senate

**New Business:**

1) Hunter Berg
Hunter asked to speak to the individual departments, if possible. Also, discussed different WSCF employee morale and fundraising initiatives.
  - AmazonSmile campaign – instructions to link personal Amazon shopping to WSCF AmazonSmile campaign so that WSCF receives a portion of the profits.
  - Foundation memberships
  - Paycheck donations
  - Giving Day – September 22nd.
  - Alumni, Faculty & Staff Banquet – September 21st.

2) Jayden Olson professional development request
   Motion by Ryan to approve, second from Jenae. Motion carried.

3) Pay raises for staff to further education
   Discussion regarding a pay increase for staff members who finish degrees. Senate had several questions to take back to Executive Cabinet.
   - What are the guidelines? Amounts?
   - What degree level would the benefit start? Associates, bachelors, etc.
   - How would staff who already have degrees be compensated?

4) Jessie Keicher’s senate membership as student rep.
   Motion from Jamie to approve Jessie as the Student Senate Rep, second from Stacy. Motion carried.

Campus Updates –

Adult Learning – NA

Athletics – VB home game tonight, September 8th, undefeated at home.

Academic Affairs/Office of the President – Working on spring schedule. Legislative meeting at Train ND on September 28-29th. Danita Bye will be visiting on October 8th.

Learning Commons – Ryan’s last day is September 24th and the position is posted. Will have student worker coverage and hours will change to Tuesday – Thursday, open until 6:30pm.

Campus Services/Bookstore – Textbook rush is complete; all sales are final. Account charging is also complete. The bookstore will be selling at the VB game tonight, September 8th.

Business Office – Carol is out this week, September 6-10th. VP position is posted. FA disbursement is this week and final payments are due. Refunds will be issued on Friday, September 10th.

Student Services – Positions for FA and Enrollment are posted. Jared is filling in with Recruitment. Move-in went well. Security is actively ticketing parking violations.
IT – waiting on State approval to move the junk in the basement. Working on access control project.

Train ND – NA

Executive Cabinet – see AA/office of the President.

Faculty Senate – NA

Student Senate – Had an initial meeting, about 6-7 members.

**Next Meeting**: October 13, 2021