



Campus Updates – November 2016



BISMARCK
STATE COLLEGE

Update Provided By: Retha Mattern

- BSC Held an Employee Appreciation Week October 31-November 4 where employees on campus participated in various events throughout the week, including a costume contest on Halloween, campus community walks, discounts at the bookstore, and United Way fundraisers.
- A document serving as a guideline for staff workplace rights & responsibilities was approved and made available to BSC for use. The document is a summary of all institutional, NDUS, and SBHE policies relating to workplace expectations and responsibilities.
- Staff Senate is continuing to work with the Faculty Senate on an Emeritus policy.
- The BSC Employee Recognition Dinner is December 2.



Update Provided By: Randy Wald

- CTS/System Office Staff Senate did not meet this month, but we are still working on documents regarding a new CTS/System Office Scholarship.
- We are also participating in Project Red, White, and Blue. An effort to send holiday gift boxes to our soldiers overseas.



Update Provided By: Mike O'Toole

- Reviewed and amended our DCB Staff Senate bylaws.
- Reviewed the DCB Staff Handbook and sent forth proposed amendments to our Campus Dean.
- Administration Council has been brought back into action at DCB. This council serves to help promote open communication amongst staff, faculty, students, and campus administrators.
- Our Staff Senate provided snacks and refreshments at our October Campus Forum. Used this opportunity to promote Staff Senate and encourage staff to participate.
- Our Staff Senate will be planning/hosting the annual DCB Faculty/Staff Christmas Party. We are in the beginning phase of planning.



Update Provided By: Krissy Kilwein

- The Appreciation Committee held a Costume Contest in conjunction with Boo Hawks. 14 people entered the contest, though many more dressed up.
- Coffee & Conversation was hosted by the Office of the President on the first Friday of the month. It was well attended by faculty and staff, and doubled as the Welcome to all Administrative Assistants attending the Professional Development Training Session held that day.
- Popcorn with the President was moved to Tuesday, November 22 for this month, due to scheduling conflicts.
- The Fundraising Committee is hosting a 50/50 Raffle, did gift wrapping outside the University Store during the Holiday Sale, and is planning to produce a Cookbook.
- Our Professional Development Committee is planning a Health Fair for all staff on Wednesday, November 30, with the nursing students taking blood pressures for practice.



Update Provided By: Bobbi Lunday

- Staff Senate-professional development for the month of November will be led by Residence Life and will provide apple crisp for the attendees.
- An email was sent by Andy Wakeford on behalf of Staff Senate providing information on the meaning of Veteran's Day and activities taking place in the community and surrounding areas.
- The Staff Senate committee received a request, and is preparing to conduct FERPA training for campus staff.
- Christmas party planning continues.



Update Provided By: Jessica Amb

- Staff Association was held on October 4th. At this meeting, we invited select guest speakers to come in and give updates that have been happening with Mayville State University. We invited President Gary Hagen, Bryan Karolus-Director of Dining Services, Mike Moore-VP of Athletics, Crystal Beggs-HR Director, and Dan Lorenz-Director of Facilities. At the end of their updates, they opened it up to questions and answers.
- Comet Pride Button: We have sold 41 buttons, which means we have raised \$1,460.00 to go towards scholarships for dependents of faculty and staff members.
- New Employee Gifts/Welcome Packet: letters explaining staff senate and staff association have gone to our HR Director to hand out to new staff members.
- We are still working on getting an anonymous survey set up so that staff on voice on any issues or concerns that they would like staff senate to work on. We would plan on sending this survey out a week prior to our meetings.



Update Provided By: Mindy Rudnick

- The Public Relations committee proposed their upcoming holiday events, including the annual Holiday Decorating Contest, a turkey scramble, snowman building contest, and other events to be held for staff during finals week.
- The Staff Satisfaction Survey committee finalized their proposal for the MSU “High Five” Award, to recognize outstanding staff on campus during the year.
- The Professional Development & Programming committee has been holding “Be in the Know” sessions during November for faculty and staff including: FLSA training, Outlook/Shoretel Training, and Intermediate Excel Training.
- The Staff Senate Scholarship committee is accepting applications for their spring scholarship.
- The Bylaws committee has finalized our Senate calendar of events and continues to draft a Staff Emeritus policy for the campus.
- The full Senate discussed how to handle the comment/suggestion box on our website and setting a new meeting time for the remainder of the year.
- The next meeting will be on December 20th.



Update Provided By: Bruce Woytassek

- Senate Marketing Committee welcomed new members.
- NDSCS Staff Senate’s 1st Newsletter will be sent out shortly.
- NDSCS Campus Christmas Socials have been scheduled.
- Gift Wrapping Scholarship funding events are now scheduled for the holiday season.
- A food drive will be scheduled after the first of the year.
- Survey concerning strategic goals effectiveness was completed and submitted.
- Sustainability Committee met with Student Senate to possibly launch a pilot effort for enhanced recycling.
- Wildcat Pride Days Committee reports that funding from “jeans day” may apply to the memorial funds on campus and not the scholarship fund as hoped. They will meet with the HR director to go over ideas.
- A flow chart was designed and approved on how to handle communications from staff to administration or leadership.
- Staff Senate approved the presented Merchant Security/PCI Compliance Policy.
- The Staff Professional Development Survey was tabled.



Update Provided By:

- No update submitted.



Update Provided By:

- No update submitted.



Update Provided By: Greg Carlson

- The Employee Satisfaction Survey is currently open for all VCSU staff. It closes Friday, November 18 and will be reviewed by Staff Senate the week after. We will see what ideas we can put together to better our campus work environment and we will forward them to Cabinet for review. We changed the format of the survey and are excited to see what kind of results it will bring.
- The new Gaukler Family Wellness Center has been open for a little over a month now and the VCSU community, as well as the greater Valley City community, is enjoying having it. Our Kinesiology and Human Performance department is fully moved into the building and greatly appreciates the new facility!



Update Provided By: Katie Peterson

- WSC staff senate sponsored and participated in the first annual Teton Trail trick or treating event on Halloween. We had 10 locations on campus people could stop at and had over 400 people attend from the community. We plan to make this an annual event.
- Staff is looking into organizing an order for more professional style WSC clothing options that staff or faculty could purchase.