

FHSU STAFF SENATE

Meeting Minutes

September 12, 2023

Stouffer Lounge and ZOOM Meeting – 1:30pm

- I. President Nicole Frank called the meeting to order at 1:31pm
- II. Roll Call of Members:
 - a. Per the attached Roll Call Register
- III. Approval of Minutes:
 - a. A motion was made by Susan Relaford and seconded by Misty Koonse to table the minutes from August until the next meeting. The motion was carried.
- IV. Guests:
 - a. Dr. Angela Pool-Funai, Asst. Provost of Academic Programs & Dean of the Graduate School – shared information with Staff Senate on the Re-Accreditation visit that is coming up on October 30 and 31. Every 10 years the school’s Re-accreditation is reviewed, and this is important.
 - b. Wesley Wintch, Vice President of Administration & Finance –clarified senators’ questions on Move to Market and budget questions. There was a thank you for raising student workers’ pay; Wesley stated that it was a team effort.
- V. Treasurers Report
 - a. \$2,647.94 in the Foundation account for scholarships as of August 10, 2023
 - b. \$1,351.00 in the OOE Budget account as of August 31, 2023
- VI. Social Report: cards were sent out.
- VII. Orientation Report from 8-6-23 to 8-19-23
 - a. No longer with FHSU: Sally Dinkel, Dane Dreiling
 - b. New to FHSU: Jacqueline Schumacher
 - c. Job changes: Brett Meyer, Sharon Tallman, Rachel Wentling
- VIII. Retirements: none
- IX. Cabinet Update: Detailed agendas and Summary Notes are available through the following links which can also be found in emails from Tara Garcia in the President’s Office:
PC users <\\ad.fhsu.edu\fhdata\UniversityDocs\Cabinet>

Mac users <smb://ad.fhsu.edu/fhsudata/UniversityDocs/Cabinet>

- a. Cabinet met August 23.
 - i. The new Tuition Reimbursement policy was approved.
 - ii. The Workflex Policy was discussed, and several revisions were recommended. Joe Bain will bring it back in September for third reading and vote.
 - iii. Dana Cunningham shared that the work on Campus Drive will cut 37 parking spaces, 16 of which are staff spaces. He said these staff spaces will be recreated on the south side of the street, so no net loss. He doesn't anticipate a problem with student spaces, due to earlier extra spaces added when the lot by Stroup was built, and the reduced number of students on campus.

X. Other Reports

- a. Staff Senate Committees (chair in bold)
 - i. Goals Committee (**Les Mackey**, Hannah Hearld, Tyler Marcotte, Brett Gerber, Marnie Kohl, Misty Koonse) – Will meet the week of September 11th.
 - ii. Recognition Committee (**Hannah Hearld**, Susan Relaford, Tyler Marcotte, Tobi Neuberger, Falynn Rogers, Amy Richecky) – This committee has sent out the first email for anyone to nominate a staff member of the month. This is a monthly award and staff can win this award once per fiscal year.
 - iii. Events/Promotion Committee (**Misty Koonse**, Staci Kinderknecht, Marnie Kohl, Ali Colwell) – Will be working on doing Quarterly Socials for Staff members, Summer Carnival, “Thank You” Wall, and Christmas/Holiday Door Decorating Contest
 - iv. Scholarship Committee (**Diana Staab**, Tobi Neuberger, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte) - This committee will not meet until after the semester has ended.
- b. KBOR Groups/Committees
 - i. UPS Council/USSC Joint Meeting (*Nicole Frank, Les Mackey, Marnie Kohl*) – Members discussed their own respective market analyses and work to bring employees up to market. Also, calls for increasing state-level oversight regarding extra days off at holidays means that institutional presidents will not be able to provide these days without approval. Various school senates shared ways they are addressing this, and trying to secure some extra time, so that their staff members do not have to turn in vacation time over holiday breaks.
- c. University Committees
 - i. Library (*Lacey Wegner*) – has not meet yet

- ii. Staff Development (*Bob Duffy, Kerri Schiffelbein*) – There were 9 applications, and all were approved for \$500 each.
 - d. Shared Governance
 - i. Faculty Senate (*Nicole Frank, Brett Gerber*) – Meeting on 9-5-2023 – Faculty Senate getting started their committees haven't met yet. Did discuss Staff Senate focus on compensation, recognition, as well as improving staff morale. A key point that Elodie brought up - we wonder what our purpose on these shared governance groups is – to disseminate the information. Information is not always coming down the proper chains.
 - ii. SGA (*Les Mackey*) – Going through the motions, changes, and policies.
 - iii. AAUP (*Nicole Frank*) – Working on bylaw change in order to move election of the president (this position only) from spring to fall. This will allow for job shadow of president role for nearly a year before taking office.
 - iv. University Support Staff Disciplinary Action Appeals: *Diana Staab, Jennifer Whitmer, Misty Koonse, Tyler Marcotte* – have not meet yet.

XI. Old Business: None

XII. New Business

- a. Staff development funding – This fund is under-utilized. The Staff Development Funding Committee will address this, after receiving numbers from VP Wintch. Senators are reminded that they do not need to travel to a conference to use these funds; they can use the funds to attend online conferences or webinars.
- b. Events/Promotion Committee asked if the Staff Senate would be willing to help fund the quarterly Staff Socials with \$100. The Graduate School is hosting the first social on September 21st, from 1:30 to 3:00 pm. A motion was made by Brett Gerber and seconded by Hannah Hearld to approve funding the quarterly Staff Social gatherings with \$100 per event. The motion was carried.

XIII. Miscellaneous

- a. Staff Development Funds- Next deadline is November 1
- b. Catering service Focus Group on 9/14 at 1pm, per Outlook invite from Edie McCracken.
- c. 20th Day is late September; we should know status of Move to Market in October. President Mason asked VP Wintch to budget for 25% or \$1000 increase for each employee below market, depending on which benefits them most. Any increase is dependent on enrollment numbers, however.

- d. Open discussion of concerns, issues, communication gaps, etc. – Senators requested that Nicole ask when we will know the dates for the holiday shutdown.
- e. Senator Appreciation – Nicole expressed appreciation to the Recognition and Events/Promotion Committee for their hard work on establishing the Staff Member of the Month award and planning quarterly Staff Socials.

XIV. Next Meeting Tuesday, October 10, 2023, in Forsyth Library 217 and by Zoom at 1:30 pm.

XV. Adjournment: A motion was made by Susan Relaford and seconded by Raeleann Weigel to adjourn the meeting at 2:40 pm. The motion was carried.

Respectfully submitted,

Diana Staab
University Staff Senate Secretary

Officers

				Present?	Voting
President	Nicole Frank		UPS	Yes	Yes
President-Elect	Les Mackey		UPS	Yes	Yes
Secretary & Senator	Diana Staab		UPS	Yes	Yes
Past President	Bob Duffy		UPS	Yes	No

Provost/Vice President of Academic Affairs

		Term Ends		Present?	Voting
Senator	Amy Richecky	2024	UPS	Yes	Yes
Senator	Staci Kinderknecht	2024	UPS	No	No
Senator & Secretary	Diana Staab	2024	UPS	Listed Above	
Senator	Misty Koonse	2024	UPS	Yes	Yes
Senator	Falynn Rogers	2025	UPS	Yes	Yes
1st Alternate	Les Mackey		UPS	Yes	Yes
2nd Alternate	Lacey Wegner		UPS	Yes	Yes
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Student Affairs/President's Office

		Term Ends		Present?	Voting
Senator	Hannah Hearld	2024	UPS	Yes	Yes
Senator	Ali Colwell	2024	UPS	Yes	Yes
Senator	Tobi Neuburger	2024	UPS	Yes	Yes
Senator	Marnie Kohl	2025	USS	No	No
Senator	Brett Gerber	2025	UPS	Yes	Yes
1st Alternate					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Administration & Finance

		Term Ends		Present?	Voting
Senator	Lisa Morgan	2024	USS	Yes	Yes
Senator	Susan Relaford	2024	UPS	Yes	Yes
Senator	Kerri Schiffelbein	2025	UPS	Yes	Yes
Senator	Raeleann Weigel	2025	UPS	Yes	Yes
Senator	Tyler Marcotte	2025	UPS	Yes	Yes
1st Alternate					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Senators Present

Alternates for Senators Present

Total Present

Need for Quorum	9	Quorum was	Met
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Guests

Elodie Jones - Faculty Senate President

Wesley Wintch

Niki Huchen
Anna Basgall
Jennifer Whitmer
Angela Pool-Funai
Mark Orth
Marcus Porter
Scott Cason
Brenda Hampton
Johnae Robles
Shannon Lindsey
Graham Dixon
Sarah Taggart
Madisyn Green
Karen Pfeifer
Ann Noble
Kristen Pfeifer
Maggie McCombs
Anna Towns
Jan Schmidtberger

Zoom