

FHSU STAFF SENATE

Meeting Minutes

November 8, 2022

Stouffer Lounge and Zoom Meeting- 1:30pm

I. President Bob Duffy called the meeting to order at 1:31pm.

II. Roll Call of Members

a. Per the attached Roll Call Register

III. Guests:

a. Workflex Committee Members Mark Griffin, Ginger Williams, Cindy Cline, and David Bollig addressed the Senate and share updates.

- i. Nine committee members, working on the project for about two weeks. They received the charge from President Mason, with a request for their input. President Mason wants to develop a policy.
- ii. The committee is crafting a Guiding Principles document, which they hope to complete in the next week. This document will then be sent to Director of HR Shannon Lindsey for her input, after which it will be forwarded to ELT.
- iii. The committee is still in infancy stages, in terms of developing working policy. There are many options beyond remote work, such as flexible schedules, alternate schedules, compressed schedules, and temporary remote work.
- iv. The committee understands that these policies will not adapt to all positions.
- v. Supervisors will have a lot of say in who is eligible for Workflex. Ginger Williams shared that when considering who will be considered for Workflex, the supervisor will consider evaluations, position, and whether an employee's work can be performed in this manner. Staff Senate Past President Jennifer Whitmer asked committee to think about ramifications of including performance evaluations as a factor, as not all employees receive evaluations.
- vi. The committee wants to keep University culture vibrant and avoid turning the campus into a "ghost town."
- vii. Timeline goal: Shannon wants to see something shortly after the first of the year, not for implementation, but for the committee's work to be completed.
- viii. Committee members are gathering input from their direct reports. If you have any input you'd like to offer, feel free to share with the committee.
- ix. Cindy shared that the committee is discussing offering training for supervisors, to help them decide whether their employees can be eligible for WorkFlex.

- x. Senator Garrett McBlair asked about supervisors who are solely against flexible work. Ginger shared that with all of the options, she thinks that more people will be eligible and more supervisors will approve than people might think.
 - xi. Senator Amy Richecky asked if there is going to be a minimum number of people on WorkFlex, in order to get it in place. Mark said he sees it as fairly open, but again, they want to avoid a ghost town of a campus.
 - xii. President Duffy asked how often the committee is meeting, and Mark shared that they are meeting every two weeks. Bob pointed out that Staff Senate only meets monthly. The committee offered to provide a progress update after their next meeting.
- b. Faculty Senate President Rob Byer attended as a guest and FS representative.
 - i. Faculty Senate will be making an effort to create more explicit connections between shared governance groups, so he will attend Staff Senate as a Faculty Senate rep in that capacity.

IV. Approval of Minutes:

A motion was made by Susan Relaford and seconded by Diana Staab to approve the meeting minutes from October 8, 2022. The motion was carried.

V. Treasurer's Report:

- a. Foundation report: \$1,831.91 for scholarships as of 10/11/22 (no change)
- b. OOE report: 1,249.19 as of 11/7/22 (no change)

VI. Social Report: Tyler Marcotte agreed to take over job of sending correspondence to staff members who have had birth, adoption, or death in family.

VII. Orientation Report:

No longer with FHSU: Nathan Lang, Nathan Unruh, Shanshan Ma

New to FHSU: Logan Carter, Devon Axelson, Jenner Little, Spencer Goff, Kara Cook (rehire)

Promotions and job changes: David Bollig, Aubrey Woolf, Nicole Heitman

VIII. Cabinet Update:

Detailed agendas and Summary Notes are available through the links in emails from Tara Garcia in the President's Office.

- a. The additional time President Mason has been offering as paid University holiday will be retained through this fiscal year, but they may not be given next year, due to changes in accountability for paid time off.
- b. The COAHSS reorganization plan has been sent to COPS, and the college's dean search has started.
- c. The Docking Institute's Kansas Speaks Survey results link is in agenda for today's meeting. FHSU has received quite a bit of media interest and attention for doing this study and it is an important study.

IX. Reports

- a. Staff Senate Committees:
 - i. Goals Committee (Nicole)
 - a) The committee will meet on November 14th and hopes to set goals based on the satisfaction survey results before the end of the fall term.
 - ii. Events and Promotion Committee (Pam)
 - a) The Halloween costume contest went well, although there were not a lot of participants.
 - b) The Holiday door decorating contest will be held during finals week, with all judging concluded by that Wednesday. An email was sent out to all staff and a second one will be sent to clarify that all buildings can take part, but staff are encouraged to use painter's tape (no staples or Scotch tape) and take decorations down in a timely manner, to avoid damage to finishes. Endowment is supplying prizes and will try to customize prizes based on recipient. Bob will take pictures, to post to the Staff Senate website.
 - c) The committee decided that the all-campus Secret Santa contest is too complicated, so that event will not be held.
 - d) The committee is discussing a scavenger hunt for St. Patrick's Day, involving hiding a picture of a pot of gold.
- b. KBOR Groups/Committees
 - i. Satisfaction Survey Committee
 - a) Jennifer shared that they will be sharing info with KBOR in December, but it might be delayed.
 - b) All participating institutions sent out info at same time on November 1.
 - c) Goals committee work will be based on survey results.
 - ii. UPS/USSC Joint Meeting
 - a) No update on UPS or USS Council, as they have not met since August. Jennifer called and left email today; her next step is their Pres-Elect.
- c. University Committees
 - i. Library- no report
 - ii. Staff Development: Bob shared that we are working towards staff receiving more funds when they present at a conference vs simply attending, following Faculty Senate's model.
- d. Shared Governance
 - i. Faculty Senate
 - a) CAHSS reorganization: Provost Arensdorf sent a letter to KBOR. COPS will vote on it at the next KBOR meeting.
 - b) ESU situation: Various groups are protesting, trying to slow things down.

- c) AAUP: Shared governance meeting with Faculty Senate and AAUP. SGA and Staff Senate will be brought in, after decisions are made via their binding legal contracts.
- ii. SGA (Garrett)
 - a) Recent speakers: Janett Naylor-Tincknell spoke about the ESU situation. Staff Senate President Bob Duffy shared about Staff Senate. VPSA Joey Linn and AVP SA-SE Taylor Kriley shared about organization of student engagement.
 - b) Garrett shared with SGA the need to include a Staff Senate rep, for future forums.
 - c) Safety Walk: SGA reps walk campus, checking for safety issues.
 - d) The free legal services offered to students are going to be discontinued, will be revised and restarted.
 - e) SGA Justices: Individuals who hear case when a student has done something that goes against conduct and make a decision. Includes faculty and students; Garrett recommended that staff be included in the future.
 - f) Food Insecurity: When students move to campus at non-traditional times, they do not always have access to food, transportation, etc. SGA President Ryan Stanley was told that FHSU received \$80K to fight hunger; SGA members are hoping they can use this money to provide food when dining is not open, etc.
- iii. AAUP: There is a discussion about adding Professional Graduate School Advisors and making sure that labor is equitably distributed.

X. Old Business:

- a. President Duffy is still working on name placards for Staff Senate meetings. Past President Jennifer Whitmer asked if it makes sense to purchase them at this point, as we may not be able to use them until February and then have elections in April. Garrett asked if we could just get some laminated cardstock placards instead. Bob said he will check and if the turnaround can be quick, he will order as originally planned. If not, we can do cardstock placards.
- b. Volunteers to serve as representatives to Faculty Senate and AAUP. President Duffy cannot attend AAUP on November 15th; President-Elect Nicole Frank offered to attend.

XI. New Business

- a. Reimbursement for Events Committee
 - i. A motion was made by Diana Staab and seconded by Garrett McBlair, to reimburse Events Committee members \$21.00 for prizes bought for the Halloween costume contest. The motion was carried.

XII. Miscellaneous

- a. Open discussion of issues, concerns, communication gaps, etc.
- b. Staff appreciation: President Duffy thanked the Events Committee for their hard work on the Costume contest, the Grounds Crew for their hard work getting campus ready for winter months, and Past President Jennifer Whitmer for her hard work on the satisfaction survey over the past two years.
 - i. Giving President Mason feedback about what we would like to see, for Staff Appreciation: Garrett McBlair recommended that we either include Chartwell's staff in our staff appreciation or coordinate with Chartwell's, to make sure they are doing something around the same time. Diana Staab shared that she liked the t-shirt better than the lunch, because it was tangible and lasted longer. Hannah Hearld had spoken to people in her area, and said that they would like stickers, pointing out that stickers are a big trend right now, for affixing to laptops, water bottles, etc. President-Elect Nicole Frank recommended that we ask for meaningful recognition that involves homework into what staff actually contribute to FHSU and these numbers be shared at a public event such as Convocation; e.g., how many trash cans are maintained by FHSU staff? How many SCH are verified by advisors? How many acres of grass, plants, trees, and flowers are planted and maintained by Grounds?
- c. Move to Market: CBIZ will be handling our market analysis again. This process will be done every three years, and this is the second phase of the process.

XIII. Next Meeting: Tuesday, December 13, 2022, at 1:30 pm, Stouffer Lounge in the Union and Zoom

XIV. Adjournment: A motion was made by Diana Staab and seconded by Susan Relaford to adjourn the meeting at 2:39pm. The motion was carried.

Respectfully submitted,

Nicole Frank
University Staff Senate President-Elect

Officers**Present? Voting**

President	Bob Duffy		UPS	yes	Yes
President-Elect	Nicole Frank		UPS	yes	Yes
Secretary & Senator	Misty Koonse		UPS	no	No
Past President	Jennifer Whitmer		UPS	yes	No

Provost/Vice President of Academic Affairs**Term Ends****Present? Voting**

Senator	Falynn Rogers	2023	UPS	yes	Yes
Senator- seat ends 2023	Lacey Wegner	2023	UPS	yes	Yes
Senator	Amy Richecky	2024	UPS	yes	Yes
Senator	Staci Kinderknecht	2024	UPS	no	No
Senator & Secretary	Misty Koonse	2024	UPS	Listed Above	No
Senator	Diana Staab	2024	UPS	yes	Yes
1st Alternate					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Student Affairs**Term Ends****Present? Voting**

Senator	Ashley Moore	2023	UPS	yes	Yes
Senator	Pam Groff	2023	UPS	yes	Yes
Senator	Hanna Hearld	2024	UPS	yes	Yes
Senator	Lisa Lang	2024	USS	yes	Yes
Senator	Garrett McBlair	2024	UPS	yes	Yes
1st Alternate	Tobi Neuberger		UPS	No	No
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Administration & Finance**Term Ends****Present? Voting**

Senator	Christopher Feldt	2023	UPS	yes	Yes
Senator	Tyler Marcotte	2023	UPS	yes	Yes
Senator	Lisa Morgan	2024	USS	yes	Yes
Senator	Susan Relaford	2024	UPS	yes	Yes
Senator- won't be filled until 2023 election					
1st Alternate	Mark Grieve		USS	No	No
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Senators Present	13
Alternates for Senators Present	0
Total Present	13
Need for Quorum	9
	Quorum was <input type="checkbox"/>

Guests

Latisha Haag

Sarah Taggart