

FHSU STAFF SENATE

Meeting Minutes

April 9, 2024

Pioneer Room and Zoom – 1:30 pm

- 1) President Nicole Frank called the meeting to order at 1:31 pm.
- 2) Roll call of Members
 - A. Per the attached Roll Call Register
- 3) Elections
 - A. A motion was made to move to Elections by Brett Geber and seconded by Ali Colwell, the motion passed.
 - B. Proposed Election Managers:
 - i) Academic Affairs: Fallynn Rogers
 - ii) Student Affairs/President's Office: Tobi Neuburger
 - iii) Administration & Finance: Tyler Marcotte
 - C. Provost/Vice President of Academic Affairs – voted by secret ballot
 - i) Senators elected: Kelly Lagree, Diana Staab, Ian Trevethan, and Lacey Wegner
 - ii) Alternates: Lei Wang and Patricia Duffey
 - D. Vice President of Student Affairs/President's Office – voted by verbal affirmation
 - i) Senators elected: Kimberly Cebula, Nikki Houchen, and Erica Meneses
 - E. Vice President of Administration & Finance – voted by verbal affirmation
 - i) Senator elected: Richard Weber
- 4) Approval of March meeting minutes
 - A. A motion was made by Tobi Neuburger and seconded by Susan Relaford to approve the March 5th meeting minutes. The motion was carried.
- 5) Guests:
 - A. Staff Member of the Month recipient
 - i) Amber Kincaid
 - B. Administration & Finance: Wesley Wintch
 - i) Budget Committee is meeting. The legislative is about to wrap up; at present, the legislature is supporting a merit increase of 2.5% for next year. For KBOR institutions, this will be a pool for SGF-funded positions, as usual. So, it will not apply to non-SGF funded FHSU employees. University leadership has not decided whether they will spend University funds to make this whole for all employees or amortize the 2.5% pool across all employees.
 - C. Faculty Senate: Elodie Jones

- i) Officer elections were held for 2024-2025: Shawn Schartz is President, Matthew Clay is VP, and Morgan Steele is Secretary. They have a resolution on the table regarding supporting staff compensation efforts and will vote on at their May meeting.

- 6) Treasurers Report
 - A. Foundation report \$1998.64 (as of 2-29-24)
 - B. OOE report \$1155.40 (as of 4-1-24)

- 7) Social Report:
 - A. Tyler has sent out five cards, and 20 cards for the year.

- 8) Orientation Report from 3/3/2024 -3/16/2024
 - A. No longer with FHSU: *Kylie Titus*
 - B. New to FHSU: *Courtney Adam, Lei Wang, Thomas Ross*
 - C. Job changes: *none*
 - D. Retirements: *Shannon Lindsey*

- 9) Cabinet Update:
 - A. Cabinet met on March 27th – following is what President Frank shared at the cabinet meeting.
 - i) Recognition Committee: The Staff Member of the Month for April is Amber Kincaid
 - ii) Events/Promotion Committee: Staff Appreciation Wall: 100+ submissions as of March Staff Senate meeting. Accepting submissions until March 31st. Staff Social on April 18th at 1:30-3:00 in the Foundry. Encouraged everyone at the Cabinet meeting to encourage their staff to attend the last staff social.
 - iii) Compensation Committee: Met with Faculty Senate
 - iv) Scholarship Committee: Explained what Staff Senate scholarship was and how it works. Please consider donating on Giving Day, April 16th. Giving Day now focuses on President Mason’s priorities; donations outside of these must use the write-in link.
 - v) Staff Development Fund Applications: Funded 17 applications on February 1st deadline. The last chance to apply for funding is May 1st for this fiscal year. We have seen an increase in applications since the increase of funds awarded from \$500 to \$800 if you are attending or \$1000 if you are presenting.
 - B. Notable items:
 - i) The new email policy passed; graduating students will no longer have a lifetime access to email.
 - ii) Dennis King reported that application numbers are looking promising for F24. We are down about 1% SCH.
 - iii) Angela Pool-Funai said initial feedback on the second HLC site visit was good; they don’t anticipate any big changes.

- iv) Provost Arensdorf shared updates on Program Review. She is currently finalizing proposals for the five programs.
 - v) Carrie Lane is the interim director of HR. A national search will be launched, and a search committee is being formed for this position.
 - vi) The Budget Committee had their first meeting of the year on 3/26 where VP Wintch presented an overview of the budget.
 - vii) The final Legislative Coffee of this legislative session will be held on April 13th at 8:30am at the Hays Public Library.
- C. Detailed Agendas and Summary Notes are available through the following links:
- i) PC users <\\ad.fhsu.edu\fhsudata\UniversityDocs\Cabinet>
 - ii) Mac users <smb://ad.fhsu.edu/fhsudata/UniversityDocs/Cabinet>

10) Other Reports

A. Staff Senate Committees (chair in bold)

- i) Goals Committee (**Les Mackey**, *Hannah Hearld, Tyler Marcotte, Brett Gerber, Marnie Kohl, Misty Koonse*)
 - (1) Passing the draft of the rubric to committee and getting feedback. One rubric for all the scholarships.
- ii) Recognition Committee (**Hannah Hearld**, *Susan Relaford, Tyler Marcotte, Tobi Neuberger, Falynn Rogers, Amy Richecky*)
 - (1) Went ahead and met one more time and selected the May, June, and July Staff member of the month. Will announce the June and July winners at the June meeting.
- iii) Events/Promotion Committee (**Misty Koonse**, *Staci Kinderknecht, Marnie Kohl, Ali Colwell*)
 - (1) Staff Appreciation Wall there was over 193 submissions, sending out the messages to everyone. Misty is still working on getting the messages out to everyone that got one. Thank you to Marine and Ali for actually getting the notes up on the wall.
 - (2) Final Staff Social of the year is April 18th, hosted by the College of Arts, Humanities, and Social Sciences.
- iv) Scholarship Committee (**Diana Staab**, *Tobi Neuberger, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte*)
 - (1) The committee will not meet until after final grades are turned in.
- v) Compensation Committee (**Bob Duffy**, *Kerri Schiffelbein, Diana Staab*)
 - (1) Have an outline of a recommendation type document looking at pay benefits and then miscellaneous things. Getting all that data together, we kind of have the what's. Now trying to get the why, so that it can be a pretty comprehensive document. Want to express a Thank you to Christopher and Elodie for the support from Faculty Senate. It is a sign that we are truly moving towards that shared governance, very much appreciated.

B. KBOR Groups/Committees

i) UPS Council/USSC Joint Meeting (*Nicole Frank, Les Mackey, Marnie Kohl*)

(1) Discussion about combined senates versus separated senates. There are still some schools that have separate senates, and they have some questions about how people combine their USS and UPS. One school has separate UPS and USS senates, and their UPS senate caucuses with their faculty senate. Reps discussed elections; we all elect at different times. Some will elect this month like we do and officers next month. Some have already had their elections; others will elect in June and July. Nicole shared that some schools have at-large senators, and our senate might want to consider this idea in the future. KU reported that their staff are required to participate in at least 6 hours of professional development.

C. University Committees

i) Library (*Lacey Wegner*)

(1) Put on hold until after they redesign bylaws and decide what type of purpose of the community after the renovation.

ii) Staff Development (*Bob Duffy*)

(1) There were 17 applications just at the February deadline. It can be online training you don't have to travel. People are asking for a lower amount.

D. Shared Governance

i) Faculty Senate (*Brett Gerber*)

(1) Elections, Jill Arensdorf talked about the program review. Jill Arensdorf and Justin Greenleaf provide updates on their faculty to student mentoring program. The college going rate system.

ii) SGA (*Les Mackey*)

(1) Allocations and Elections were held. Ella Burrows and Emma Day were reelected.

iii) AAUP (*Nicole Frank*)

(1) AAUP met on March 18th. They discussed program review, their upcoming conventions, summer institute, and negotiations.

iv) Updates from President Mason (*Nicole Frank*)

(1) Updates from SLT

v) Updates from SLT/Budget Committee (*Nicole Frank*)

(1) The FY25 budget is not final until after omnibus and the governor's signature. Right now, we expect to get everything we asked for, other than the 5% merit. State employees will get 5%, but KBOR school employees will only receive 2.5%. Grady Dison reported that FHSU would receive funding from the Kansas Water Institute, as part of a partnership we formed with KSU. Beyond FY25 budget updates and Dixon's news, we primarily discussed 2024-2025 tuition.

vi) University Support Staff Disciplinary Action Appeals (*Jennifer Whitmer, Misty Koonse, Tyler Marcotte, Marnie Kohl*)

(1) Nothing to report

11) Unfinished Business

A. Goals Discussion

- i) President Frank will send out the revised Goals and wants to take a vote in May on the changes.

12) New Business

A. Shared Governance Document

- i) This was emailed out to everyone from President Frank and will email out to the new senators. Any additions please email or talk to President Frank about them.

B. Promotion card: a summary of the work that the Senate did this year. A promotion of membership to the senate, that is what the Events and Promotion Committee is about having these events to create community and promoting a membership to the Senate.

13) Miscellaneous

A. Updates

- i) Staff professional development President Nicole met with Cindy Cline.

B. Reminders:

- i) **April 13th**: Legislative Coffee (last one this season)
- ii) **April 16th**: Giving Day: <https://fhsugivingday.com/pages/home-2481>
- iii) **April 17-18th**: KBOR comes to visit FHSU
- iv) **April 18th**: Staff Social
- v) **May 1st**: Staff Development Applications DUE (last opportunity this FY).
- vi) **May 3rd**: Spring Convocation
- vii) **May 14th** (May meeting): Election of officers

C. Open discussion of concerns, issues, communication gaps, etc.

D. Senator Appreciation: is Diana – major kudos to Diana for doing everything for the elections.

14) Next Meeting: Tuesday, May 14, 2024, at 1:30pm, Stouffer Lounge and Zoom.

15) Adjournment: A motion was made by Susan Relaford and seconded by Misty Koonse to adjourn the meeting at 2:42 pm. The motion was carried.

Respectfully Submitted,

Diana Staab

Diana Staab

University Staff Senate Secretary

April 9th, 2024

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	

Provost/Vice President of Academic Affairs

		Term Ends		Present?	Voting
Senator	Amy Richecky	2024	UPS	Yes	Yes
Senator	Lacey Wegner	2024	UPS	Yes	Yes
Senator & Secretary	Diana Staab	2024	UPS	Listed Above	No
Senator	Misty Koonse	2024	UPS	Yes	Yes
Senator	Falynn Rogers	2025	UPS	Yes	Yes
1st Alternate					
2nd Alternate					
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	Yes	Yes
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	Mark Grieve			Yes	No
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

Richard Weber
 Darin Staab
 Elodie Jones

Christopher Olds
Erica Meneses
Amber Kincaid
Patricia Duffey
Jennifer Whitmer
Anne Basgall
Alyssa Balandarn
Shelley Bryant
Shawn Hammerschmidt
Johnae Robles
Anna Towns
Amy Gregg
Kelly Lagree
Carrie Lane
Heather McWhirter
Tiffany Weber
Carol Solko-Olliff
Brenda Hampton
Ann Noble
Kristen Pfeifer
Sarah Taggart
Baron Green
Kenadee O'Brien
Sarah Patterson
Graham Dixon
Kristen Herl
Doug Storer
Madisyn Green
Terry Pfeifer