

FHSU UNIVERSITY STAFF SENATE

Special Meeting Minutes

October 28th, 2024

Pioneer Room and Zoom – 3:30 pm

- 1) President Bob Duffy called the meeting to order at 3:31 pm
- 2) Roll call of Members
 - a) Per the attached Roll Call Register
- 3) Proof of request for Special Meeting – Attached
- 4) Proof of Written Notification of Special Meeting – Attached
- 5) Special Business:
 - a) Determine recommendations for 2024-2025 University Holiday Time
 - b) Discussion
 - i) President Bob Duffy stated that 309 people filled out the survey in a short window. Shared the results with everyone on the 5 days in the survey. See attached chart.
 - ii) Nicole shared that the survey was done through Qualtrics. There were 129 staff that filled out the survey and also left a comment. The comments are only shared to the executive team.
 - iii) President Bob Duffy stated the four basic issues:
 - (1) How does this impact Offices positively?
 - (2) How does this impact Offices negatively?
 - (3) New employees with no vacation time
 - (4) Employees with little to no vacation time
 - c) A motion was made by Patricia Duffey, suggesting all five days the University to be closed and some kind of knowledge for the essential employees. The motion was seconded by Nikki Houchen. Eleven senators approved and One senator opposed. Motion carried.
- 6) Adjournment – a motion was made by Erica Meneses and seconded by Kelly Lagree to adjourn the meeting at 4:23 pm. The motion was carried.

Respectfully submitted,

Diana Staab

Diana Staab
University Staff Senate Secretary

Diana Staab

From: Falynn Rogers
Sent: Friday, October 25, 2024 9:06 AM
To: Marnie Kohl; Robert Duffy; Diana Staab; Kelly Lagree; Patricia Duffey; Lacey Wegner; Diane Hernandez-ramirez; Kimberly Cebula; Nikki Houchen; Erica Meneses; Tobi Neuburger; Dawne Leiker; Kerri Schifflbein; Raeleann Weigel; Tyler Marcotte; Richard Weber; Mark Grieve; Nicole Frank
Subject: Re: Special Meeting

Good morning!

I request that we have a special meeting to discuss the holiday time off survey and formulate a recommendation for Dr. Mason.

Falynn Rogers

From: Marnie Kohl <mkohl@fhsu.edu>
Sent: Friday, October 25, 2024 8:53:32 AM
To: Robert Duffy <rduffy@fhsu.edu>; Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kacebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schifflbein <kmschifflbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>
Subject: RE: Special Meeting

Good Morning!

I request that the Staff Senate has a special meeting to go over the results from the holiday shutdown poll and then we can make a recommendation to President Mason.

Thank you, Marnie

Book an appointment with me: <https://calendly.com/mlkohl>

Deliberative | Context | Input | Learner | Achiever

Marnie Kohl | International Services Coordinator | International Student Services
Fort Hays State University
600 Park St. | Memorial Union 014 | Hays, KS 67601
785.628.4178
mkohl@fhsu.edu
www.fhsu.edu/international

Regular Office Hours:

Monday – Friday 8:00am to 4:30pm CST



**FORT HAYS STATE
UNIVERSITY**

**GLOBAL AFFAIRS AND
INTERNATIONAL
STUDENT SERVICES**

From: Robert Duffy <rduffy@fhsu.edu>

Sent: Friday, October 25, 2024 8:32 AM

To: Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <dlistaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Marnie Kohl <mkohl@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kacebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schiffelbein <kmschiffelbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>

Subject: Special Meeting

Hello All,

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Section 7. Special Meetings Special meetings of the Senate shall be called by the President or President-elect of the Senate upon written request of four or more Senators. Each Senator must be notified in writing not less than twenty-four (24) hours in advance of a special meeting. No business shall be transacted at a special meeting except as stated in the written notice to Senators. The special meeting shall consider no more than two items of business.

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1. Call to order
2. Roll call (confirmation of quorum)
3. Proof of request for Special Meeting
4. Proof of written notification of Special Meeting
5. Special business
6. Adjournment

Robert's Rules of Order shall govern procedures at all meetings of the Senate.

To have our meeting on Monday we need 4 senators to request the meeting as soon as possible. Then, I will officially call the meeting I would appreciate it if 4 of you would send such requests today.

Have an amazing Friday!

-Bob

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
Past-President, Staff Senate

Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

Rduffy@fhsu.edu

Ph: 785-628-4401

Fax: 785-628-4089

“No straight lines make up my life,
And all my roads have bends;
There’s no clear-cut beginnings;
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-Harry Chapin

Diana Staab

From: Kerri Schiffelbein
Sent: Friday, October 25, 2024 8:43 AM
To: Robert Duffy; Falynn Rogers; Diana Staab; Kelly Lagree; Patricia Duffey; Lacey Wegner; Marnie Kohl; Diane Hernandez-ramirez; Kimberly Cebula; Nikki Houchen; Erica Meneses; Tobi Neuburger; Dawne Leiker; Raeleann Weigel; Tyler Marcotte; Richard Weber; Mark Grieve; Nicole Frank
Subject: RE: Special Meeting

Good Morning All,

I request that the Staff Senate has a special meeting to go over the results from the holiday shutdown poll and then we can make a recommendation to President Mason.

Happy Friday!

Kerri Schiffelbein

Accounting Specialist – Business Office

Fort Hays State University

Sheridan Hall 106

785-628-4166 | kmschiffelbein@fhsu.edu

www.fhsu.edu



**FORT HAYS STATE
UNIVERSITY**

Forward thinking. World ready.

From: Robert Duffy <rduffy@fhsu.edu>

Sent: Friday, October 25, 2024 8:32 AM

To: Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Marnie Kohl <mkohl@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kacebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schiffelbein <kmschiffelbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>

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Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
Past-President, Staff Senate
Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

Rduffy@fhsu.edu

Ph: 785-628-4401

Fax: 785-628-4089

"No straight lines make up my life,
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-Harry Chapin

Diana Staab

From: Nikki Houchen
Sent: Friday, October 25, 2024 8:38 AM
To: Lacey Wegner; Robert Duffy; Falynn Rogers; Diana Staab; Kelly Lagree; Patricia Duffey; Marnie Kohl; Diane Hernandez-ramirez; Kimberly Cebula; Erica Meneses; Tobi Neuburger; Dawne Leiker; Kerri Schiffelbein; Raeleann Weigel; Tyler Marcotte; Richard Weber; Mark Grieve; Nicole Frank
Subject: RE: Special Meeting

I Good Morning All,

I request that the Staff Senate has a special meeting to go over the results from the holiday shutdown poll and then we can make a recommendation to President Mason.

Nikki Houchen

International Partnership Degree Analyst
Registrar's Office/Global Affairs
She/her
registrar@fhsu.edu
nlhouchen@fhsu.edu
785.628.4266

Hours
M-F 8am-4:30pm

From: Lacey Wegner <llwegner@fhsu.edu>
Sent: Friday, October 25, 2024 8:36 AM
To: Robert Duffy <rduffy@fhsu.edu>; Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Marnie Kohl <mkohl@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kacebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schiffelbein <kmschiffelbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>
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Good Morning All,

I request that the Staff Senate has a special meeting to go over the results from the holiday shutdown poll and then we can make a recommendation to President Mason.

Lacey Wegner
Coordinator of Library Operations
Forsyth Library
Fort Hays State University
600 Park St
Hays, KS 67601

Phone 785-628-5837

Email llwegner@fhsu.edu

Web www.fhsu.edu/library

From: Robert Duffy <rduffy@fhsu.edu>

Sent: Friday, October 25, 2024 8:32 AM

To: Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <distaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Marnie Kohl <mkohl@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kcebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <emeneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schiffelbein <kmschiffelbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>

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Diana Staab

From: Kimberly Cebula
Sent: Friday, October 25, 2024 8:34 AM
To: Robert Duffy; Falynn Rogers; Diana Staab; Kelly Lagree; Patricia Duffey; Lacey Wegner; Marnie Kohl; Diane Hernandez-ramirez; Nikki Houchen; Erica Meneses; Tobi Neuburger; Dawne Leiker; Kerri Schiffelbein; Raeleann Weigel; Tyler Marcotte; Richard Weber; Mark Grieve; Nicole Frank
Subject: RE: Special Meeting

Good morning everyone,

Happy Friday! I request that we have a special meeting to discuss the holiday time off survey and formulate a recommendation for Dr. Mason.

Thanks,
Kim Cebula
She/Her

Assistant Director of Residential Life
(785) 628-4246

From: Robert Duffy <rduffy@fhsu.edu>
Sent: Friday, October 25, 2024 8:32 AM
To: Falynn Rogers <frrogers@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Marnie Kohl <mkohl@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Kimberly Cebula <kacebula@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Kerri Schiffelbein <kmschiffelbein@fhsu.edu>; Raeleann Weigel <rrweigel@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Richard Weber <rdweber3@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>
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Diana Staab

From: Robert Duffy
Sent: Friday, October 25, 2024 4:13 PM
To: All FHSU Outlook Users
Subject: Special Staff Senate Meeting

Hello to all,

On Monday, October 28th at 3:30 pm in the Pioneer Room of the Memorial Union, Staff Senate will be conducting a special meeting to make recommendations to FHSU's executive leadership regarding Holiday Time Off. Please find below the Zoom Link for the meeting. Because this is a Special Meeting and there are time constraints regarding the issue, **those not on Senate can watch and/or listen to the meeting, but there will not be time for comment.**

Thank you for your quick responses to the survey- 309 individuals responded. We truly have an engaged campus.

Join Zoom Meeting

<https://fhsu.zoom.us/j/3822504848>

Meeting ID: 382 250 4848

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
Past-President, Staff Senate
Chair, Tobacco-Free Policy Committee
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Diana Staab

From: Robert Duffy
Sent: Friday, October 25, 2024 12:12 PM
To: Falynn Rogers; Diana Staab; Kelly Lagree; Patricia Duffey; Lacey Wegner; Marnie Kohl; Diane Hernandez-ramirez; Kimberly Cebula; Nikki Houchen; Erica Meneses; Tobi Neuburger; Dawne Leiker; Kerri Schiffelbein; Raeleann Weigel; Tyler Marcotte; Richard Weber; Mark Grieve; Nicole Frank
Subject: Holiday Time Special Meeting

Hello all,

In accordance with our By-Laws Article XII-Meetings Section 7. Special Meetings, I am calling for a special meeting. Senators Diana Staab, Falynn Rogers, Kimberly Cebula, Lacey Wegner, Nikki Houchen, Kerri Schiffelbein, and Marnie Kohl have requested the meeting via email.

The purpose of the meeting shall be to determine recommendations to Executive Leadership regarding time- off for the 2024-2025 Holiday Break.

The agenda will be as follows:

1. Call to order
2. Roll call (confirmation of quorum)
3. Proof of request for Special Meeting
4. Proof of written notification of Special Meeting
5. Determine recommendations for 2024-2025 University Holiday Time
6. Adjournment

Robert's Rules of Order shall govern procedures at all meetings of the Senate.

If you have not responded to the Outlook Calendar Invite sent yesterday from my FHSU email (rduffy@fhsu.edu) please do so... Currently we have 9 acceptances, 1 tentative, and 1 decline.

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
Past-President, Staff Senate
Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

[Rduffy@fhsu.edu](mailto:rduffy@fhsu.edu)

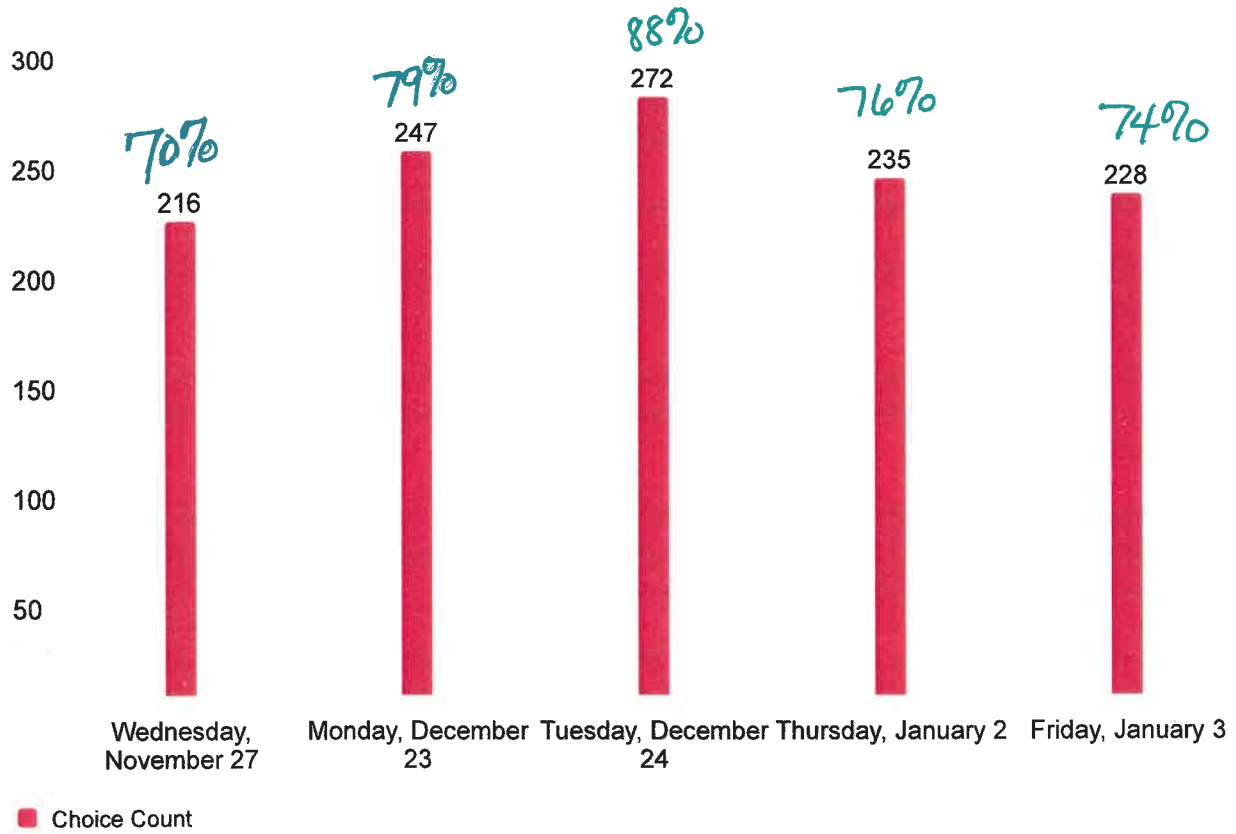
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Q2 - Which dates do you request that President Mason close the University? (Select as many as apply.)



Q3 - If you feel strongly about this issue- or any of these dates- please share your thoughts here. Your responses will not be shared outside of the Staff Senate executive team.



October 28th, 2024

Officers

				Present?	Voting
President	Robert Duffy		UPS	Yes	Yes
President-Elect	Richard Weber		UPS	Yes	Yes
Secretary & Senator	Diana Staab		UPS	Yes	Yes
Past President	Nicole Frank		UPS	Yes	No

Provost/Vice President of Academic Affairs

		Term Ends		Present?	Voting
Senator	Falynn Rogers	2025	UPS	Yes	Yes
Senator & Secretary	Diana Staab	2025	UPS	Listed Above	
Senator	Kelly Lagree	2026	UPS	Yes	Yes
Senator	Patricia Duffey	2026	USS	Yes	Yes
Senator	Lacey Wegner	2026	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	Marnie Kohl	2025	UPS	Yes	Yes
Senator	Diane Hernandez	2025	UPS	Yes	Yes
Senator	Kimberly Cebula	2026	UPS	Yes	Yes
Senator	Nikki Houchen	2026	UPS	Yes	Yes
Senator	Erica Meneses	2026	UPS	Yes	Yes
1st Alternate	Tobi Neuburger			Yes	
2nd Alternate	Dawne Leiker				
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Administration & Finance

		Term Ends		Present?	Voting
Senator	Kerri Schffelbein	2025	UPS	Yes	Yes
Senator	Raeleann Weigel	2025	UPS	No	No
Senator	Tyler Marcotte	2025	UPS	No	No
Senator		2026	UPS		
Senator	Mark Grieve	2026	USS	No	No
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

Sharon Gianacopolos
Susan Relaford
Lisa Morgan
Cory Elsen
Sarah Gist
Brittany Drylie
Sheila McGuire
Staci Moore
Jacqueline Gottschalk
Aubrey Engel
Johnae Robles
Kara Vandergiesen
Daniel Disney
J Dreiling
Kristen Pfeifer
Angela Delzeit
Maggie McCombs
Amy Richecky
Rachel Bird
Carrie Lane
Shawn Hammerschmidt

Mark Cook
Zach Woolf
Dawne Leiker
Meilssa Mayers
Christa Beiker
Lincoln Ector
Lauren Sargent
Nathan Dozier
Kenadee O'Brien
Heather Brown
McKayla Berg
Shianne McKinnis
Luciana Aires
Dale Ano
Laurie Larrick
Sarah Patterson
Tammy Winters
Bonnie Werth
JoAnn Tomecek
Dawn Dreher