

**FHSU STAFF SENATE**  
**Meeting Minutes**  
November 12, 2024  
Pioneer Room and Zoom – 1:30 pm

- 1) President Bob Duffy called the meeting to order at 1:31 pm.
- 2) Roll Call of Members
  - a) Per the attached Roll Call Register
- 3) Approval of the October meeting and Special meeting minutes
  - a) A motion was made by Raeleann Weigel and seconded by Kerri Schiffelbein to approve the October 8<sup>th</sup> meeting minutes. The motion was carried.
  - b) A motion was made by Kelly Lagree and seconded by Erica Meneses to approve the Special Meeting, October 28<sup>th</sup>, meeting minutes. The motion was carried.
- 4) Guests:
  - a) Staff Member of the Month Recipient
    - i) August – Lacey Wegner – Coordinator, Library Operations
    - ii) September – Kathay Johnson – Honors College Assistant Director
    - iii) October – Diana Staab – Senior Admin. Assist. in the Biological Sciences Dept.
    - iv) November – Tara Garcia - Executive Assist. to the President
  - b) Administration & Finance: Wesley Wintch
    - i) December 3<sup>rd</sup> & 5<sup>th</sup> are the FHSU Holiday Parties please attend
    - ii) Gave an update on the facilities work.
    - iii) Working on the Master Plan regarding Facilities which is looked at every 10 years. Looking at maintaining our current buildings.
    - iv) Strategic Plan 4.3 – Work with KBOR system to complete the NIST cybersecurity audit. The Board of Regents has selected a firm to help us with that, Reuben Brown. Will get a schedule probably next week and will find out over the next six months when they will be on campus. If you are involved, please participate so we get a real good assessment.
    - v) Question was asked about donating sick time
      - (1) There is a Shared Leave pool with the State of Kansas, there is no pool just at FHSU. You must apply for the shared leave pool, which is hard to get accepted. You must have an extreme life-threatening medical issue.
  - c) Faculty Senate: Shane Schartz
    - i) No report
  - d) Student Government Association
    - i) No report
  - e) Online Student Government Association
    - i) No report
- 5) Treasurer Report
  - a) Foundation Report: \$2,322.82 as of 10-09-2024
  - b) OOE Report: \$1,583.50 as of 11-09-2024
- 6) Social Report
  - a) No cards sent out

- 7) Orientation Report
  - a) No Longer with FHSU: Caitlyn Frazer
  - b) New to FHSU: Andrew McGinnis, Stevel L Plante II
  - c) Job Changes: Jacqueline Schumacher
  - d) Retirements: None
  
- 8) President's Cabinet Updates
  - a) 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>
      - (1) Due to security restrictions, the link will not work for Mac users. Make sure you are either using an FHSU Main Campus internet connection or connected to the VPN. From there, open the Finder > Go > Connect to Server > Copy and Paste the Above Text > Connect.
  
- 9) Other Reports
  - a) Staff Senate Committees
    - i) Goals Committee (*Richard Weber- Chair, Tyler Marcotte, Marnie Kohl, Nikki Houchen*)
      - (1) Trying to get a meeting put together on the committee this week or next week
    - ii) Recognition Committee (*Erica Meneses-Chair, Tyler Marcotte, Falynn Rogers, Raeleann Weigel, Kerri Schiffelbein*)
      - (1) All caught up and meeting next week to get December Staff Senate of the Month picked out.
    - iii) Events/Promotion Committee (*Marnie Kohl, Erica Meneses Tyler Marcotte, Diane Hernandez*)
      - (1) Will be doing three Staff Socials, Thank-You Wall, Holiday Door Decorating Contest, and Staff Appreciation on the Quad.
    - iv) Scholarship Committee (*Diana Staab, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte*)
      - (1) No report
    - v) Compensation Committee (*Nicole Frank,-Chair, Diana Staab, Bob Duffy*)
      - (1) Nothing to report at this time.
  
  - b) KBOR Groups/Committees
    - i) UPS Council/USSC Joint Meeting (*Nicole Frank, Marnie Kohl, Bob Duffy*)
      - (1) Discuss on holiday time off and Veterans Day
      - (2) Discuss of the NNR process
  
  - c) University Committees
    - i) Library (*Lacey Wegner*)
      - (1) This committee has been paused until the end of the Forsyth Library renovations.
    - ii) Staff Development (*Bob Duffy*): <https://www.fhsu.edu/administrative/adminfin/staff-development/>
      - (1) There were eight that requested funded
        - \* The Staff Development Committee will review applications four times per fiscal year: September 1st, November 1st, February 1st, and May 1st.

- d) Shared Governance
  - i) Faculty Senate (*Nicole Frank*)
    - (1) Update on AA priority
    - (2) Writing Center
    - (3) ESL Training for students
    - (4) Digital Master Plan
  - ii) SGA (*Kim Cebula*)
    - (1) Coat and Winter Clothing Drive
  - iii) AAUP (*Nicole Frank*)
    - (1) No report
  - iv) Updates from President Mason (*Bob Duffy*)
    - (1) President's roundtable tomorrow.
  - v) University Support Staff Disciplinary Action Appeals (*Tyler Marcotte, Mark Grieve*)
    - (1) No report

10) Unfinished Business

11) New Business

- a) Senator Election
- b) Events/Promotion Committee Funding
  - i) Marnie made a motion for the Staff Senate to help fund Staff Socials this year with \$100 for each social. The motion was seconded by Patricia Duffey. Motion carried.

12) Miscellaneous

- a) Updates
- b) Reminders
  - i) 1<sup>st</sup> Home Basketball game was November 15<sup>th</sup> and 16<sup>th</sup>.
  - ii) Retirement Celebration for Donna Augustine 37 years on November 21<sup>st</sup> from 2:00 to 4:00 pm.
- c) Open Discussion of Concerns, Issues, Communication Gaps, etc.
- d) Senator Appreciation
  - i) Bob Thanked all the Senators for all of their help
- e) Next Meeting: Tuesday, December 10, 2024, at 1:30pm, Pioneer Room and Zoom

13) Adjournment: A motion was made by Patricia Duffey and seconded by Erica Meneses to adjourn the meeting at 2:20 pm. The motion was carried.

Respectfully Submitted,

*Diana Staab*

Diana Staab  
University Staff Senate Secretary

November 12th, 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	No	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	UPS	Yes	Yes
Senator	Lacey Wegner	2026	UPS	Yes	Yes
1st Alternate			UPS		
2nd Alternate			UPS		
3rd Alternate					
4th Alternate					
5th Alternate					

**Vice President of Student Affairs/President's Office**

**Term Ends**

**Present?      Voting**

Senator	Marnie Kohl	2025	USS	Yes	Yes
Senator	Diane Hernandez	2025	UPS	Yes	Yes
Senator	Kimberly Cebula	2026	UPS	No	No
Senator	Nikki Houchen	2026	UPS	No	No
Senator	Erica Meneses	2026	UPS	Yes	Yes
1st Alternate	Tobi Neuburger			Yes	Yes
2nd Alternate	Dawne Leiker			No	No
3rd Alternate					
4th Alternate					
5th Alternate					

**Vice President of Administration & Finance**

**Term Ends**

**Present?      Voting**

Senator	Kerri Schifflbein	2025	UPS	Yes	Yes
Senator	Raeleann Weigel	2025	UPS	Yes	Yes
Senator	Tyler Marcotte	2025	UPS	Yes	Yes
Senator		2026	UPS		
Senator	Mark Grieve	2026	USS	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**

Patricia Gerhardt  
Susan Relaford  
Molly Lofstrom  
D'Marcus Chase  
Tara Garcia

Cameron Shoemaker  
Nikki Houchen  
Staci Moore  
Anne Basgall  
Polly Pfeifer  
Carrie Lane  
Amy Gregg  
Roger Weigel  
Heather McWhirter  
Johnae Robles  
Melissa Mayers  
Ann Noble  
Katie Lunsford  
Britny Cox  
Anna Towns  
Madisyn Green  
Shelley Bryant

Sarah Patterson  
Linda Kepka  
Shane Schartz  
Cheryl Shubert  
Dawne Leiker  
Baron Green  
Shawn Hammerschmidt  
JoAnn Tomecek  
Nathan Baczkowski  
Jordan Calvery  
Kathleen Radke  
Aubrey Woolf  
Tiffany Weber  
Amy Richecky  
Karen Pfeifer  
Lincoln Ector  
Daniel Disney  
Amy Meder