

FHSU STAFF SENATE
Meeting Minutes
December 10, 2024
Pioneer Room and Zoom – 1:30 pm

- 1) President Bob Duffy called the meeting to order at 1:30 pm.
- 2) Roll Call of Members
 - a) Per the attached Roll Call Register
- 3) Approval of November meeting minutes
 - a) A motion was made by Nikki Houchen and seconded by Kelly Lagree to approve the November 12th meeting minutes. The motion was carried.
- 4) Guests:
 - a) Staff Member of the Month Recipient
 - i) December – Mary Cooper
 - b) Administration & Finance: Wesley Wintch
 - i) Just wanted to wish everyone a Merry Christmas and have a safe holiday break.
 - ii) Human Resources Director search was unsuccessful. A new search will be launched.
 - iii) Bob thanked Wesley for the longevity raises now. Thanked the Executive leadership team for reaching out to Staff Senate to get our thoughts on the Vacation time during the Holidays this year.
 - c) Faculty Senate: Shane Schartz
 - i) Professional continuing education for the PC
 - ii) Finding ways to be alternatively compensated for various tasks
 - d) Student Government Association
 - i) Nothing was reported
 - e) Online Student Government Association
 - i) Nothing was reported
- 5) Treasurer Report
 - a) Foundation Report: \$2315.59 as of 12-10-2024
 - b) OOE Report: \$1,583.60 as of 12-10-2024
- 6) Social Report
 - a) Three cards were sent out
- 7) Orientation Report
 - a) No Longer with FHSU:
 - b) New to FHSU:
 - c) Job Changes:
 - d) Retirements:
- 8) President's Cabinet Updates
 - a) Detailed Agendas and Summary Notes are available through the following links:
 - i) PC users <\\ad.fhsu.edu\fhdata\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) Bob will fill in as the chair since Richard stepped down from Staff Senate. Knows what needs to get finished up for the awards and then will be tackling the Staff morale survey.
 - ii) Recognition Committee (*Erica Meneses-Chair, Tyler Marcotte, Falynn Rogers, Raeleann Weigel, Kerri Schiffelbein*)
 - (1) January Staff of the month has been chosen
 - iii) Events/Promotion Committee (*Marnie Kohl, Erica Meneses Tyler Marcotte, Diane Hernandez*)
 - (1) 58 attended the Staff Social in November. Thank you to the custodial team for hosting the social.
 - (2) Will hold a Staff Social in February looking for a department or office to host.
 - (3) There were 42 entries for the Holiday Door Decorating Contest
 - (4) Bob thanked Marnie for stepping up and reporting the committees events.
 - iv) Scholarship Committee (*Diana Staab, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte*)
 - (1) Nothing to report
 - v) Compensation Committee (*Nicole Frank,-Chair, Diana Staab, Bob Duffy*)
 - (1) Has not meet yet.
 - b) KBOR Groups/Committees
 - i) UPS Council/USSC Joint Meeting (*Nicole Frank, Marnie Kohl, Bob Duffy*)
 - (1) Talked about the Staff morale survey. Talked about who gets the survey. AVP level is the general place where an administrator begins in terms of the survey. Anyone on the Executive council or President's council cabinet is not going to receive it. Would like to get it all finalized in January.
 - (2) Other schools are looking into Staff Development Days
 - (3) We have a ERP group – Employee Resource Group – Administrative support group of staff.
 - (4) Multiple schools are revisiting their incoming policy.
 - c) University Committees
 - i) Library (*Lacey Wegner*)
 - (1) Renovation is still on schedule – Spring 2026
 - ii) Staff Development (*Bob Duffy*) <https://www.fhsu.edu/administrative/adminfin/staff-development/>

* 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) Strategic Planning zoom link is up
 - (2) Master Campus Plan is up
 - (3) There are 2 new data dashboards up on the Institutional Effectiveness & Quality Improvement website – Academic Year Collection and Course Information. Coming soon is Fall Census and Program Review.
 - ii) SGA (*Kim Cebula*)
 - (1) Meetings are on Thursdays at 7:30pm
 - iii) AAUP (*Nicole Frank*)
 - (1) Updates – Digital Master Plan – we need software that talks to each other/or works with each other.
 - iv) Updates from President Mason (*Bob Duffy*)
 - v) University Support Staff Disciplinary Action Appeals (*Tyler Marcotte, Mark Grieve*)
 - (1) Nothing to Report

10) Unfinished Business

11) New Business

- a) Senator Election
- b) Events/Promotion Committee Funding

12) Miscellaneous

- a) Updates
- b) Reminders
- c) Open Discussion of Concerns, Issues, Communication Gaps, etc.
 - i) Staff members are asking if we can get summer hours set
- d) Senator Appreciation
- e) Next Meeting: Tuesday, January 14, 2025, at 1:30pm, Pioneer Room and Zoom

13) Adjournment: A motion was made by Kerri Schifflbein and seconded by Marnie Kohl to adjourn the meeting at 2:14 pm. The motion was carried.

Respectfully Submitted,

Diana Staab

Diana Staab
University Staff Senate Secretary

December 10th, 2024

Officers

				Present?	Voting
President	Robert Duffy		UPS	Yes	Yes
President-Elect	Richard Weber		UPS	No	No
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		
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	Tobi Neuburger	2026	UPS	Yes	No
Senator	Nikki Houchen	2026	UPS	Yes	Yes
Senator	Erica Meneses	2026	UPS	No	No
1st Alternate	Dawne Leiker		UPS	Yes	No
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Zoom

Zoom

Vice President of Administration & Finance

		Term Ends		Present?	Voting
Senator	Kerri Schiffelbein	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	
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Guests

Molly Lofstrom
Shane Schartz
Wesley Wintch
Mary Cooper
Rebekah Porter
Brooke Beeker
Johnae Robles
Amy Gregg
Anna Towns
Shelley Bryant
Ann Noble
JoAnn Tomecek
Carrie Lane
Melissa Mayers
Brenda Hampton
Linda Kepka
Baron Green
Jennifer Whitmer
Heather McWhirter
Kenadee O'Brien

Nathan Baczkowski
Amy Meder
Sarah Patterson
Doug Storer
Mary Rudman
Sheila McGuire
Bonnie Werth
Karen Pfeifer
Amy Richecky
Amanda Ricke
Carol Solko-Olliff
Daniel Disney
Britny Cox