

FHSU STAFF SENATE

Meeting Minutes

February 13th, 2024

Stouffer Lounge and Zoom – 1:30pm

- 1) President Nicole Frank called the meeting to order at 1:30 pm
- 2) Roll call of Members
 - a. Per the attached Roll Call Register
- 3) Approval of December meeting minutes
 - a. A motion was made by Kerri Schiffelbein and seconded by Raeleann Weigel to approve the December 12th meeting minutes. The motion was carried.
- 4) Guest:
 - a. Administration & Finance: Wesley Wintch
 - i. Wanted to Thank everyone who had a hand in the Move to Market on the payroll 24th of December.
 - b. Faculty Senate: Elodie Jones
- 5) Treasurers Report
 - a. Foundation report \$2,657.54 (as of 2-1-2024)
 - b. OOE report \$1,151.85 (as of 2-1-2024)
- 6) Social Report – sent card out to Dale Akers’ family, expressing condolences for his passing. Tyler has sent out 13 thank you cards to people donating to the Staff scholarship fund.
- 7) Orientation Report from 11-26-2023 to 1-20-2024
 - a. No longer with FHSU: Joshua Deatherage, Erin Storer, Clifford Engel, Jessie Rice, Nathan Riedel, Alan Pan, David Pan, Trinity Wagner, Madison Barrera, Anjeanette Roth, Ashley Kingsley, Gerard Clery, Austin Zoda
 - b. New to FHSU: Amy Wasinger, David Tholen, Laken Lorimer, Stephanie Niblock, Tyler Arocha, Ramya Muvva, Jaden Rahe, Kenadee O’Brien, Spencer Wittkorn
 - c. Job changes: Edward Ano, Jennifer Whitmer, Devan Flagler, Abigail Miller, Brett Meyer
 - d. Retirements: Laverne Dreiling, Charles Dreiling, Jeffrey Kroeger
- 8) Cabinet Update
 - a. Cabinet met December 20th and January 24th.

- i. Items shared in December: December Staff Member of the Month, formation of compensation committee, plans for Vice President Wesley Wintch to deliver a budget presentation at January senate meeting.
 - ii. Items shared in January: Both FHSU Staff Senate and USS/UPS (system-wide meeting of staff senate executive teams across KBOR institutions) meetings canceled in January, due to inclement weather. VP Wintch's budget presentation scheduled for January Staff Senate meeting rescheduled for February.
- b. Items from January meeting to note:
 - i. **Strategic Plan Town Hall: February 26th, 1-4pm in the Union.** The town hall will begin with a sharing of the results of the Strategic Plan survey. Then they will have breakouts to discuss ideas for the 2024-2027 SP. All are welcome, won't be 3 hours.
 - ii. VP Wesley Wintch expressed appreciation for grounds crew and custodial who do snow removal, explaining that these individuals are on campus at 4:00 am, to begin this work; for Financial Aid, Technology Services staff who came in on snow days to ensure federal aid disbursements happened on time; and for the University Police Force and Heat Plant employees, who work on campus regardless of weather.
 - iii. AVP Student Affairs-Student Success Taylor Kriley expressed appreciation for Global Affairs and Student Success staff who helped potential students navigate campus in some icy weather for spring orientation on January 12th.
 - iv. University Counsel Joe Bain shared that KBOR approved a new policy regarding termination of staff members. The policy also discusses "at-will" employees. This policy considers "at-will" employees to be those who have no appeals process. While the term "at-will" is used in various places in FHSU documents, there are no **FHSU employees who fit this policy's definition of "at-will" in that all FHSU employees have access to the appeals process.**
- c. 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/fhdata/UniversityDocs/Cabinet>

9) Other Reports

- a. Staff Senate Committees (chair in **bold**)
 - i. Goals Committee (**Les Mackey**, Hannah Hearld, Tyler Marcotte, Brett Gerber, Marnie Kohl, Misty Koonse) – Les is working on a standardized rubric to use for the five standard awards.
 - ii. Recognition Committee (**Hannah Hearld**, Susan Relaford, Tyler Marcotte, Tobi Neuberger, Falynn Rogers, Amy Richecky): Congratulations the January and February Staff Employee of the Month. The committee has met and has selected the March Staff Employee of the Month. The committee will be meeting soon to select the April and May Staff Employee.

- iii. Events/Promotion Committee (**Misty Koonse**, Marnie Kohl, Ali Colwell, Staci Kinderknecht): February 20th is the next Staff Social, Sponsored and Hosted by Student Engagement. Will be on the second floor of Fischli-Wills. If your office or department would like to host the final Staff Social for the year please reach out to Marnie Kohl, Ali Colwell, or Misty Koonse. The committee is organizing a thank you wall from March 18th to April 5th. They have reserved the feature wall on the first floor of the Union as a space to display notes of appreciation for staff for their contributions to FHSU. Will begin advertising and accepting submissions on March 1st thru April 5th, hope to gather a lot of notes of appreciation and give everybody a chance to show their appreciation. Will be open to staff, faculty, and students and are hoping it will create a buzz for elections this spring. Final item to report on and discuss, took a poll at our first meeting in the fall. The event that received the second highest was a summer carnival in place of a gift that President Tisa provides us for staff appreciation. The committee is on the fence on this event and wants to have it well attended. The committees' thought was a carnival type inflatable games, dunk tanks, food trucks, late May, or early June on a Friday possible. Hold on to pieces of the carnival. Having the event during the workday, Noon to 3:30pm. Music, food trucks, and lawn games. Talk to Wesley or Tisa and see if they could talk with departments about letting their staff attend these events. Reach out to the committee with other ideas or thoughts. Will be meeting with Jeanette.
- iv. Scholarship Committee (**Diana Staab**, Tobi Neuberger, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte): The committee met on January 5th. The committee talked about one of the criteria for getting the scholarship. You must be a full-time employee and be employed for at least one year since the University changed the Employee Tuition Assistance. The committee voted to leaving it as is. The committee received 7 applications and awarded 6 for the Fall Semester.
- v. Compensation Committee (**Bob Duffy**, Kerri Schiffelbein, Diana Staab): The committee met on January 5th, thank you to Kerri and Diana for being so flexible. We are in the early stages of forming the committees' goals. If something happens like in the fall those people should approach the committee so we can have conversations so that we can get on the agenda. All compensation issues should be direct questions to this committee. Nicole did forward all the compensation information from Misty to Bob. Need to write up a charge for each committee.

10) KBOR Groups/Committees

- i. UPS Council/USSC Joint Meeting (Nicole Frank, Les Mackey, Marnie Kohl): UPS/USSC met on February 6th. Discussed Staff Professional Development days that are happening at other schools. Nicole has shared in the past KU has a day and now she thinks it is WS has a half day. Will visit with Cynthia Cline about more information and see what it would look like here at Fort Hays. Had a discussion

about the KBOR policy “at-will”. Nicole asked that the KBOR policy updates be reflected in both FHSU staff handbooks.

1. The differences between appeal avenues for disciplinary actions
 - a. USS who are not serving on a probationary period may appeal suspensions, demotions, or dismissals to the University’s Disciplinary Action Hearing Board.
 - b. UPS may appeal a disciplinary action in accordance with the provisions of the Conflict Resolution and Grievance Procedures as outlined in the Faculty and Unclassified Professional handbook.

11) University Committees

- a. Library (Lacey Wegner): The Library Committee hasn’t really been formed since the new dean was hired. In the process of moving 13 of the 18 staff members out of the building. Moving to Custer for the renovation time, the library website is being updated as they move out. The plan is to have all staff out by the 28th of February and there will be 5 staff left in the library. Maker Space moved to Picken Hall, Writing Center moved to Rarick Hall, and Honors College is moving out by the end of February and will be moving to Picken Hall.
- b. Staff Development (Bob Duffy): Had 18 applications for supplementary funding for trips and professional development and were all approved. You don’t have to travel; it can be a webinar. Received more than normal numbers of applications.

12) Shared Governance

- a. Faculty Senate (Brett Gerber): Reported that Wesley was going to do budget presentation was postponed. Provided a breakdown of the difference between USS and UPS Staff. New thing from SGA current proposal resolution related to career threat/readiness absences being excused. If a student has a job interview, then that absence would be excused.
- b. SGA (Les Mackey): The mold issue was a heavy topic, Scott Cason, Joey Linn, and David Bollig were all there to discuss it with SGA along with a lot of students in the guest section to talk about it. Talking about the higher education opportunity was a priority shopping act.
- c. AAUP (Nicole Frank): No Updates
- d. Updated from President Mason (Nicole Frank): No Updates
- e. University Support Staff Disciplinary Action Appeals (Jennifer Whitmer, Misty Koonse, Tyler Marcotte, Marnie Kohl): Nothing to report on

13) Unfinished Business

- a. None

14) New Business

- a. Revisiting Goals from April 2023: It is good after setting goals to go back and revisit them and see where we are, are these still our goals, what is our progress, are any of these useless, and so on. Handed out a copy of the PowerPoint that Bob and Nicole took to the Executive leadership team last April. The work that the Goals Committee culminated last year in the final 7 recommendations they made. There was a really good point brought up in our special meeting in October, asking did we miss the mark. Visit with Nicole if you have something that needs to be added, taken off, or revised before the next meeting. Just a reminder that our year ends in May and the new year starts in June.

15) Miscellaneous

- a. Updates
 - i. Winter Convocation posted: <https://www.fhsu.edu/convocation/winter-2024/>
- b. Reminders:
 - i. **February 26th**: Strategic Plan Town Hall (1:00 – 4:00pm, MU)
 - ii. **May 1st**: Staff Development Applications DUE – last one for the year
 - iii. **April 16th**: Giving Day
- c. Open discussion of concerns, issues, communication gaps, etc.
- d. Senator Appreciation: President Nicole Frank would like to recognize the Events/Promotion Committee for a fantastic holiday social on December 19th. Well done!
- e. Next Meeting: Tuesday, March 12th, 2024, at 1:30 pm, Stouffer Lounge and Zoom. A motion was made by Susan Relaford to move the March meeting to March 5th and seconded by Marie Kohl. Motion carried. A motion was made by Raeleann Weigel to adjourn the meeting at 2:31 pm and was seconded by Susan Relaford. Motion carried.

Respectfully submitted,

Diana Staab

Diana Staab
University Staff Senate Secretary

February 13th, 2024

Officers

				Present?	Voting
President	Nicole Frank		UPS	Yes	No
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	2025	UPS	Yes	Yes
Senator & Secretary	Diana Staab	2024	UPS		No
Senator	Misty Koonse	2024	UPS	Yes	Yes
Senator	Falynn Rogers	2025	UPS	No	No
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	No	No
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	
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

Keri Relaford

Darin Staab

Anna Towns

Ian Trevethon

Linda Kepka

Christopher Olds

Elodie Jones

Martin Jimenez