

FHSU STAFF SENATE

Meeting Minutes

February 14, 2023

Room 217, Forsyth Library and Zoom - 1:30 pm

- I. President Bob Duffy called the meeting to order at 1:30 pm.
- II. Guests:
 - a. Brent Goertzen – FHSU in 2050
 - i. Brent shared with the Senate about Tiger Leaders program and the upcoming FHSU in 2050 initiative, to be held on March 1st. He discussed the relationship between this initiative and the University Strategic Plan. He encouraged staff to attend the forum, as stakeholders in FHSU’s future.
 - ii. President Bob Duffy asked if they plan to hold a similar event with students, and Brent said that they plan to do this in the future.
 - iii. RSVPs are due February 22nd. Lunch will be provided.
- III. Roll Call of Members:
 - a. Per the attached Roll Call Register
 - b. President Bob Duffy announced that Garrett McBlair submitted his resignation as a Senator and left FHSU. According to by-laws, 1st Alternate Tobi Neuberger will move into the vacated Senator seat.
- IV. Approval of Minutes:

A motion was made by Diana Staab and seconded by Pam Groff to approve the meeting minutes from January 10, 2023. The motion was carried.
- V. Treasurers Report:
 - a. \$1,864.94 in the Foundation account for scholarships as of February 1, 2023
 - b. \$1,221.10 in the OOE Budget account as of February 1, 2023
President Bob Duffy’s travel expenses have not posted yet.
- VI. Social Report:
 - a. Tyler Marcotte has sent a few cards out. He will forward an email to Secretary Misty Koonse.
- VII. Orientation Report: 12/11/2022 to 2/4/2023
 - a. No longer with FHSU: Cynthia Huser- r, Tina Schiel-r, Stephen Basgall, Erica Fisher, Amanda Brown, Janie Gilmore, John Grimes, Garrett McBlair
 - b. New to FHSU: Edward Ano, Karen Curry, Kristen Frickey, Lesley Mackey, Jacob Stutheit, Christopher Hunt, Jasma Sevak, Abigail Hayes
 - c. Promotions and job changes: Haysley Kelty, Nathan Dozier, Sally Dinkel, Cole Samuelson
 - d. There was a request to check with HR to see if Lesley Mackey is a new hire or a promotion. He was a HESA grad student, just like Sally Dinkel and others in the “promotions and job changes” category.

VIII. Cabinet Update:

- a. Strategic Affiliation Update: all three governance boards (Northwest Tech, NCK Tech, and the Kansas Board of Regents) voted unanimously to support the affiliation. The affiliation legislation has been submitted to the Office of the Revisor
- b. Overall Spring enrollment and SCH is down 4.5% compared to spring 2022. Over the past week, this deficit has been growing at a slow rate. The modality breakdown is: On campus is down 3% or 83 students, Online is down 6% or 351 students. Not good news, but these deficits are less than the fall. The good news is that we grew new and returning students by 130 compared to last spring.
- c. Forsyth Library Renovation The design team continues to review existing collection quantities in an effort to forecast the amount of shelving required for present and future collection quantities. Work also continues regarding development of space assignments by floor. The next design meeting will be scheduled in the coming days.
- d. Football Facility Design Development plans were completed in late December. A third-party, independent estimating consultant is now working with the design team to develop a more detailed cost estimate. The results of that work are expected to be shared by next week. Review of the cost estimates will determine our next steps forward.
- e. Gross Coliseum HVAC Improvements: The project is in schematic design. Our structural engineer is reviewing the concept of placing large equipment on the roof of the coliseum. Placement of large equipment in that location would simplify new ductwork routing and reduce the impact of construction on other locations of the coliseum.
- f. Gross Parking Lot Replacement: An Architectural Program Statement for the project has been approved by KBOR. Documents will now be forwarded to the Office of Facilities and Property Management for the purpose of advertising for Engineering design services. Work is planned to be completed over the summers of 2024 and 2025.
- g. General Education – Faculty Senate approved the proposal in December. Implementation is set for the Fall 2023 semester. Training and update opportunities will occur over the next few months.
- h. FHSU has been selected as one of 15 agencies that the Legislative Audit committee will perform an IT security audit. This audit will happen sometime in the end of March or first part of April. Types of audit checks they may perform include: E-Mail Phishing, Phone Phishing, Trash Checks for protected information, Door checks – gain access to areas where they should not have access, USB drive checks – Attempt to get someone to plug in a USB to a University networked computer, Computer Media Checks – Try to gain access to your computer – do you leave it unlocked when away from desk, are your passwords stored in obvious to find places
- i. In her budget, Governor Kelly has proposed new investments of \$107.9 million for the post-secondary system; however, she has also called for no-or-low tuition increases. Additionally, she has recommended: \$65.9 million of base increases with \$20.0 million to expand financial aid for the state’s public universities, \$21.8 million to mitigate impact from inflation, \$10.6 million for university specific programs, \$8.5 million for implementation of the National Institute of Student Success Academic Playbook, \$42.0 million of one-time expenses which includes \$20.0 million for deferred maintenance with a dollar-for-dollar match, \$12.0 million for IT and cybersecurity upgrades and \$10.0 million for demolition, \$4.0 million to the Board of Regents for micro-internship programs, connecting students with Kansas’ businesses. The legislative budget committees will hear higher education budget

requests in February. Fort Hays is scheduled to present to the Senate budget subcommittee on February 16; the House has not confirmed a date.

Detailed agendas and Summary Notes are available through the following links which can also be found in emails from Tara Garcia in the President's Office:

PC users <\\ad.fhsu.edu\fhsudata\UniversityDocs\Cabinet>
Mac users <smb://ad.fhsu.edu/fhsudata/UniversityDocs/Cabinet>

IX. Reports

- a. Staff Senate Committees
 - i. Goals Committee- President-Elect Nicole Frank
 - a) The committee is about 2/3 the way through the list of recommendations, and should finish their ratings of effort for these items at their next meeting.
 - ii. Events/Promotion Committee – Pam Groff
 - a) The Scavenger Hunt is coming up the week of March 6th. They are working on prize baskets now. The item people will be looking for is an image of Victor E. Tiger.
- b. KBOR Groups/Committee
 - i. Satisfaction Survey Committee- Past President Jennifer Whitmer
 - a) Jennifer shared that she reported to KBOR last month, they have talked about doing the climate survey every three years, but other institutions have varying thoughts about how often to deploy them. So, everything is on hold for now. They will continue their conversations about how to improve employee morale. Jennifer doesn't feel like this needs to be on the agenda anymore, as the work is essentially finished for now.
 - b) Jennifer said that the outcomes will be institution-dependent, as decisions are up to Presidents. The Goals Committee will essentially be taking over from here, in terms of recommending improvements based on the data.
 - c) Jennifer shared the history of this project, with the first survey deployed in Fall 2019, right before the pandemic hit, so things were then kind of derailed. She added that our Fall 2022 survey included an open field question on nearly every question item, and she really liked this addition, to gather more feedback.
 - d) President Bob Duffy shared that he pointed out to Tisa that so far, the questions were mainly opinion questions, but now we're starting to look at relevant data.
 - e) Jennifer shared that although the most common issue is compensation, there are other improvements that can be made, like supervisory groups issues, to improve staff morale.
 - ii. UPS Council and USSC- Past President Jennifer Whitmer
 - a) KU is transforming their HR office, all geared towards improving recruitment and retention of employees. KSU has created a new SP, integrating the findings of the survey. Their UPS senate has elected a new slate of officers. WSU employees didn't have the 4 administrative holiday days that the other schools had, and they would have had to take those as vacation days. They approached their president, and they were given those days. They are also in the second phase on their market plan. They are also now allowing employees to work remotely/etc.

- b) Jennifer said a few schools never reported, so we don't know what their updates were.
 - c. University Committees
 - i. Library- no report
 - ii. Staff Development – President Bob Duffy
 - a) Two applications had been received and were each funded fully at \$500. Additional discussion included continuing education opportunities for staff compared to similar opportunities for faculty and the substantial discrepancies between faculty development funding and staff development funding, as well as questions about what percentage of staff utilize funding vs faculty.
 - d. Shared Governance
 - i. Faculty Senate – President Bob Duffy
 - a) Gen Ed was discussed
 - b) Provost Arensdorf shared that advising in Workday should be live in Fall 2023
 - ii. SGA
 - a) Dr. Ziwei Qi promoted the “Love and Healthy Relationship Expo” that she is coordinating with a variety of campus/community partners. The event is in April and seeks to inform students about the foundations of healthy relationships (romantic, friendship, office, etc.) and the resources that are available to students if they are in an unsafe relationship or if they know someone who is.
 - b) Legislative Affairs Director Ella Burrows is continuing to promote Higher Education Day and student involvement in it. Higher Education day is Feb. 15th and interested students can sign up on TigerLink. Director Burrows reports having meetings with about 25 different legislators.
 - c) The date of the Big Event has yet to be finalized. SGA is waiting for responses by administration.
 - d) Treasurer David Schulte is preparing for the fee review and the allocations process.
 - e) 2 new senators were sworn in.
 - iii. AAUP – no report

X. Old Business

- a. Past President Jennifer Whitmer asked for an update on WorkFlex. President Duffy said that he had reached out to Shannon for an update, and she said that everything is turned in to President Mason at this point. Jennifer noted that a policy change requires at least two readings in Cabinet, in order to be voted on, and that any policy change likely wouldn't take effect until July 1.

XI. New business

- a. Vote to approve using Staff Senate OOE funds to cover meeting refreshments
 - i. A motion was made by Pam Groff and seconded by Diana Staab. The motion was carried.

XII. Miscellaneous:

- a. Staci Kinderknecht asked President Duffy to take to higher leadership that we really need the announcement on summer hours earlier in the year, each year. Parents trying to make day care arrangements for summer need to make those arrangements, and it would make things much easier if this announcement was made in January.

- b. Past President Jennifer Whitmer noted that our next meeting is during Spring Break, so attendance may not be the best. President Duffy reminded everyone that President Mason will be in attendance at that meeting.
- c. Staff Appreciation
 - i. Message from President Mason: “Please thank everyone for the thoughtful birthday card. I appreciate each and every one of you and am grateful for your leadership!”

XIII. Next Meeting: Tuesday, March 14, 2023, at 1:30 pm, in the Stouffer Lounge, Memorial Union and Zoom

XIV. Adjournment: A motion was made by Susan Relaford and seconded by Lisa Lang to adjourn the meeting at 2:35 PM. The motion was carried.

Respectfully Submitted,

Nicole Frank
University Staff Senate President-Elect

Officers

				Present?	Voting
President	Bob Duffy		UPS	yes	Yes
President-Elect	Nicole Frank		UPS	yes	Yes
Secretary & Senator	Misty Koonse		UPS	no	No
Past President	Jennifer Whitmer		UPS	yes	No

Provost/Vice President of Academic Affairs**Term Ends****Present?****Voting**

Senator	Falynn Rogers	2023	UPS	Yes	Yes
Senator- seat ends 2023	Lacey Wegner	2023	UPS	yes	Yes
Senator	Amy Richecky	2024	UPS	yes	Yes
Senator	Staci Kinderknecht	2024	UPS	Yes	Yes
Senator & Secretary	Misty Koonse	2024	UPS	Listed Above	No
Senator	Diana Staab	2024	UPS	Yes	Yes
1st Alternate					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Student Affairs**Term Ends****Present?****Voting**

Senator	Ashley Moore	2023	UPS	Yes	Yes
Senator	Pam Groff	2023	UPS	Yes	Yes
Senator	Hanna Hearld	2024	UPS	no	No
Senator	Lisa Lang	2024	USS	yes	Yes
Senator	Tobi Neuburger	2024	UPS	Yes	Yes
1st Alternate			UPS		
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Administration & Finance**Term Ends****Present?****Voting**

Senator	Christopher Feldt	2023	UPS	No	
Senator	Tyler Marcotte	2023	UPS	Yes	
Senator	Lisa Morgan	2024	USS	Yes	
Senator	Susan Relaford	2024	UPS	Yes	
Senator- won't be filled until 2023 elections					
1st Alternate	Mark Grieve		USS	No	
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Senators Present (in person)	15
Alternates for Senators Present (in person)	0
Total Present	15
Need for Quorum	9

Quorum was Met

Guests

- Brent Goertzen
- Donna Augustine
- Brittney Squire
- Anne Basgall
- Latisha Haag
- Les Mackey