

## **FHSU STAFF SENATE**

### **Meeting Minutes**

November 14, 2023

Stouffer Lounge and Zoom – 1:30pm

- 1) President Nicole Frank called the meeting to order at 1:30 pm
- 2) Roll call of Members
  - Per the attached Roll Call Register
- 3) Approval of October meeting minutes and Special meeting in October:
  - A motion was made by Susan Relaford and seconded by Ali Colwell to approve the October 10<sup>th</sup> meeting minutes. The motion was carried.
  - A motion was made by Amy Richecky and seconded by Kerri Schiffelbein to approve the October Special meeting minutes. Misty Koonse abstained. The motion was carried.
- 4) Guests:
  - Administration & Finance: Wesley Wintch
    - i) Thank you everyone for supporting the HLC visit. It will take a couple of months before we really get feedback from the team.
    - ii) KBOR meetings on November 15<sup>th</sup>, 2023, FHSU will have a 1<sup>st</sup> read for housing and dining rate increase, we are the lowest of the 6 institutions.
    - iii) Move to Market: everyone was emailed on October 31<sup>st</sup> from President Mason. Every employee will get an email that will state their pay compared to the market study – November 27<sup>th</sup>. Use your chain of command if you have questions after that email comes out. For employees that qualify they will see the increase on January 19<sup>th</sup>, 2024 paycheck.
    - iv) Increases will be prorated for this year, it will increase your base pay. If there is merit it would be based off the higher pay.
    - v) Are they going to bring up all staff to 90% like faculty? Our Staff are targeted to the information that we paid a third-party marketing company, they have access to data bases that we do not have. They give us the market target and that is what we are working on getting our Staff to.
    - vi) Is there any plan in the future to address compression issues? We will be using merit and other things to address compression issues. We don't at this point have a written plan and are trying to get the Move to Market done now.
- 5) Faculty Senate: Elodie Jones
- 6) Treasurers Report
  - Foundation report \$2,639.54 (as of 11-6-23)
  - OOE report \$1251.00 (as of 11-2-23)

7) Social Report – Three cards were sent out.

8) Orientation Report from 9-17-23 to 9-30-23

- No longer with FHSU: Alisha Otter, Shannon Zweifel
- New to FHSU: n/a
- Job changes: Emily Hipp
- Retirements: none

9) Cabinet Update:

- Cabinet met October 25<sup>th</sup>.

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>

- There was significant discussion about Move to Market, Program Review, and the upcoming HLC visit.

10) Other Reports

- Staff Senate Committees (chair in bold)

i) Goals Committee (**Les Mackey**, Hannah Hearld, Tyler Marcotte, Brett Gerber, Marnie Kohl, Misty Koonse)

- Sharing 5 new annual awards they are proposing. Will go to New Business for vote.

ii) Recognition Committee (**Hannah Hearld**, Susan Relaford, Tyler Marcotte, Tobi Neuberger, Falynn Rogers, Amy Richecky)

- Staff Member of the Month: Scott Gross – The Recognition Committee presented a certificate and check to Scott. Pictures will be posted on the Staff Senate website.
- The committee met on October 17<sup>th</sup>, to select the November SMTM award.

iii) Events/Promotion Committee (**Misty Koonse**, Staci Kinderknecht, Marnie Kohl, Ali Colwell)

- Email went out for the Holiday door/window decorating contest and posted on the Staff Senate website. Have 13 entries so far for the contest. Deadline is December 8<sup>th</sup> for entry. Judging will take place the week of December 11<sup>th</sup>, if you would like to help judge still needing help.
- Staff Social is December 19<sup>th</sup> in the Ball Room, Sponsored by the Office of the Provost, and Staff Senate. If your office or department would like to host a staff social, please let Stacie know.
- President Mason was respectful of our summer Carnival idea but, no plans yet.

- iv) Scholarship Committee (*Diana Staab, Tobi Neuberger, Raeleann Weigel, Kerri Schiffelbein, Tyler Marcotte*)
  - No update
- KBOR Groups/Committees
  - i) UPS Council/USSC Joint Meeting (*Nicole Frank, Les Mackey, Marnie Kohl*)
    - Met on November 7<sup>th</sup>. Discussed compensation and transparency about compensation. Renee from KSU, will be taking desire for greater transparency to COPS, as several schools expressed this frustration. WSU shared their compensation site, which FHSU senators should review and be prepared to offer thoughts on in December.  
[https://www.wichita.edu/services/humanresources/Total\\_Rewards/Compensation/Market\\_Based\\_Compensation/FAQ.php#Q4.1](https://www.wichita.edu/services/humanresources/Total_Rewards/Compensation/Market_Based_Compensation/FAQ.php#Q4.1)
- University Committees
  - i) Library (*Lacey Wegner*) - No Updates
  - ii) Staff Development (*Bob Duffy*)
    - The increase in funding per trip has been approved. There are some issues getting the forms updated. Hoping January 1<sup>st</sup> will go into effect. If you applied in November for a trip that happens after January, the committee will go back and correct that, and you will automatically receive the higher amount of that. Special Thank you to Kathy Herrman, who is the point of contact and at the center of this committee. The website was updated by Les.
- Shared Governance
  - i) Faculty Senate (*Nicole Frank, Brett Geber*)
    - Faculty Senate met on November 7<sup>th</sup>. They are discussing a remote work policy for faculty and KBOR Program Review.
  - ii) SGA (*Les Mackey*)
    - SGA meets every Thursday evening, and last met on November 9<sup>th</sup>. The new dispensers for free period products will be in at the end of this semester or the beginning of the spring semester. SGA reps across institutions are discussing data collection methods.
  - iii) AAUP (*Nicole Frank*)
    - AAUP met on October 17<sup>th</sup>. They have voted in a new president, Gene Rice. Gene will resume office at the end of Spring 2024.
  - iv) Updates from President Mason: (*Nicole Frank*)
    - Building managers are testing doors once a month and reporting any issues, for security. Please direct any questions about the legislative DEI audit to Julie Grabbe, Brett Gerber, or Joe Bain. FHSU will ask for a 3.5% housing increase at the November KBOR meeting; our housing prices will still be lower than any other school's prices.
- v) University Support Staff Disciplinary Action Appeals (*Jennifer Whitmer, Misty Koonse, Tyler Marcotte, Marnie Kohl*) – No updates

## 11) Old Business

- Idea of a professional development day for staff
  - i) Table it to December  
(KU example: <https://humanresources.ku.edu/staff-leadership-summit>)

## 12) New Business

- Staff Member of the Month
  - i) Scott Gross
- Five new annual awards for staff (Les)
  - i) Susan Relaford made a motion and Lisa Morgan seconded as annual Staff awards; motion did not pass to approve the awards. Kerri Schiffelbein made a motion and Raeleann Weigel seconded to table the awards and add a beautification award.
  - ii) Add an award for grounds and custodial department.
  - iii) What are the gaps?
- Juneteenth day of service (Tyler)
  - i) It is a great idea – but let's leave people to do this individually.  
*Time: The Best Way to Honor Juneteenth, according to the Activists Who Helped Make It a National Holiday: <https://time.com/6187898/juneteenth-national-holiday-activists/>*
- Election for alternate  
Bylaws Article VIII, Section 3. Vacancies of Alternates  
An open Alternate seat shall be filled by vote of the majority of Senators from that Constituency at a regular meeting.
  - A motion was made by Raeleann Weigel and seconded by Kerri Schiffelbein to cast a unanimous ballot to put Mark Grieve in the open Alternate Position under Vice President of Administration & Finance. Administration & Finance senators cast a unanimous ballot to elect Mark Grieve as an Alternate. Motion was carried.
- Compensation committee
  - i) Kerri Schiffelbein and Diana Staab are interested in serving on the committee.
    - Time commitment
  - ii) Staff feel that something needs to happen now, the cost of living, need something actionable, Round Table or a forum, committee for the future. Send an email to all senators and alternates to see what everyone thinks this committee should do.
    - Immediate attention and ongoing attention

## 13) Miscellaneous

- Updates
  - i) Move to Market Phase 2, Step 1- effective Dec 2023, appear in paychecks in January. 145 staff members will receive a 25% or \$1000 (whichever is greater) increase in their base salaries. *If Phase 2 remains on schedule, staff will be paid CBIZ-recommended target of market-competitive levels for July 2023 salary structure by January 2027. It's important to understand that Move to Market is always contingent upon enrollment.*

- i) University closed for Juneteenth: June 19, 2024.
- Reminders:
  - i) **December 1:** Holiday Party and Service Award Ceremony, 3:30pm, Ballroom.  
Offices will close at 3:20pm. Refreshments are available in the Black and Gold both before and after the ceremony. Please make sure you attend these events.
  - ii) **February 1 Due:** Staff Development Applications
- Open discussion of concerns, issues, communication gaps, etc.
- Senator Appreciation: Going to Diana, who had a double lift with double minutes, and Diana did some heavy lift on this. Thank you, Diana!
- Next Meeting: Tuesday, December 12, 2023, at 1:30pm, Stouffer Lounge and Zoom.

14) Adjournment: A motion was made by Susan Relaford and seconded by Marnie Kohl to adjourn the meeting at 2:49 pm.

Respectfully submitted,

*Diana Staab*

Diana Staab  
University Staff Senate Secretary



November 14th, 2023

**Officers**

				<b>Present?</b>	<b>Voting</b>
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	No

**Provost/Vice President of Academic Affairs**

		<b>Term Ends</b>		<b>Present?</b>	<b>Voting</b>
Senator	Amy Richecky	2024	UPS	Yes	Yes
Senator	Staci Kinderknecht	2024	UPS	Yes	Yes
Senator & Secretary	Diana Staab	2024	UPS	Listed Above	
Senator	Misty Koonse	2024	UPS	Yes	Yes
Senator	Falynn Rogers	2025	UPS	No	No
1st Alternate	Lacey Wegner		UPS	Yes	Yes
2nd Alternate			UPS		
3rd Alternate					
4th Alternate					
5th Alternate					

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

		<b>Term Ends</b>		<b>Present?</b>	<b>Voting</b>
Senator	Hannah Hearld	2024	UPS	No	No
Senator	Ali Colwell	2024	UPS	Yes	Yes
Senator	Tobi Neuburger	2024	UPS	Yes	Yes
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**

		<b>Term Ends</b>		<b>Present?</b>	<b>Voting</b>
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					
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**

Kara Vandergiesen

Mark Orth

Shawn Hammerschmidt

Ian Trevethan

Darin Staab

Mark Grieve

Jennifer Potter  
Sarah Taggart  
Heather Kuhn  
Michael Nease  
Amanda Ricke  
Kelly Lagree  
Michael Fabin  
Johnae Robles  
Deserae Schluckebier  
Cheryl Schubert  
Anne Basgall  
Tammy Winters  
Heather McWhirter  
Ann Noble  
Nikki Houchen  
Terry Pfeifer  
Scott Hess  
Brenda Hampton  
Sara Dreher  
Kyrsten Feik  
Carol Solko-Olliff  
Sheila McGuire  
Shannon Lindsey  
Anna Towns  
Shelley Bryant

Melissa Mayers  
Cindy Weigel  
Wesley Wintch  
Jennifer Whitmer  
Kristin Wolf  
Scott Gross  
Craig McGuire  
Mike  
Elodie Jones  
Keri Relaford  
Christopher Olds  
Donna Augustine  
Carol Drees