

FHSU STAFF SENATE

Meeting Minutes

May 9, 2023

Stouffer Lounge of the Memorial Union and Zoom - 1:30 pm

- I. President Bob Duffy called the meeting to order at 1:30 pm.
- II. Roll Call of Members:
 - a. Per the attached Roll Call Register
- III. Approval of Minutes:

A motion was made by Susan Relaford and seconded by Raeleann Weigel to approve the meeting minutes from April 11, 2023. The motion was carried.
- IV. Guests:
 - a. President Tisa Mason
 - i. Thank you to everyone for serving on Staff Senate
 - a) President Duffy has represented the Senate well this year with President's Roundtable
 - ii. Final Budget Committee meeting held earlier today
 - a) Committee comprised of SLT and representation from Staff Senate, SGA, and Faculty Senate
 - b) This is regarding the General Use budget – state money only
 - c) This year has been the most transparent ever to what goes into the budget
 - d) Identified 4 areas where there was flexibility: Move to Market part 2, increase student wages, merit increase, increase OOE budgets
 - e) Conducted a SWOT analysis on each topic and took a poll to help committee prioritize:
 - i. 1st – student wage increases – moving budget forward to increase student wages to increase base to \$10/hr. effective July 1st
 - a. If you were spending at least 60% of student labor budget, you'll see an increase of 17%
 - b. If you weren't spending your budget (40% or less), you won't get an increase
 - c. It should apply to both work study and non
 - d. We tried to do this before but wasn't able to get tuition increase to support it
 - e. There will be official communication once officially approved
 - f. It will happen automatically in WD
 - ii. 2nd – merit increase – authorized 2.5%
 - a. Not all employees are funded under general fund
 1. FHSU has to come up with 2/3 match
 2. Everyone will get 2.5% merit based
 - iii. 3rd – Move to Market part 2
 - a. We don't have as much of a gap as last time

1. There weren't as many people under market
2. Compression has been reduced
- b. Year 1 everyone who is below market will receive up to \$1,000 increase in base salary
 1. Last time it was only \$500
- c. Not decided when it will be released – could be when enrollment numbers are in
- d. There will be a communication plan and each person will be notified
- f) All of this goes into our tuition budget proposal
 - i. FHSU is asking for an increase in tuition by \$9.68/credit hour, a 7% increase
 - ii. Student fees will increase \$0.66, a 2.5% inflation increase
 - a. All students across the board
 - b. New fee going in for masters of counseling degree
 - iii. \$6 million one time state funding to help pay student portion of the bond for the Fischli Wills Center for Student Success will create a \$4/credit hour fee decrease
 - a. Will save FHSU \$2 million
 - b. Passed as long as governor doesn't veto
 - iv. This creates a net total increase of \$6.34/credit hour for all students
 - v. We'll still be the most affordable regent institution, still in the \$5,000 range. Everyone else will be above \$6,000
 - vi. We're eliminating the \$50 graduation fee and it has been built into the commencement expenses budget
- g) We won't know until June if everything is funded, but Tisa is confident that everything will be approved
- iii. Financial slides were included in convocation presentation available online
- iv. We're welcome to communicate budget information with the caveat that things aren't 100% approved, pending KBOR approval and governor veto or no tuition increase
- v. The students we get we need to keep
 - a) Staff has a significant role in welcoming students and making them comfortable
 - b) Students make great relationships with staff and we have a great impact – thank you
 - c) Staff are critical, important, and our work doesn't go unnoticed
- b. Shannon Lindsey – Workflex
 - i. Shannon's work is complete – it is on Joe Bain's desk and then will go through FHSU's policy procedure
 - a) Readings will happen at Cabinet
 - ii. A committee has worked on this since December
 - a) Started with an SLT workshop to gather ideas
 - b) Committee took those ideas to put together a policy/guidelines
 - i. Started with guiding principals of why are we doing this and then work started on policy

- ii. Took to SLT and ELT who wanted to committee to combine both documents
 - a. Policy is more procedural and they wanted guiding principals incorporated
 - iii. Final draft went to ELT for review – blessed in April
 - iii. Shannon feels like there’s been great representation from across campus
 - iv. Shannon was asked if she could share any details of the policy
 - a) She responded by saying it’s 18 pages long and we don’t have time here
 - b) We can see it in the Cabinet agenda
 - i. 1st reading is usually wide open – everyone at Cabinet provides their thoughts and recommendations
 - ii. President-Elect Nicole Frank will share the document with Senators when it’s provided with Cabinet agenda
 - v. Timeline moving forward – as long as it takes Joe to get through
 - vi. If there are current remote work approvals, they’ll need to go through the new process for future approval
 - vii. May Cabinet was canceled – June 28th is next one
 - viii. Contact President Bob Duffy or President-Elect Nicole Frank with questions or concerns

V. Treasurers Report:

- a. \$2,370.94 in the Foundation account for scholarships as of March 31, 2023
- b. \$723.76 in the OOE Budget account as of May 2, 2023

VI. Social Report:

- a. Tyler Marcotte has sent out cards for staff member family deaths and/or births

VII. Orientation Report: 3/19/2023 to 4/15/2023

- a. No longer with FHSU: Karen Curry, Haley Reiter, Brittney Squire, Todd Johnston
- b. New to FHSU: Alijah Jeffery, Phyllis Parke, Laurie Pieper
- c. Promotions and job changes:
 - i. Promotions: Heather McWhirter, Michael Fabin, Pooja Mohan, Trevor Rohn
 - ii. Transfer: Kristen Pfeifer
- d. Retirements: Michael Barnett

VIII. Cabinet Update:

- a. The affiliation successfully made it through the legislative process. We have requested a signing ceremony with the Governor. The first preference is to have the ceremony in Hays and the second choice is in Topeka. Awaiting her decision
- b. A committee has been appointed to create a new award to honor excellence in student recruiting and persistence.
- c. The Kansas Board of Regents will be on campus April 17, 2024 for a board meeting and April 18, 2024, for a campus visit.
- d. Currently, new students and registrations for both the summer and fall look positive. However, we do have a long way to go before the final counts. As always, we thank everyone for their part in connecting with students.
- e. Thank you to faculty, staff, and our student organizations for helping us regrow our oncampus engagement. Student engagement events are seeing an average increase of double the engagement in programs this year as compared to last year. Learning

communities for fall 2023 have an increase of 60 student applications compared to this time last year.

- f. Several staff from Tech Services met with the auditors from the Legislative Post Audit Division regarding the Information Security Audit on April 21, 22, and 24. A shout out to HR for their assistance with the process as well. The findings report likely won't come back to us until around mid-May. The audit focused on account permissions, activation, and deactivation, as well as our Incident Response Plan, and our Security Awareness Training. A phishing campaign for our users is still a possibility, so as always, continue to be wary of suspicious emails.
- g. CBIZ/Market Study- We have the data and an action plan is being formulated.

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- no report
 - ii. Events/Promotion Committee – no report
- b. KBOR Groups/Committee – no report
 - i. UPS Council and USSC Joint Meeting – nothing scheduled
- c. University Committees
 - i. Library- no report
 - ii. Staff Development
 - a) 4 applications funded
- d. Shared Governance
 - i. Faculty Senate – no report
 - ii. SGA – no report
 - iii. AAUP – no report
- e. Scholarship Committee – information coming soon

X. Election of Officers

- a. Senators held a special meeting at 1:00 pm on May 9, 2023 to address no President – Elect nominations
 - i. Senators voted to suspend the by-laws for this special circumstance to allow Alternates to run for election
- b. Nominations for President-Elect
 - i. Les Mackey – introduction
- c. Election of President-Elect
 - i. Verbal vote – Unanimous: 15 yes, 0 no
- d. Nominations for Secretary
 - i. Diana Staab - introduction
- e. Election of Secretary
 - i. Verbal vote – Unanimous: 15 yes, 0 no

XI. Old Business - none

XII. New business

- a. Staff Senate by-laws state that the President appoints committees at May meeting but that probably needs changed since the new President takes over in June
 - i. Be thinking of what committees you might want to serve on for the next meeting
 - a) Goals Committee
 - b) Scholarship Committee
 - c) Events/Promotions Committee
 - d) Monthly Awards

XIII. Miscellaneous:

- a. Open discussion of concerns, issues, communication gaps, etc.
 - i. Chartwells has terminated their contract with FHSU effective July 2nd
 - a) Philip Kuhn and Wes Rathbun under negotiations to take over
 - b) Surprised there hasn't been a campus wide notification
 - i. Certain areas have been notified and others haven't
 - ii. Starbucks isn't known to give contracts to small organizations
 - iii. Pizza Hut has already withdrawn
 - iv. President Bob Duffy will email President Tisa Mason regarding the issue
 - ii. Email President-Elect Nicole Frank with questions regarding Workflex if you can't attend the June Cabinet meeting
 - a) There were questions/concerns of why there was not any Staff Senate representation on the committee
 - b) There are areas of campus that didn't know anything about it
 - i. We still don't know much
 - iii. President Bob Duffy was asked about everyone's thoughts on the staff appreciation totes
 - a) Please email feedback to him that he can pass along
- b. Staff Appreciation – President Duffy expressed appreciation to everyone who has served and helped him through his year as President

XIV. Next Meeting: Tuesday, June 13, 2023, at 1:30 pm, location TBD and Zoom

XV. Adjournment: A motion was made by Susan Relaford and seconded by Marnie Kohl to adjourn the meeting at 2:31 PM. The motion was carried.

Respectfully Submitted,



Misty Koonse
University Staff Senate Secretary

Officers

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

Provost/Vice President of Academic Affairs

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

Vice President of Student Affairs/President's Office

		Term Ends		Present?	Voting
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

		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					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Alternates for Senators Present	0
Total Present	14
Need for Quorum	9
	Quorum was Met

Guests

- President Tisa Mason
- Shannon Lindsey
- Lisa Lang
- Melissa Mayers
- Anne Basgall
- Ann Noble
- Sue Rundle
- Patricia Duffey
- Mark Grieve
- Sarah Nattier
- Tina Maier
- Sarah Patterson
- Sara Dreher
- Cindy Weigel
- Sherri Matlock