

FHSU STAFF Senate
Special Meeting Minutes
July 15, 2025
Smoky Hill Room – 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. Proof of Request for Special Meeting – Attached
4. Proof of Written Notification of Special Meeting – Attached
5. Special Business:
 - a. Election for officer
 - i. Motion to elect President-Elect
 1. Nominations for President-Elect – voted by verbal affirmation
 - a. Tyler Marcotte – introduction
 - b. A motion was made by Patricia Duffey to accept and cease nominations, 2nd by Nikki Houchen. The motion past.
 - ii. Motion to elect Secretary
 1. No nominations for Secretary
 - a. Motion was made by Patricia Duffey to table election of a secretary during this meeting and instead electing a secretary by appointment at each meeting until such time a secretary can be elected for the remainder of the year. The motion was 2nd by Diane Hernandez, motion passed.
 - iii. Motion to elect President
 1. Nominations for President – voted by verbal affirmation
 - a. Nikki Houchen – introduction
 - b. A motion was made by Patricia Duffey to accept Nikki's as our new president and to get us back on cycle with our bylaw's rotation of President nominations, 2nd by Anna Towns. The motion passed.
 - b. Official Schedule for 2025-2026 Year
 - i. Meetings will be on the 2nd Tuesday of every month at 1:30 pm, but need to change the August and May dates, due to conflicts.
 1. Motion made by Patricia Duffey that we keep our standard meeting rotation on the second Tuesday of every month from 1:30 to 2:30 pm, with the knowledge that August and May are complex, and we want to reschedule those. The motion was seconded by Mark Grieves. The motion passed.
 6. Adjournment: A motion was made by Dawne Leiker and seconded by Patrica Gerhardt to adjourn the meeting at 2:21 pm. The motion was carried.

Respectfully Submitted,

Diana Staab

Diana Staab

University Staff Senate Secretary

RE: June Staff Senate Meeting

From Falynn Rogers <frrogers@fhsu.edu>

Date Mon 7/14/2025 8:33 AM

To staffsenate <staffsenate@fhsu.edu>

I apologize I will not be able to attend in person as I have to take my daughter to an appointment.

Falynn Rogers, MBA
Professional Advisor
College of Health & Behavioral Sciences
Fort Hays State University
Fischli-Wills Center for Student Success
Phone: 785.628.4888 |Email: frrogers@fhsu.edu
Book an appointment with me: <https://calendly.com/frrogers>

This e-mail is intended solely for the addressee. If it appears this e-mail was addressed or sent to you erroneously, please notify the sender immediately and delete this message. While this message is intended solely for the addressee, Fort Hays State University cannot guarantee the privacy of this or any e-mail message.

From: staffsenate <staffsenate@fhsu.edu>

Sent: Wednesday, July 9, 2025 4:17 PM

To: staffsenate <staffsenate@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>; Anna Towns <amtowns@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Falynn Rogers <frrogers@fhsu.edu>; Diane Hernandez-Ramirez <dmhernandezramirez@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Patricia Gerhardt <pdgerhardt@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>

Subject: RE: June Staff Senate Meeting

Hello all,

We still only have 3 requests for our meeting. We have them from Anna, Dawne, and Diane, and we need 4.

It is important that we conduct this meeting with a quorum to get off to a smooth start in the Fall.

Please send one more.

-Bob

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
President, Staff Senate
Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

Rduffy@fhsu.edu

Ph: 785-628-4401

Fax: 785-628-4089

"No straight lines make up my life,
And all my roads have bends;
There's no clear-cut beginnings;
And so far no dead-ends."

-Harry Chapin

From: staffsenate <staffsenate@fhsu.edu>

Sent: Thursday, June 26, 2025 3:28 PM

To: staffsenate <staffsenate@fhsu.edu>; Nikki Houchen <nlhouchen@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>; Anna Towns <amtowns@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Fallynn Rogers <frrogers@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Erica Meneses <emeneses@fhsu.edu>; Patricia Gerhardt <pdgerhardt@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>

Subject: RE: June Staff Senate Meeting

Hello All,

Since we cancelled our June Meeting, the Executive Team would like to host a Special Meeting on Tuesday, July 15th at 1:30. Room TBD. For this to occur I would need email requests from 4 or more Senators saying something like " I request that Staff Senate schedule a Special Meeting with 2 agenda items: 1. Elections 2.Official Meeting Schedule for 25-26 year."

From there I will schedule the meeting (most likely July 15 at 1:30pm in a room tbd).

For the meeting we will need 8 voting members to have a quorem.

-Bob, Nikki, Diana, and Nicole

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
President, Staff Senate
Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

Rduffy@fhsu.edu

Ph: 785-628-4401

Fax: 785-628-4089

"No straight lines make up my life,
And all my roads have bends;
There's no clear-cut beginnings;
And so far no dead-ends."

-Harry Chapin

From: Robert Duffy <rduffy@fhsu.edu>

Sent: Tuesday, June 10, 2025 9:31 AM

To: staffsenate <staffsenate@fhsu.edu>; Nikki Houchen <nhouchen@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>; Anna Towns <amtowns@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Falynn Rogers <frrogers@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Patricia Gerhardt <pdgerhardt@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>
Subject: RE: June Staff Senate Meeting

Hello all,

Sorry for the late notice, but for a few reasons, the Executive Team has decided to cancel today's scheduled meeting. We most likely won't have a quorum, and the candidate for APSS's open forum is scheduled at the same time as our meeting.

Also, I had reported that our President Elect will be President during a year in which we host KBOR. This is actually not true, due to a shuffling of the order a few years back. Emporia hosts next year, then WSU, then us. If you have an inclination to run for President Elect or Secretary, please reach out with any questions you may have. Diana has been an amazing Secretary, so we are in need of someone stepping up to this role, especially.

Have a great day!

-Bob

Robert Duffy, MA, LAC

Health and Wellness Services, Drug and Alcohol Counselor
President, Staff Senate
Chair, Tobacco-Free Policy Committee
Co-Chair, Food and Hunger Initiatives
Chair, Campus Tree Advisory Committee

Rduffy@fhsu.edu

Ph: 785-628-4401

Fax: 785-628-4089

"No straight lines make up my life,
And all my roads have bends;
There's no clear-cut beginnings;
And so far no dead-ends."

-Harry Chapin

From: staffsenate <staffsenate@fhsu.edu>

Sent: Tuesday, June 3, 2025 5:04 PM

To: Robert Duffy <rduffy@fhsu.edu>; Nikki Houchen <nhouchen@fhsu.edu>; Nicole Frank <nmfrank@fhsu.edu>; Anna Towns <amtowns@fhsu.edu>; Kelly Lagree <kmlagree@fhsu.edu>; Patricia Duffey <pduffey@fhsu.edu>; Lacey Wegner <llwegner@fhsu.edu>; Falynn Rogers <frrogers@fhsu.edu>; Diane Hernandez-ramirez <dmhernandezramirez@fhsu.edu>; Tobi Neuburger <tjneuburger@fhsu.edu>; Dawne Leiker <dpleiker@fhsu.edu>; Erica Meneses <e_meneses@fhsu.edu>; Patricia Gerhardt <pdgerhardt@fhsu.edu>; Tyler Marcotte <tjmarcotte@fhsu.edu>; Mark Grieve <mgrieve@fhsu.edu>; Diana Staab <dlstaab4@fhsu.edu>
Subject: June Staff Senate Meeting

Hello Senators,

Attached is the agenda for the June meeting, which will be held June 10th, at 1:30pm in the Pioneer Room. The meeting will also be held on Zoom, the zoom link is in the calendar invite.

Also attached are the minutes from the April and May meetings, since we were not able to vote at the May meeting. Please let me know if you see any corrections before the meeting.

We will be doing our Election of Officers at the June meeting, since we did not have quorum in May.

Thank you,

Diana Staab

**Senior Administrative Assistant
Department of Biological Sciences
Staff Senate Secretary**

Fort Hays State University

Albertson Hall 302

(785) 628-4214

Officers

				Present?	Voting
President	Bob Duffy		UPS	Yes	Yes
President-Elect	Nikki Houchen			Yes	Yes
Secretary & Senator	Diana Staab		UPS	Yes	Yes
Past President	Nicole Frank		UPS	No	No

Provost/Vice President of Academic Affairs

		Term Ends		Present?	Voting
Senator	Anna Towns	2027	UPS	Yes	Yes
Senator & Secretary	Diana Staab	2027	UPS	Listed Above	
Senator		2026	UPS		
Senator	Patricia Duffey	2026	UPS	Yes	Yes
Senator	Lacey Wegner	2026	UPS	Yes	Yes
1st Alternate	Falynn Rogers		UPS	No	
2nd Alternate			UPS		
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Student Affairs/President's Office

		Term Ends		Present?	Voting
Senator		2027			
Senator	Diane Hernandez	2027	UPS	Yes	Yes
Senator	Tobi Neuburger	2026	UPS	Yes	Yes
Senator	Dawne Leiker	2026	UPS	Yes	Yes
Senator	Erica Meneses	2026	UPS	No	No
1st Alternate					
2nd Alternate					
3rd Alternate					
4th Alternate					
5th Alternate					

Vice President of Administration & Finance

		Term Ends		Present?	Voting
Senator		2027	UPS		
Senator	Patrica Gerhardt	2027	UPS	Yes	Yes
Senator	Tyler Marcotte	2027	UPS	Yes	Yes
Senator		2026	UPS		
Senator	Mark Grieve	2026	UPS	No	No
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
-----------------	---	------------	-----

Guests