

UNIVERSITY STAFF SENATE

NOVEMBER 4, 2010

APPROVED MINUTES

The regular meeting of the Staff Senate was called to order on November 4, 2010 at 9:19 a.m. in the ES-B 2074 Conference Room at the East St. Louis Campus by Michael W. Pulley, President.

**Announcements:** Human Resources Director Sherrie Senkfor and Assistant Director Andrew Lenhardt gave a PowerPoint presentation about compensation.

**Present:** Bagaglio, Becherer, Dusenbery, Erb, Cobetto, Gaffney, Hamil, Harris, Herbeck, Hicks, Lotz, McKaig, Nash, Pulley, Sams, **Ex Officio:** Senkfor, **Panel:** Mumphard, Schoenborn

**Excused:** Bartholomew, Downey, Candela

**Guests:** Andrew Lenhardt

All were in favor of moving New Business items to the top of the agenda.

**New Business:** Michael W. Pulley introduced Andrew Lenhardt to begin the presentation on Compensation Management presentation included information about the PDQ committee, establishing a range, annual basis, and longevity and market equity. Learned that H.R. does not rank, only the Vice Chancellor's delegates do the ranking. The changes to ranges are done by the Director of Human Resources. H.R needs a minimum of 2 PDQs to call a meeting. Sherrie Senkfor will get a copy of the PowerPoint to the Staff Senate. A longevity raise comes from your manager and not H.R. Sherrie and Andrew answered questions from the Senate.

Sherrie Senkfor highlighted the progress of the AQIP project about staff engagement with students. She will come back at a later date to present new information. The New Employee Orientation survey and the training survey are not complete at this time. Andrew has been working on increasing diversity in the applicant pool to create diversity among departments. Sherrie is appreciative of the Staff Senate for allowing her to share the information to the Staff Senate. The Staff Senate can send an email in support of the survey.

**Approval of Minutes:** William Dusenbery made a motion to approve the minutes but there were some corrections to the minutes therefore William Dusenbery amended his motion to approve the minutes with changes. Gail Erb seconded. There was discussion that the minutes had an error in the order where introductions were made to Barbara Sams. The minutes were approved with changes and the understanding that the Governance Secretary would go over notes and tape to verify the correct order at the point of introductions to Barbara Sams. \*

\*November 9, 2010 9:00 a.m.: The tape and notes were reviewed and reflected the correct order in the approved minutes at the point where Barbara Sams was introduced. Therefore the minutes were approved as corrected without a change to the order noted.

## **Old Business:**

Brown Bags: Topics for future brown bag lunches were reviewed from the handout. Michael Pulley reported that H. R. is possibly considering having a brown bag next month to share information about using Banner. Michael will talk to Sherrie about date. Michael also said that some constituencies have requested the same topic of Compensation that Andrew and Sherrie presented today for a Brown Bag. The list compiled from email requests was for information only and will not be acted on at this time.

The Past Presidents of the Staff Senate presently employed at SIUE will be invited to the December meeting to be honored. Mike will have the Governance secretary email the Senate when he finds out if the budget will support refreshments and/or people need to bring a covered dish. Also, checking to see if Mick Ostrander was president and what years.

Dean's Four Year Review Appointment: Alan Gaffney made a **motion** to accept the appointment of Chris M. Dressler from Academic Computing on the Dean's Four Year Review for the School of Business. Jesse B. Harris, Jr. seconded. The **motion was approved**.

Michael Pulley presented a policy forwarded by Kim Durr titled 'Policy Development and Implementation Policy', then went to a special meeting Wednesday, November 3 of the Staff Senate Executive Committee and members of the Policy Review Committee to review. Michael made a motion from the Executive Board for approval of the submission of the Policy Development and Implementation Policy with changes to the Chancellor's Office for their review.

The Staff Senate Executive Committee brought forth a motion to approve the Policy Development and Implementation Policy with the following revisions:

## **II. Definitions**

**C. Policy Council:** A council appointed by the Chancellor to review, process, and administer development and/or revision of University-wide policies in accordance with this Policy Development and Implementation Policy. The Policy Council shall have not less than ~~five~~ eight members with representatives from the Office of the Vice Chancellor for Administration, Office of the Provost and Vice Chancellor for Academic Affairs, Office of the Vice Chancellor for Student Affairs, Office of the Vice Chancellor for University Relations, Office of General Counsel, University Faculty Senate, University Staff Senate, University Student Senate, and other departments or units as deemed appropriate. The Chancellor shall designate two members of the Policy Council to serve as chairperson and vice chairperson, respectively, to be responsible for the administrative operations of the Policy Council. **The University Staff Senate recommends adding appointments from constituency groups to the Policy Council. This follows AQIP Category 4.**

## **III. Policy Review and Approval Process**

**B., 9.** ~~Whether~~ Has the proposed policy ~~should be~~ been submitted to ~~one or more applicable~~ constituency groups for review and input.

## **IV. Post-Approval Procedures**

- A., 3. Post on the official [SIUE-University](#) website;
- B. All colleges, schools, departments, and units of the University publishing or posting an approved University-wide policy on their respective web pages shall post a link to the official [SIUE-University](#) website where the University-wide policies are published.
- D. Printed versions of the policy shall include a disclaimer that the official [SIUE University](#) website should be consulted for the latest version.

#### V. Miscellaneous Rules and Procedures

- C. When submitting a new policy proposal or a modification to an existing policy, the initiating unit or individual shall complete the **Policy Submission Template Form** and the **Policy Implementation Routing/Checklist Form** which shall be attached to the front of the policy standard template to be used by each functional area during the policy development and implementation process for all University-wide policies. These forms are located online at: [www.siu.edu/](http://www.siu.edu/)\_\_\_\_\_ (add link). **(Does the Policy Implementation Routing/Checklist Form include constituency groups?)**

Brian Lotz made a point of order that the wording was inconsistent with the wording the executive committee agreed on which only inserted the University Staff Senate with the other corrections correlating to that.

There was discussion and it was decided and agreed by all to refer the main question to the Executive Committee. Michael W. Pulley adjourned the meeting for four minutes (10:58 a.m.) with the approval of the Senate to reconvene after the four minutes.

Michael W. Pulley called the meeting to order at 11:03 a.m.

Michael W. Pulley brought forth the motion as above but with Brian W. Lotz point about only inserting the University Staff Senate and not including the Student Senate and Faculty Senate to now read six (6) members only including University Staff Senate.

It was determined to do a Roll Call vote. There were 7 nays and 4 yays. The **motion did not pass.**

Keith Becherer made a motion to revise the Policy Development and Implementation Policy to add language that the Senate is comfortable with as first presented to include Faculty Senate and Student Senate. There was discussion. Diane McKaig seconded. The **motion passes.**

Michael W. Pulley passed the gavel to Vice President Mike Hamil (11:19 a.m.).

#### Reports

##### Ex Officio Reports

**Personnel:** Sherrie Senkfor presented a Compensation PowerPoint at the start of meeting.

**SURS:** No report.

**SUCSAC:** No report

### **Panel Reports**

**Negotiated and Prevailing:** No Report.

**Open Range:** Alan Gaffney reported the University Staff Senate committee appointments to replace Kyle Stunkel were Laura Scaturro on the Goals Committee, Diane McKaig on Policy Review Committee, Martha Saboff on the Public Relations Committee and Alan Gaffney on the Constitution & Bylaws Committee. Alan **moved to accept** Jo Gibson as the Open Range Senator to replace Kyle Stunkel in her retirement. It was seconded by Cindy Cobetto. The **motion was approved.**

**Professional Staff:** Jesse B. Harris, Jr reported that the Panel has been meeting and discussing job audits and job classifications. The next meeting will be on Tuesday, December 1, 2010, noon, at the University Club in Morris University Center.

### **Satellite Campus Reports**

**Alton:** No report

**East St. Louis:** Barbara Sams expressed her appreciation to be on the Staff Senate and is looking forward to sharing information between the Staff Senate and East St. Louis. Barbara gave a brief summary of the five (5) programs affiliated with East St. Louis Campus which are funded by grants and directors leading these programs. Annual Training Day is coming up with speakers like Paul Pitts and Venessa Brown.

**UPBC:** Alan Gaffney reported Vice Chancellors are continuing to give their reports. The next meeting is tomorrow.

**UQC:** No report.

**Public Relations Committee:** William Dusenbery now has one member on the committee. A newsletter editor is needed since Mike Hamil is now doing vice president duties.

**Newsletter:** Mike Hamil reported the deadline for articles is December 10.

**Policy Review Committee:** No report, but welcomed Diane McKaig to the committee.

**Scholarship Committee:** Faculty for Collective Bargaining Scholarship Calendar is set and Committee has been notified. Two subs will be serving this year.

**Fundraising Committee:** Jesse B. Harris reviewed the information from the phone-a-thon presentation. A decision needs to be made whether the Senate makes the phone calls or have the student workers that the Foundations has trained to do it.

William Dusenbery made a **motion** to contract with the Foundation to do a phone-a-thon and fundraiser committee to work with them to prepare the appropriate script, time and calling lists. Jeff Hicks seconded the motion. There was a discussion on cost. The **motion was approved**.

The committee would work with the Foundation to possibly make it a springtime fundraiser. The committee still plans to visit the Maryville Winery after work before Christmas break. The fundraiser committee will meet briefly with Theo Jameson about a shared fundraiser.

**Goals Committee:** Keith Becherer requested that if anyone has any information from the past committee to, please, share it with him. Their goal is to get together before the Thanksgiving holiday.

**Other Reports:** Thank you card from Cindy Cobetto for cards and such.

Jesse B. Harris reported the University Center Board has drawings and plans for refurbishing in Morris University Center that all are welcome to view and make comments.

Mike Hamil noted that there are no handicapped sinks in the MUC renovated men's bathroom. Jesse will take that to the University Center Board.

Brian W. Lotz reported that 4 Senators, Brian, Michael Pulley, Keith Becherer and Alan Gaffney went to the Council of Councils on October 22 at Governor's State University.

William Dusenbery reported as representative from the Parking and Traffic Committee that parking spaces will be more difficult to find with the ongoing construction of the Science Building.

**Adjournment:** William Dusenbery made a motion to adjourn. The meeting was adjourned at 11:53 a.m.

*Approved as written December 2, 2010, University Staff Senate*

*Vicki Kruse/University Governance*