FACULTY SENATE EXECUTIVE COMMITTEE  
August 25, 2016  
Approved Minutes

The regular meeting of the Faculty Senate Executive Committee was called to order at 2:31 p.m. on August 25, 2016 in the International Room, Morris University Center by Jeffrey Sabby, president.

PRESENT: Agustin, Nastasia, Kerber, Kirk, Klein, Logue, Lueck, Pettibone, Rehg, Sabby, Taylor

EXCUSED: Jain

GUESTS: David Heth, Eric Kirk, Todd Wakeland, Tim Engelman

Introductions were made around the table

GUEST SPEAKER: David Heth, Chair of Space Rental Task Force

David presented information about a proposed Space Rental Pilot Program for SIUE buildings. A handout of copies of PowerPoint slides was provided. David explained how the program would work and how it would benefit the university and units/departments. It would benefit departments/units if they pursue rentals of their rooms or area with 90% of the profit from renting. Content of the slides are filed with the minutes. If there are parking concerns regarding the pilot program, please refer to Bob Vanzo.

Questions and comments followed. It was decided that David Heth and the task force would present to the full Faculty Senate on September 1 for more feedback.

ANNOUNCEMENTS

The Chancellor will speak at the September 1 Faculty Senate meeting. Jeffrey Sabby briefly summarized the new senator orientation documents that will be included for the September 1 meeting (Jen Rehg will email secretary a correction for one of the handouts). Jeffrey emphasized two added sections to the ‘Important Things to Remember’ document; chairs, please, send an email reminder to your committee or council prior to meetings and always invite a person who is relevant to documents/policies that are being revised or proposed in order to streamline the approval process. Jeffrey will attend Graduate Council meetings. Current President Jeffrey and Past President Stacie Kirk offered any assistance to chairs as they get ready to lead their councils.

Student Government president and Staff Senate president will briefly speak at the October 6 Faculty Senate meeting.

Nancy Lutz is the UPBC chair designee this year.

OMA reminder; send training certificate to governance secretary for filing.

Additional executive committee meeting is scheduled for May 11, 2017 for wrap-up.
Appointments to be made: Honors Advisory Council faculty member; UPBC needs two faculty - add to Faculty Senate agenda

Morris Taylor, chair of UPBC presented two names to serve on the Council for approval: Rakesh Bharati, School of Business and Ann Popkess, School of Nursing. The names presented were unanimously approved to serve on UPBC.

IBHE-FAC needs an alternate.

Provost Search Committee: Jeffrey Sabby received a letter from the Chancellor’s Office requesting ten faculty names for the Provost search. Jeffrey will put a call out to the Faculty Senate list-serve for names of faculty who are interested in serving on the committee. The deadline is September 29.

Guest Speaker Denise Cobb, Interim Provost and Vice Chancellor for Academic Affairs rescheduled for the September 8 meeting at 3:00 p.m.

Steve Kerber asked for an unofficial update from Jen Rehg or Jonathan Pettibone on the program prioritization. Jen reported that it is postponed at this time because of time conflicts. Jonathan noted that a set time frame will need to be approved by the executive committee. It is the intention that both the academic and administrative prioritization will be initiated at the same time.

**APPROVAL OF THE MINUTES:** The minutes were approved as submitted.

**NEW BUSINESS**

Membership of Councils: Jeffrey provided a handout of possible membership of new senators taking into consideration apportionment. There was discussion and the following assignments were made after a request from Jonathan Pettibone to Cristina DeMeo about serving as chair designate of Rules & Procedures this year:

**Curriculum Council**
Soren Nastasia, chair
Stacey Brown
Lakesha Butler
Igor Crk
Debra Jenkins
Debbie Mann
Laurie Rice

**Faculty Development Council**
Jennifer Logue, chair
Joseph Sokolowski
Kim Carter

**Rules & Procedures Council**
Jonathan Pettibone, chair
Cristina DeMeo (re-elected)
Liz Cali

**Welfare Council**
Steve Kerber and Bryan Lueck, co-chairs
Susanne James
Kamran Shavezipur
Mohammad Yousef
Jen Rehg noted that Christienne Hinz (Graduate at-large) will not be able to make any of the Graduate Council meetings and will look into her replacement.

*Update 8-30-2016 (email from Mary Sue Love) Edward Navarre will serve as Graduate at-large, term 2019*

**All Faculty Meeting**

Jeffrey requested that any additional ideas for the meeting can be emailed directly to him. Jeffrey reported the date for the All Faculty Meeting would be September 20, time frame 1:00-4:00 to be adjusted as plans are complete. Chancellor Pembrook will be one of the speakers. Please, send any suggestions for talking points for the Chancellor to Jeffrey. Some suggestions are: prioritization and the financial crisis. Suggestions for the Provost are; the state of the university and prioritization. The theme will be “Faculty, It’s All About You”. Each Council, the Student and Staff Senate Presidents will have a table with a suggestion box. Other speakers lined up so far are Interim Provost Cobb, Vice Chancellor for Student Affairs Waple, Student Government President Luke Jansen, and Staff Senate President Kirt Ormesher. Jeffrey gave a list of 4 out of 6 resolutions that will come from the faculty. 1) emergency exigency, 2) faculty salaries, 3) distribution of state funds between SIU and SIUE, 4) Intellectual property policy - *BOT passed in July.* More details regarding these and the other two resolutions will come forward as finalized.

**REPORTS FROM COUNCIL CHAIRS**

UPBC: Jeffrey Sabby in Morris Taylor’s absence that the faculty has more than enough faculty to unionize. The first UPBC meeting is September 9.

Faculty Development Council: No report.

Curriculum Council: No report. Jeffrey Sabby turned over his files as Curriculum Council Chair to Sorin Nastasia.

Rules & Procedures Council: Jonathan Pettibone reported that the Grievance Committee needs to be reapportioned.

Welfare Council: Steve Kerber reported that the first steps with the Grievance Committee would be to talk to Tom Jordan. A charge may be necessary to add someone from Human Resources from their office and the Provost’s Office as ex officio to the Council to help in advancing the process of proposals and revisions to policy.

Graduate Council: Jen Rehg reported that the programs up for review will be reported at a later meeting. They will revisit the IP Policy to clarify language.

Past President: No report. Stacie Kirk will be serving on the UPBC.

President Elect: Marcus Agustin reported that UQC meets next week, Jeffrey has class and will not be able to attend meetings.
Jeffrey requested for the past president and president-elect to let him know of any ideas they want to see happen and that can be worked on this year. If Jeffrey has any, he will also request.

President: Jeffrey asked for any ideas for the Chancellor to speak about at the first Faculty Senate meeting. It was decided to have him do a “get to know” talk and a Q and A session. The secretary will email the topics to Karen Kaufman and cc Jeffrey.

**UNFINISHED BUSINESS**

Handouts for Senators for New Senator Orientation

Stacie noted that all faculty needs to be informed about union specifics. There was a discussion.

**ADJOURNMENT:** With no other business, the meeting was adjourned at 4:30 p.m.

*Approved as submitted September 8, 2016
Vicki Kruse/University Governance*

---

**Draft Guidelines for Space Rental Pilot Program**

*August 24, 2016
Tim Engelman
Dave Heth
Erik Kirk
Todd Wakeland*
Why Are We Here?

- History
  - SIUE Congress suggested monetizing university assets
  - Chancellor Hansen appointed Space Rental Task Force
  - Task Force consulted colleagues and drafted guidelines for pilot program
  - Chancellor’s Council and Deans’ Council reviewed
- Purpose of Today’s Meeting
  - Gather feedback on proposed guidelines

Purpose of Pilot Program

- Test feasibility of monetizing university assets
- Offset state budget cuts; supplement departmental budgets
- Contribute to recruiting, research, public service, and community relations
- Minimize university liability
Exclusions from
Space Rental Guidelines

- Leases (where tenant has exclusive use of SIUE property)
- Rental of University-Related Organization (URO) facilities:
  - Foundation
  - Alumni Association
  - University Park
  - Charter School
- Rental of Auxiliary (bond-financed) facilities:
  - MUC
  - Housing
  - Student Fitness Center
  - Student Success Center
  - Parking
- Rental of Student Fee-constructed/maintained facilities:
  - RecPlex

Pilot Program Scope Limitation

- Pilot program applies only to academic buildings
  - Classrooms
  - Laboratories
  - Other space
- Academic mission has first dibs on space
  - So we will focus on short-term rentals, not long-term commitments
    - Fridays and weekends may be exceptions
  - No 24/7/365 rental of academic space
  - All contracts must be approved by Provost or designee
Support for Departments

- Ed Outreach will:
  - Maintain master schedule of facility rentals
  - Review tenant requests— for appropriateness and availability
  - Coordinate with all departments involved
  - Help departments with:
    - Rate setting and negotiation
    - Facility Use License Agreement
    - Insurance requirements
    - Needed services: Parking, food, alcohol, set-up, custodial, audio-visual, technology, security, access
    - Billing and collection
  - Compute distribution of profit

Pricing Guidelines

- **Flexible:** Every rental situation can be different
- **Equipment, labs, and other specialized facilities:** Landlord department and Ed Outreach may set standard rates or may negotiate with each tenant
- **Classrooms:** Ed Outreach will update standard rental rates based on room size
- **In general:** Charge what the market will bear
  - But rent may be reduced or waived based on:
    - Tenant type or purpose
    - Benefit to students or university
Free Use of Space in Academic Buildings

- When rent is waived
- For academic conferences organized and run by SIUE units
- For youth camps organized and run by SIUE units
- By SIUE departments and student organizations for meetings
  - But not for “events” where money is collected or where attendees are primarily non-SIUE

Calculation of Profit on a Rental Agreement

- Total Rental Revenue
- Less marginal out-of-pocket expenses, if any—e.g.:
  - Facilities Management (FM) set-up
  - FM custodial
  - Police overtime
  - Parking
  - Optional: Salaries of on-site SIUE personnel
- Equals Profit to be distributed
Distribution of Profit

<table>
<thead>
<tr>
<th></th>
<th>Today</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department*</td>
<td>0%</td>
<td>90%</td>
</tr>
<tr>
<td>Income Fund**</td>
<td>100%</td>
<td>10%</td>
</tr>
</tbody>
</table>

* Profit assigned to Academic Departments will be in the form of ICR ("Local" money). Departments will get 90% of the profit from renting departmental labs and other specialized facilities, and from bringing in tenants who rent general facilities such as classrooms.

** Income Fund will get 100% of the profit from renting general facilities to other tenants. Profit sent to Income Fund will be partially used to fund Ed Outreach support, with the remainder allocated to academic and administrative units through the normal UPBC process.

Rationale for Profit Distribution

- **Why 90% to departments?**
  - Incentivize departments to find tenants
  - Departments equipped their specialized space
  - Replace some of their budget cuts

- **Why 10% to Income Fund?**
  - Fund Ed Outreach support
  - Buildings were built with State funds
  - Maintenance and utilities are paid with State funds
Next Steps

• VCA:
  ▪ Ask Parking Services to work with academic units to develop more welcoming parking procedures and rates

• Task Force:
  ▪ Vet draft guidelines with Executive Committee of Faculty Senate, Staff Senate, UPBC, and Athletics
  ▪ Present feedback regarding Pilot Program Guidelines to Chancellor

• Chancellor:
  ▪ Determine final guidelines for pilot program
  ▪ Ask Marketing, Ed Outreach, and academic personnel to develop marketing plan and to inform campus community