

UNIVERSITY STAFF SENATE REGULAR MEETING

Zoom Meeting ID 924 7748 1076

November 4, 2021 – 9:00am

Approved Minutes

The regular meeting of the University Staff Senate was called to order at 9:00am on Thursday, November 4, 2021 via Zoom by President Mark Ferrell.

Present: Mark Ferrell, Keith Becherer, David Balai, Denyse Anderson, Darryl Cherry, Mike Hamil, Carolyn Jason, Jan Caban, John Caupert, Anne Cavanaugh, Anthony Fearon, Kelly Jo Hendricks, Doug James, Shane Kessinger, Dusty Rhodes, Nicole Robinson, Collin Van Meter, Anne Hunter (ex officio)

Excused: Angie White, Cindy Cobetto, Emily Skowron

Absent: Jared Loyd

Guests: Angie Barclay, Laura Schade

APPROVAL OF MINUTES:

Minutes for the October 7, 2021 meeting were approved as written.

PUBLIC COMMENT:

Condolences were offered to the SIUE Police for the loss of Officer Tyler Timmins.

REPORTS:

Becherer reminded the body that feedback on the Chancellor candidates is due on November 5. He reported that he was invited to attend the System Staff Development working committee. There was discussion about sponsoring a lobby day.

Balai shared information about Staff Development at a system level, and the committee is looking at things that the campuses could do together. A survey has been sent out to all staff to get feedback on what topics to work on first. There is concern about burnout since there are many employees leaving, and those remaining have to pick up the extra work.

President Ferrell has an upcoming meeting with the Chancellor.

Cherry reported that he plans to meet with Dr. Jessica Harris about her priorities to help inform what the Diversity Initiatives Committee will work on. The First Generation Celebration Day will take place on November 8 with an expanded celebration that is also partnered with Carbondale.

The Chancellor Search Committee work has completed. The committee shared strengths and weaknesses of finalists with the System President.

Hunter shared that the Faculty Senate is working on language for their Bylaws to allow for remote attendance in accordance with Open Meetings Act restrictions.

Reports from the Public Relations Committee, the Diversity Initiatives Committee, the Parking and Traffic Committee, the University Planning and Budget Council (UPBC), the Homecoming Committee, and the Honorary Degree and Distinguished Service Award Committee (HDDSAC) were posted to Teams and are attached.

There were no other reports.

ACTION ITEMS:

Kelly Jo Hendricks was recommended as the Staff Senate appointment to the Committee for Higher Administrator Performance Appraisal (CHAPA). There was no discussion, and the appointment was approved unanimously.

UNFINISHED BUSINESS:

Ferrell will meet with Becherer to move the employee satisfaction survey forward. The Staff Senate may be able to use information from the system survey as well. Kessinger expressed concerns that people could become more discouraged if there is no action to remedy issues after the surveys.

NEW BUSINESS:

There was no new business.

ANNOUNCEMENTS:

Announcements were reviewed as listed on the agenda.

There is an opening on the Intercollegiate Athletics Committee (ICAC) for a Staff Senate representative. Gulf Shores in Edwardsville will be donating proceeds from November 4 sales to the Timmons family.

FUTURE AGENDA ITEMS:

Ferrell will invite Bill Winter for a budget presentation to the Staff Senate. Becherer would like to invite each of the Vice Chancellors to attend a meeting as well as the new Chancellor once in place. There will be a limited platform party for commencement that will not include the Staff Senate at this time, but there will be follow up to make sure that representation is not lost when a full party resumes.

ADJOURNMENT:

The meeting adjourned at 9:34 am.

Submitted by Anne Hunter, University Governance

STAFF SENATE MEETING
Zoom Meeting ID: 924-7748-1076, Password: chimega
November 4, 2021 – 9:00am
AGENDA

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. PUBLIC COMMENT
- IV. MONTHLY REPORTS
 - a. Officers
 - b. Constituency Representatives
 - c. Staff Senate Committees
 - d. University Committees
 - e. Search Committees
 - f. Ex-Officio
- V. ACTION ITEMS
 - a. Committee for Higher Administrator Performance Appraisal (CHAPA) Appointment
– Kelly Jo Hendricks
- VI. UNFINISHED BUSINESS
 - a. SIUE Employee Satisfaction Survey
- VII. NEW BUSINESS
- VIII. ANNOUNCEMENTS
 - a. Chancellor Search Website – siue.edu/chancellor-search
 - b. Spring FCB Scholarship Applications Open – November 1-30
 - c. SIUE Arts & Crafts Fair – November 29-30
 - d. Board of Trustees Meeting – December 2 in Carbondale
- IX. FUTURE AGENDA ITEMS
- X. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, November 18, 2021 at 10:00am
Next regularly scheduled meeting will be Thursday, December 2, 2021 at 9:00am

<h1 style="margin: 0;">UNIVERSITY STAFF SENATE</h1> <h2 style="margin: 0;">COMMITTEE ACTION QUARTERLY REPORT</h2>

Committee Name	Public Relations Committee			
Report Submitted By	Angie White			
Role/Position	Chair			
Quarter Submission	<input type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> Feb	<input type="checkbox"/> May

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).
Promoting the identity, achievements, and programs of the Staff Senate, including the welcoming of new employees. It may create its own programs or work jointly with other committees to promote Senate programs and initiatives.

Major Activities or Actions Since the Last Quarterly Report
<p>Fall Scholarship Awardees Press Release - emails have been sent to awardees asking for their statement and pictures due Friday, October 8.</p> <p>Since January 2021 - September 2021, 23 Tumblers and 17 Padfolios (total 40 new employees) and flyers have been sent to new employees. An updated flyer was emailed to Jen Oates-Blair /Human Resources to share with new employee information packet as well..</p> <p>Committee met September 14. New ideas discussed. Get To Know Your Senator - Template in Teams Folder to upload. Meet and Greet Lunch Hour. October 13, 11:30-1:00. Digital Suggestion box. Executive Summary Report 21-22 accomplishments for year or</p>

Activities or Actions Under Consideration or In Development
Digital suggestion box Executive Summary Report annually Employee Survey

Areas of Particular Concern or Interest Relevant to the Staff Senate
N/A

Questions, Challenges, and Resources Needed from Executive Board
Box of large envelopes to mail padfolios to new employees

Requested Action Items
N/A

Other Notes/Comments
N/A

<h1 style="margin: 0;">UNIVERSITY STAFF SENATE</h1> <h2 style="margin: 0;">COMMITTEE QUARTERLY REPORT</h2>
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Committee Name	Diversity Initiatives Committee		
Report Submitted By	Darryl C. Cherry		
Role/Position	Chairperson		
Quarter Submission	<input type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> Feb
	<input type="checkbox"/> May		

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).
<p>The Diversity Initiatives Committee is a committee of the University Staff Senate responsible for creating and promoting programs, training, and employee development in regard to diversity, inclusion, and cultural competency. The Diversity Initiatives Committee is expected to work with initiatives from the University Diversity Council.</p>

Major Activities or Actions Since the Last Report
<p>The Diversity Committee has not yet met for 2021-222 as the chairperson awaits for the organization of the newly formed Equity, Diversity, and Inclusion Division and guidance regarding directions of the University EDI efforts.</p> <p>Diversity Day was held on October 21st. USS encouraged constituency support.</p> <p>First-generation Celebration will be held on 11/08-11/11.</p> <ul style="list-style-type: none"> • Mon Nov. 08, 2021 5:00 - 6:30 p.m. Virtual Opening Celebration (Collaboration with SIU Carbondale) • Wed Nov. 10, 2021 4:00 - 6: 00 p.m. First-Generation Networking Event - MUC Oak/Redbud Room • Thu Nov. 11, 2021 1:00 - 2:00 p.m. First-Generation Faculty, Staff, Student Discussion and Professional Development Workshops via ZOOM <p>Please encourage your constituency attendance and support.</p>

Activities or Actions Under Consideration or In Development
<p>There is many opportunities for the Diversity Initiatives Committee to support University-wide diversity, equity, and inclusion efforts. The committee will assess where efforts will glean the most substantive impact</p>

Areas of Particular Concern or Interest Relevant to the Staff Senate
University-wide diversity, equity, and inclusion efforts.

Questions, Challenges, and Resources Needed
None at this time.

Goals and Action Items
Goals to be established at next committee meeting.

Other Notes/Comments
None

<h1 style="margin: 0;">UNIVERSITY STAFF SENATE</h1> <h2 style="margin: 0;">COMMITTEE QUARTERLY REPORT</h2>
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Committee Name	Parking & Traffic Committee			
Report Submitted By	David Balai			
Role/Position	Chair			
Quarter Submission	<input checked="" type="checkbox"/> Aug	<input type="checkbox"/> Nov	<input type="checkbox"/> Feb	<input type="checkbox"/> May

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).
<p>The Parking and Traffic Committee considers the needs, convenience and safety of the entire University community related to traffic flow and parking. This includes participation in the planning of parking facilities, the development of appropriate policies and review of enforcement procedures. Members conduct appeal hearings relating to enforcement of parking regulations and respond to complaints from the University community. The committee also works with members of the University administration to establish short- and long-term goals, prioritize construction activity, and establish rates. The committee is advisory to the Vice Chancellor for Administration. Anyone wishing to address the committee may request a hearing by contacting Parking Services.</p>

Major Activities or Actions Since the Last Report
<p>The Code Blue Emergency Phones have been replaced along the bike path inbetween Cougar Village and Birger Hall. We will be adding two more digital signs just like the ones at the entrance to the MUC, and the Vadalabine Center at two locations at the intersections of University Drive and Circle Drive. Parking Lot E will have a major reconstruction in FY23. Options for what happens during construction and for permanent parking are being discussed for the new Health Sciences building.</p>

Activities or Actions Under Consideration or In Development

<h1 style="margin: 0;">UNIVERSITY STAFF SENATE</h1> <h2 style="margin: 0;">COMMITTEE QUARTERLY REPORT</h2>
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Committee Name	UPBC			
Report Submitted By	Jan Caban			
Role/Position	USS apointee/representative			
Quarter Submission	<input type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> Feb	<input type="checkbox"/> May

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).
Responsible for advising the Chancellor concerning university planning

Major Activities or Actions Since the Last Report
<ul style="list-style-type: none"> - Heard a report from Enrollment Mgmt, Scott Belobrajdic -Update on CHAPA (Ctte for Higher Administrator Performance Appraisal) evaluation form -Chancellor's announcements

Activities or Actions Under Consideration or In Development
New CHAPA evaluation short form and policy revisions

Areas of Particular Concern or Interest Relevant to the Staff Senate
-Fall 2021 projection numbers -Proposal for 2% salary raise for non-represented employees -Weekly COVID update

Questions, Challenges, and Resources Needed

Goals and Action Items

Other Notes/Comments

UNIVERSITY STAFF SENATE

COMMITTEE ACTION QUARTERLY REPORT

Committee Name	Homecoming Committee			
Report Submitted By	Anne Cavanaugh			
Role/Position	Staff Senate Rep-CS Open Range			
Quarter Submission	<input type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> Feb	<input type="checkbox"/> May

What is the general charge of the committee on which you sit? (This can be repeated from report to report).

11/8/18 - MarComm requested Staff Senate Rep for their monthly Homecoming meetings. "We would like to include someone to get the perspective of the Staff and try to make Homecoming more inclusive for everyone, not just students and alumni."

Major Activities or Actions Since the Last Quarterly Report

Homecoming this year was week of September 20 through September 25, 2021.

Alumni Hall of Fame Event, September 23; always a great event highlighting distinguished Alumni. Hope to be back in-person next year.

Feedback from students - thrilled to be back to anything "in-person." Bonfire ended up with huge turnout (900+ students); definitely more volunteers needed during and after event especially.

Cougars Unleashed Homecoming Run - September 25 - overall, very pleased with turnout and volunteerism. (hosted by Alumni Association)

Cougar Fan Zone - (student/alumni together seemed to go well); students loved the food trucks and \$5 food vouchers - big hit.

Improved announcements as to last-minute changes (especially regarding location changes) in case of inclement weather.

Petting Zoo was a giant hit.

Discussion for next year as to 'few bigger events' - less more smaller events. (Some of the student organizations that had signed up did not show up.)

Overall -- more volunteers -- if not sponsoring an event during Homecoming, VOLUNTEER YOUR TIME, PLEASE.

Homecoming next year is September 19-24, 2022.

UNIVERSITY STAFF SENATE
COMMITTEE QUARTERLY REPORT

Committee Name	Honorary Degrees and Distinguished Service Awards			
Report Submitted By	Bill Weidler			
Role/Position	Staff Senate Representative/LIS MakerLab Manager			
Quarter Submission	<input type="checkbox"/> Aug	<input checked="" type="checkbox"/> Nov	<input type="checkbox"/> Feb	<input type="checkbox"/> May

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).
Consider nominees chosen for honorary degrees and distinguished service awards.

Major Activities or Actions Since the Last Report
The committee is currently accepting nominations for these awards until Friday, October 22, 2021 deadline.

Activities or Actions Under Consideration or In Development

Areas of Particular Concern or Interest Relevant to the Staff Senate

Questions, Challenges, and Resources Needed

Goals and Action Items

Other Notes/Comments
I requested to opt out from my commitments to this committee due to obligations of the area I serve in LIS.