

**UNIVERSITY STAFF SENATE REGULAR MEETING**  
**Mississippi/Illinois Room, Morris University Center**  
**Zoom Meeting ID 945 0315 5890**  
**September 7, 2023 – 8:30am**  
**Approved Minutes**

The regular meeting of the University Staff Senate was called to order at 8:32 am on Thursday, September 7, 2023, by President Kelly Jo Hendricks.

**Present:** Kelly Jo Hendricks (President), Doug James (President-Elect), Keith Becherer (Past President), Angie White (Secretary), Cindy Cobetto (Treasurer), Denyse Anderson (CSNP Constituency Rep), Andrey Ayers (ASRP Constituency Rep), Steven Green (CSOR Constituency Rep), Maria Ferrari, Amie Flatt, Cory Harlan, Sarah Kirkpatrick, Dusty Rhodes, Trish Scheibal, Michael Tadlock-Jackson (ex officio)

**Absent:** Sara Colvin (ASNR Constituency Rep), John Caupert, Mike Hamil, Shane Kessinger, Collin Van Meter

**Guests:** Carl Chambers, Bonnie Brueggemann, Jennifer Cottingham, Rachel Garrett, Lavontas Hairston, Kira Hamann, Jenna Heng, Barbara Kane, Felicia Kohlberg, Jamie Mackenzie, Patricia Merritt, Lisa Mosley, Teresa Shipton, Brandon Stookey, Nancy Sullivan

**APPROVAL OF MINUTES:**

Minutes for the August 3, 2023, meeting was approved as written.

**REPORTS:**

President Kelly Jo Hendricks – Attended platform party convocation, several welcome ceremonies for different ethnic groups. Now a System Staff Advisory Committee Member. New October dates for the Leadership training. BFSA and QFSA discussions involving moving to Diversity Council. Shared staff concerns regarding the 283 campaign and will continue to voice staff concerns regarding salaries, contracts, and morale. NCERC Luncheon – be sure to register if you are able to come. Times will be announced soon for Vice Chancellor for Student Affairs interviews. Signed up for a table at the Employee Wellness Fair, sign-up sheet to work at the Staff Senate table (1-hour slots). Participated in the Policy Review meeting and has updated the flyer. Files will be shared with Constituency Reps and Public Relations.

President-Elect Doug James – New staff lists are being edited hope to have out in the next few weeks. Still need members for AD HOC Comm – Univ. Quality Council. Associate Provost Elza Ibroscheva is the chair.

Past President Keith Becherer – Met with Carl, Policy Review Committee. SURS Retirement Seminar 9/21 by zoom. Must register to participate.

Secretary Angie White – Padfolios have been proofed, order placed, and Michael has paid the bill. Need flyer files to send out remaining old padfolios and have for new padfolios when they arrive.

Treasurer Cindy Cobetto – submitted a treasurer's report. \$14,000 available for scholarships.

There were no other executive reports.

Vice Chancellor for Student Affairs search – Interviews to be held soon.

School of Business Dean search – no update.  
Chief of Police search – no update.

**ACTION ITEMS:**

None.

**GUEST SPEAKER:**

Carl Chamber, HR director, spoke on several topics.

- A. **Roll out Electronic Time Sheets** – most issues have been resolved. Biweekly on track for Feb. 2024. Faculty TBD, faculty need training and a training schedule needs to be worked out.
- B. **New Employee Orientation** – plan to have an all-day Orientation, in person, more interactive, engaging topics and speakers. Tour of campus. Will be offered twice a month. Topics covered, benefits, employee compensation, payroll. A town hall will be offered for those new employees who received the online orientation and would like to attend an in-person orientation.
- C. **Exit Survey** – Carl is currently tweaking. Will be an electronic exit survey to find out why the person left the university (low morale, pay, retirement, etc.)
- D. **Stay Survey** – this is an internal survey departments can use to find out the climate of an individual/team/department. Fillable form either in Microsoft forms or share point. Not for capturing data, the person administering the survey would have to come up with own data.
- E. **How many have left the university** – Carl could not answer. Could tell us 596 position requests had successfully gone through the SPA process approved. 148 of those were grant funded positions. Could not tell us how many had not been approved or the total number of positions sent through the SPA process. Carl said that if he had more information he might be able to better answer the question.
- F. **Employee Engagement Events** – Currently brought back service awards and employee appreciation. Can HR do more, yes. Looking into brown bag lunches, surveying employees for ideas. Staff Senate will share some of their data. Revamp employee of the month.
- G. **4 Day Work Week** – pilot had been successful. Need to submit a ROWA form (Alternative or Remote Work Proposal for Non-Faculty). Needs to be approved by supervisor, supervisor has the right to discontinue at any time. Some areas a 4-day work week may not be feasible.
- H. **Is remote going away** – Has not heard anything. However, there are probably only about 20% in the U.S. that are still working remote since COVID.
- I. **Redacted Applications** – The chair or leader of the search team has the right to request to see all applicant's application that applied for the position, not just the top 3 for Civil Service postings (does not apply to AP). You can request 5 days before the position application deadline or the day after it closes.
- J. **System Question** – Why are SIUE employees charged fees to enroll in classes when SIUC is not?  
– This is not an HR question; this is a system question or a question for the Chancellor.

**UNFINISHED BUSINESS:**

There are several open Senator positions. Three vacancies in Civil Service Open Range, one in Civil Service Negotiated & Prevailing, one Alton campus senator (ALT CSNP/REP), and one East St. Louis campus senator (ESL CSOR/ASNR).

**NEW BUSINESS:**

The Employee Wellness Fair is on September 19, 11 am – 2 pm, in the Meridian Ballroom. There will be a Staff Senate table, and we have a sign-up sheet for those who would like to work at our table.

We have a Senator resignation, as Carolyn Jason has stepped down as an East St. Louis campus senator (ESL CSOR/ASNR).

**COMMITTEE UPDATES:**

Policy Review – setting dates for future meetings.

Staff Development & Well-Being – Benefits and leave workshops. Continue to have workshops throughout the year. Ideas – senator take a representative to lunch.

**ANNOUNCEMENTS:**

- A. Employee Wellness Fair on Tuesday, September 19th
- B. Invitation from SUAA to join the Understanding your SURS Benefits presentation
- C. on September 21, 2023, Noon. Register: <https://tinyurl.com/44mvkz3y>
- D. NCERC 20th Anniversary Luncheon, Oct. 12, 11:30am
- E. October 5th Meeting – School of Dental Medicine – Alumni Conf. Room, Bldg. 273
- F. Staff Leadership Training – October 4-6 – 10:15 – 4pm
  - i. Section 219 – The Roles of a Leader. Wednesday, October 4
  - ii. Section 220 – Unleash Initiative & Enhance Decisions. Thur., October 5
  - iii. Section 221 – Unleash Initiative & Enhance Decisions. Friday, October 6

**FUTURE AGENDA ITEMS:**

Lauren Bartshe, Executive Director in the Chancellor's Office, is our guest speaker next month.

**PUBLIC COMMENT:**

Go to student policies and view Policy for Parental Leave for students to get an idea of what the Parental and Family Leave policy may look like for faculty/staff.

Employee Training/Orientation – generic in the past. Perhaps tailor it to the group of new employees who are registered for orientation. Have benefits and retirement employees at every orientation.

**ADJOURNMENT:**

The meeting adjourned at 9:50 am.

Submitted by Angie White, Staff Senate Secretary