The regular meeting of the Staff Senate was called to order on February 4, 2010 at 9:04 a.m. in the Morris University Center Mississippi Room by Brian W. Lotz, President.

Present: Bartholomew, Downey, Dusenbery, Erb, Fetters, Gorsage, Hamil, Harris, Herbeck, Hicks, Kremer, Lotz, Miller, Pulley, Schoenborn, Stunkel, Candela, Turley

Panel: Gaffney, Nash. Ex Officio: Sherrie Senkfor

Guests: Kari Williams, Aestle (student reporter), Jennifer Vandever, Associate Vice Chancellor for ITS

Announcements:

Guest Speaker: Associate Vice Chancellor for ITS Jennifer Vandever – ITS Restructuring. After giving a brief presentation of the changes being made to the ITS, Jennifer answered questions.

Approval of January 21 minutes: The minutes were approved as written.

Old Business

Policies:

1. SIUE Alternate work Schedule Policy

Civil Service, Professional and Administrative Staff

Greg Herbeck, Chair of the Policy Review Committee made a motion that the Committee recommends the Staff Senate to forward the policy with the Staff Senate’s recommendations to Human Resources with comments as stated below:

1) Use a number reference such as 37.5 hours or 40 hours whichever applies in place of term “core hours”

2) Requesting a definition of “core hours”

3) Establish in policy a process to request altered schedule outside of “core hours” to be used in cooperation of departmental needs with the understanding there will invariably be exceptions.

4) When using the term “24/7” also use suggested language of “to adjust for operational needs” in correlation with the different slow or busy times in a unit.

5) A disclaimer or inclusion for contract language.

It was seconded by Mike Hamil. There was a discussion on all the points of recommendations. The motion passed with 2 abstentions.

2. Campus Safety and Security Video Surveillance and Monitoring Policy

Greg Herbeck, Chair of the Policy Review Committee made a motion that the Committee recommends the Staff Senate to forward the policy with the Staff Senate’s recommendations (stated below) to Human Resources with comments.

1) Section D. Approval Process and Compliance with Laws:

   1. Define “legitimate personnel”

   4. Whose “highest standards”? Requested that the policy should state whose standards are being used.

2) Section E. Notification of Employees and Bargaining Units:
2. “If lawfully required” is requested to be removed. Begin the sentence with “The”.

3) Section G. Collection and Storage of Information:
   How long is information kept? There is no established time in the policy. It was requested that the policy should state how long the information is kept or possibly refer to the “standards” in which the time should be established.
   There was some concern about if the data was being stored on a hard drive and how many levels of wiping would be used to clean the computer when sent to Surplus in the event that someone else would acquire the computer and possibly access the information.

   Should it be made aware to the SIUE community that if a crime is committed under the surveillance, that the local police department or the county sheriff’s department would have jurisdiction and be contacted first. It was seconded by Kyle Stunkel. The motion passed with 2 abstentions.

Other Old Business:
It was decided that for future policy review items that the name of the policy would appear on the Agenda and everyone would have a copy of the policy at the meeting.

Sherrie Senkfor inquired about whether the Staff Senate representative that will be on the AQIP committee has been appointed yet. Brian will let her know who the Staff Senate Executive Committee recommends as soon as possible.

Brian reported that an employee requested to hear the tape from the last Staff Senate meeting when Kenn Neher attended.

Jesse Harris brought a parking request to the Parking Committee Staff Senate representative from staff at the Student Success Center for accessible parking spaces near the closest accessible entrances at the Student Success Center which is the Disabled Student Services Office entrance. The handout of the request is filed with the minutes. Jesse Harris made a motion to send the request from staff at the Student Success Center to Parking Committee and ADA. The motion was seconded by Bill. There was further discussion. The motion passed. Jesse will send Brian the request electronically.

Brian called a 10 minute break at 10:30 a.m.
Bran called the meeting back to order at 10:41 a.m.

Reports
Ex-Officio Reports
Personnel: Refer to Old Business and Other Old Business.
SURS: No report
SUCSAC: No Report
Panel Reports
Negotiated and Prevailing: Todd Bartholomew reported that there is an AFSCME rally on February 17 in Springfield, Ill at 10:00 a.m. in the rotunda if anyone is interested in attending.
Open Range: Catherine Miller reported that she sent a request to H.R. Director Sherrie Senkfor for the Open Range employee list. She has an open range listserv created and is ready to populate with the names.

Professional Staff: Jesse Harris reported that he communicated information about the policies to professional staff.

Satellite Campus Reports
Alton: No report.
E. St. Louis: 
UPBC: No report.

Policy Review Committee: Greg Herbeck covered the committee work in Old Business.

Scholarship Committee: Melanie Schoenborn will meet with Jesse Harris for a new fundraising idea in conjunction with the SS BBQ.

Fundraising Committee: Brian Lotz received an email from Samantha about the Fitness and Benefits Fair requesting information for their flyer to the SIUE community. Jesse Harris suggested a wine tasting and art event in the Spring or Fall as a fundraiser. There was a motion by Terry Downy to move forward to pursue the wine tasting art fundraising event. It was seconded by Jeff Hicks. The motion carried.

There was $105 in donations this month to the scholarship fund. Today a check for 20.00 from the Craft Fair and a check for $250.00 from AFSCME Local Union #2887(Mike Hamil) were passed to Jesse Harris to be deposited into the Scholarship Fund.

Goals Committee: No report.

Newsletter: Mike Hamil reported that he would like to have the newsletter out by the first week in April so the SS BBQ could be announced. It was decided that an electronic copy would go out to the Listserv again instead of hard copies in light of the budget.

Other Reports: Melanie asked why SIUE doesn’t have a designated special appreciation day for the SIUE staff.

Brian gave a budget update from his meeting with the Chancellor. He also reported on the hiring status for staff and faculty.

Council of Councils: Eastern Illinois University sent a thank you for the copies of Council of Councils handouts sent to them via email. Governor’s State University will host this year’s Council of Councils.

Parking & Traffic: Bill Dusenbery reported that the Science Building construction area is fenced off near the E lot. There will be more parking available for staff next year. Bill described how the code system for the B lot works. New “hand held” devices with cameras were purchased for parking services employees for better control over parking issues.

Jesse Harris reported funds available for the Summer Scholarship. Account balances: Scholarship account $1,296.49 and Benefit account $3,900.00

Bill Dusenbery made a motion to make available $1,500.00 for the Staff Senate Summer Scholarship to be distributed at the discretion of the Scholarship Selection Committee. Jesse Harris seconded. The motion carried.

Todd Bartholomew read a letter about his mission work he will be doing this year in the Dominican Republic.

Adjournment: Mike Hamil made a motion to adjourn. The meeting was adjourned at 11:32 a.m.

Approved as written on March 4, 2010 by the Staff Senate
Vicki Kruse/University Governance