UNIVERSITY STAFF SENATE

June 2, 2011

Approved Minutes

The regular meeting of the Staff Senate was called to order on June 2, 2011 at 9:04 a.m. in the Missouri Room in the Morris University Center by Michael W. Pulley, President.

**Guest Speaker:** Student Senate President Nolan Sharkey presented the We are One, We are the E campaign and requested the support of the Staff Senate. It is a campaign about accepting diversity.

**Present:** Bartholomew, Becherer, Dusenbery, Cobetto, Gaffney, Gibson, Hamil, Harris, Hicks, McKaig, Nash, Pulley, Sams, **Ex Officio:** Linda Wense, **Panel:** Schott

**Excused:** Bagaglio, Downey, Erb, Herbeck, Lotz, Candela

**Approval of Minutes:** The May 5, 2011 minutes were approved as submitted (Dusenbery, Bartholomew).

**Old Business**

Brown Bag: July 7 is the last date scheduled. Jesse B. Harris, Jr. led a discussion about having the July 7 Brown Bag lunch about WEP (Windfall Elimination Provision) GPO (Government Pension Offset) with a representative from the Social Security Office at an alternate location such as the East St. Louis Campus. The representative will contact Jesse with details. There was a discussion it was noted that the SUAA and H.R. Compensation Brown Bags went well with high attendance at each. Mike Hamil presented an idea for another Brown Bag lunch and will bring more details at a later date.

Mike Hamil made a ‘point of order’ to continue in the order of the agenda.

**Action Item**

- Scholarship Handbook revisions were presented as a second reading. William Dusenbery stated that during the first reading last month the Scholarship Handbook revisions were approved with punctuation and grammar changes and today are back for second reading and approval. Todd Bartholomew made a motion to approve and it was seconded by Jesse B. Harris, Jr. The motion passed.

**New Business**

Leading into New Business, Jesse B. Harris pointed out that the Staff Senate representative appointments on University Wide Committees need to report to the Senate with some consistency. There was a discussion about how often these representatives should report to the Senate. The Constitution and By-Laws states they should report on a ‘timely’ basis.
- ICAC (Intercollegiate Athletic Committee) Appointments: Michael Pulley presented the names of Kevin Schmoll and Kenny Porter from the Staff Senate Executive Committee for approval as Staff Senate representatives on the ICAC. The appointments were approved.
- AQIP: Michael Pulley reported on an informational item from H. R. Director Sherrie Senkfor that departments will receive a presentation by Vicki Scott on the results of the AQIP on staff engagement with students. There is a possibility the Staff Senate members will act as facilitators in a pilot training program directly involving them in training. Because of a major decline in staff engagement with students, there is a campus wide initiative in all departments. More information will come later.
- We are One, We are the E: William Dusenbery made a motion for the Staff Senate to endorse the campaign. Jack Nash seconded. The motion passed. Michael Pulley signed the pledge to endorse the campaign. There will be a campaign sign placed outside the University Governance Office to show the Senate’s support.

Ex-Officio Reports

Personnel: No report.
SURS: No report.
SUCSAC: Michael Pulley requested to move SUCSAC report to the first item under Ex-Officio Reports on the agenda beginning next month.
  - Linda Wense reported that there is still ongoing discussion of reclassifications and specifications and passed around a flow chart from the last meeting on how to develop specifications and exams. She explained that the process is used when a job classification is created or changed.
  - The system office is going to an Outcome Budget.
  - Susan Courson of SURS and serves as a representative on EAC shared a brown bag presentation at their last meeting that is used with their employees regarding retirement issues. There was a discussion to bring up the idea of a presentation to employees when Michael Pulley meets with the Chancellor next month. Linda submitted a copy of the presentation for reference in setting up a brown bag lunch or presentation with Susan Courson.
  - There was a discussion about having someone contact Susan Courson regarding availability to do presentations and/or brown bags at Alton and East St. Louis.

Jesse B. Harris, Jr. requested information regarding the flow chart that will clarify the current reclassification of Advisors in the Professional/Administrative constituency. Linda will follow up with some information on presentations that are already in place at the System Office.

There was a discussion about possibly streaming the presentation. Details will be discussed in the Executive Committee.

Linda reported that employees can request twice a year to review personnel files including H.R. files and all other files on campus according to the Illinois Personnel Record Review Act.
SUCA continued: In dealing with unnecessary job classifications, the system will combine three: Program Administrative Assistant (this one is deleted), Administrative Aid and Administrative Assistant I. The change was as a result of the UIC audit which found 162 (violations) out of 209 job classifications pulled at random. There was a discussion

Panel Reports

Negotiated and Prevailing: Negotiations are going on at this time for the electricians, plumbers and building mechanics, 2 carpenters, a painter, a laborer and 3 new building mechanics were hired recently. Crafts are working 60 hours a week at the present.

Open Range: Alan Gaffney reported that he is looking for two people from Open Range for the Scholarship Committee to replace Kyle Stunkel (retired) and Melanie Schoenborn (stepped down).

Professional Staff: Jesse B. Harris reported on reclassification for new hires in the Professional constituency. The old position left from the retirement of Suzanne Kutterer-Siburt will be reclassified for the new hire and duties divided among volunteers.

Satellite Campus Reports

Alton: No report.

E. St. Louis: Barbara Sams reported that Dr. Venessa Brown is the new Executive Director. They are in the process of changing the name of the Charter school to reflect ‘Pre College Programs’. Kwa Mister from the School of Business is the new Budget Director. A Benefits Option Presentation will be held on June 14. Some Trio programming starts this month. A STEM (Smart) classroom will be set-up in a lab classroom presently leaving no lab for the summer classes.

Public Relations Committee: William Dusenbery reported that a newsletter went out.

Newsletter: Jo Gibson reported that she is possibly looking at publishing the newsletter more frequently.

Policy Review Committee: Jeff Hicks reported that the committee is caught up and Sherrie Senkfor would like to meet with the committee quarterly.

Scholarship Committee: Jesse B. Harris reported that Norris Manning is serving as Scholarship Selection Committee Chair, Jesse reported on funds from the last fundraiser (BBQ). The final totals are not in yet. Jesse recommended two scholarships to be awarded for Fall and that there are funds available since there is a $4000 plus balance in the account. Some of that will go into escrow.

Request for Funds availability for Fall Scholarship

William Dusenbery made a motion to authorize the Scholarship Committee to award up to $2000 at the discretion of the Selection Committee for the Fall Staff Senate Scholarship. Jesse B. Harris seconded. The motion was passed.
Fundraising Committee: Jesse B. Harris, Jr. reported meeting with William Dusenbery at the Red Bud Winery and approved the site for a fundraiser. The Fundraising Committee is still looking at a date in the Fall or next Spring. They will be meeting with the planning person on whether to have a wine dinner or a much more elaborate event with an oral and/or silent auction. Email any comments or suggestions to Bill.

Jesse will follow up and report back on progress of the phone-a-thon by the August meeting.

Staff Senate BBQ Report: The catering bill was $1535.72 and not all the receipts have been collected for a final total, yet. Mike Hamil is looking at July meeting to have a final total of the BBQ fundraiser. There were no complaints on the price of tickets, and people seemed to like getting a bottle of soda with the meal.

Goals committee: No Report.

Other Reports: Michael Pulley made a request for interested persons for the Constitution and By-Laws Committee to contact him. Brian Lotz’ term will be up the end of August. Michael has requested Institutional Research and Studies to do the research for a reapportionment of the Senate since the last one was done possibly prior to 2007.

Holly Schott, Chair of the Elections Committee reported that the Election notice will go out today. The election date is July 6.

Adjournment: William Dusenbery motioned to adjourn. The meeting was adjourned at 10:35 a.m.

Approved as submitted July 7, 2011 by the University Staff Senate
Vicki Kruse/University Governance