UNIVERSITY STAFF SENATE

October 4, 2012

Approved Minutes

The regular meeting of the Staff Senate was called to order on October 4, 2012 at 9:01 a.m. in the International Room, Morris University Center by Keith Becherer, President.

Present: Bartholomew, Becherer, Cobetto, Cooper, Dickey, Dusenbery, Gaffney, Gilmore, Hamil, Kershaw, Ross, Mumphard, Ormesher, Welter, Candela, Ex Officio: Manning

Excused: Caupert, Jr., McKaig

Guests: Dr. Rhonda Comrie, Faculty Senate President; Erik Zimmerman, Student Gov. President; Scott Gluntz, UQC Staff Senate representative

Announcements

Homecoming Events: Tuesday October 9th through Sunday

The Chancellor’s address will be on October 16 at 2:30 p.m. in the Meridian Ballroom. Monday, October 8 is Preview.

Family Weekend is the 19th through October 21st and SIUE is expecting around 1800 students and parents to visit on this weekend.

Keith introduced the President of the Faculty Senate Dr. Rhonda Comrie. Dr. Comrie gave a brief summary of what the Faculty Senate does through its Councils: Curriculum Council, Welfare Council, Rules and Procedures and Faculty Development Council. She also touched briefly on these areas:

- Dr. Comrie explained that the Senate is working on the definition of faculty to include Health Science program
- East St. Louis question
- Losing faculty to retirement and attracting new faculty
- New Freshman Seminar

Keith introduced the President of Student Government Erik Zimmerman. Erik gave a brief summary of what goals the Student Senate has set this year:

- Inclusivity
- Make Student Government more visible
- Highlight Campus Life
- Reach out to community with volunteer work, giving back, not just taking
- Reach out to businesses and connect students with them
- We Are One campaign, tolerance and inclusivity
New program in the spring, two day event which will include a visit from a top social justice speaker
Lobbying for Multicultural Center on campus
Safe Ride
There was a question about how can academic advisors help build new students up.
Keith introduced Scott Gluntz, University Quality Council Staff Senate representative. UQC meets on a monthly basis on the first Thursday. Scott explained the work of the Council and provided a handout which is filed with the minutes. The most recent project is Connections NOW which was about student success through staff engagement. There is a web site off of the Provost page that includes information about the Quality Council. There was a question about inconsistencies within the web pages, and Scott directed the person to address the question to the ITS Governance Council that oversees those things. Ultimately each individual department is responsible for their own pages.

Approval of Minutes: The September 6, 2012 minutes were approved as submitted (Bartholomew/Dusenbery).

Old Business
Ice Cream Cabaret: The event made $606.00, but Keith Becherer brought up that were direct costs and expenses involved that will soon in the future need to be absorbed by the Senate. Keith recommended that the Senate look at different options for this fundraising event and other ideas. A question was asked if the Senate would replace the event with something else during Cougar Welcome and if the Senate would be involved at all during the Welcome Week.
OMA (Open Meetings Act) Training: Keith encouraged everyone to take the training. Information of the Senate and its branches will be sent to Todd Wakeland in General Council, so he can determine whether the Staff Senate needs to comply.
Todd Bartholomew introduced Kwame Ross who will be the alternate for Wayne Mills the fall semester.

New Business
New Negotiated and Prevailing Senator: At the last meeting Todd Bartholomew nominated James Gilmore as senator for the constituency. Today, Keith Becherer asked for approval from the Senators. James Gilmore was approved as Senator.
New Administrative Staff Senator: At last meeting Cindy Cobetto nominated V. John Caupert (panel member) as senator for the constituency to fill the remaining term of Michelle Welter since she is now President Elect. Today, Keith Becherer asked for approval from the Senators. V. John Caupert was approved as Senator to fill the term which expires in 2013.
Administrative Professional Staff Policy revisions: Revisions were brought forth by the Policy Review Committee; Bill Dusenbery made a motion to approve all the revisions. The motion was approved.
Civil Service Staff Policy revisions: Revisions were brought forth by the Policy Review Committee; Kirt Ormesher made a motion to approve all the revisions. The motion was approved.
Reports
Ex-Officio Reports
SUCSAC: No report.
Personnel/VC Administration Designee: No report.
SURS: No report.
Panel Reports
Negotiated & Prevailing: No report.
Open Range: Mike Hamil reported that a group is looking at the grievance procedure and the four steps involved in filing. There was some discussion, but no action.

At approximately 10:00 a.m. the fire alarm went off and everyone all filed outside. After about ten minutes the group filed back to the International Room to resume the meeting at 10:10 a.m.

Administrative/Professional Staff: No report.
Satellite Campus Reports
Alton: Jackie Candela reported that the last person has been interviewed for the Dean Search at the Dental School and the committee will meet next week to make a recommendation.
East St. Louis: The East St. Louis Senators and Panel members nominated George Johnson as senator for the seat representing East St. Louis. (Dusenbery, Dickey, Gaffney). The nomination was approved, therefore ratified.
Bill Dusenbery reported on the appointment of Andrew Theising and Dean Bette Bergeron to replace Venessa Brown at the East St. Louis Campus to share duties of director.
Keith Becherer noted the November Staff Senate meeting will be at East St. Louis, and Dr. Andrew Theising will speak. The sign-up sheet for transportation to the November meeting will be passed around.

Standing Committees
UPBC: Norris reported that the Council met three times this semester to review process and budget and the next few weeks will be meeting on Fridays to discuss the Vice Chancellor’s and the Chancellor’s issues with the new budget.
UCB: Cindy Cobetto gave a report from Joseph Pearson about how many campuses have a Chick Fil A. Keith Becherer gave some information about the Chic Fil A issue and a student resolution to remove Chic Fil A off campus. The University has established a committee to look into the issue. There was a discussion.
Public Relations Committee: Bill Dusenbery reported that soon it will be time to start thinking about advertising for the May fundraiser.
Newsletter: The newsletter looked nice. Jackie requested ideas for the next one.
Policy Review Committee: No report.
Scholarship Committee: Norris reported that soon the announcement will go out for the Faculty for Collective Bargaining Scholarship for the spring 2013 semester.
Fundraising Committee: Bill Dusenbery reported that the venue, Lau Nae Winery in Red Bud, for the Wine tasting fundraiser is reserved and now people need to start actively working on the
schedule, tickets, arrangements for ticket purchases, silent or short oral auction and raffle. Bill will meet with the Lau Nae Winery personnel on October 16 and anyone else is welcome to attend.

**Goals Committee:** No report.

**Other Reports**

**Staff Senate President’s Report:** Keith Becherer reported that a representative from SUAA has asked to come to a Senate meeting to give information about pensions in relation to a referendum. She is tentatively scheduled for the November 1 meeting.

The Lt. Governor Shelia Simon will be on campus on October 19 for a brown bag lunch focusing on retention and graduation with the Faculty Senate and the Staff Senate. Please, RSVP to Vicki Kruse in the Governance Office. Lunch will be provided. There was discussion about accessing the emails the Governance secretary sends to Announcelist with a PDF attachment (newsletter) and when they send these out some people cannot open them because the PDF becomes a ‘dat’ file. Retirees would like to be informed of communication such as fundraisers, the newsletter and other news and opportunities. There was a discussion about reaching.

The Chancellor’s reception was well attended and much appreciated. Keith Becherer will send a thank you to her from the Staff Senate.

**Adjournment:** William Dusenbery made a motion to adjourn and Kirt Ormesher seconded. The meeting was adjourned at 11:13 p.m.

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**Information about University Quality Council for Staff Senate**

**What is AQIP & the University Quality Council**

- AQIP stands for Academic Quality Improvement Program (www.aqip.org)
  - AQIP attempts to infuse the principles and benefits of continuous quality improvement into the culture of colleges & universities.
  - The program provides an alternative process through which already accredited institutions can maintain accreditation status from the Higher Learning Commission of the North Central Association of Colleges & Schools

- **Goals of AQIP:**
  - Help member institutions improve performance and maximize effectiveness
  - Provide the public with credible quality assurance concerning higher education
  - Foster high performance colleges and universities

- **AQIP Requires:**
  - Measuring outcomes and analyzing the processes that produce them
  - Comparing your own performance with others’ performances and “best practices”
  - Seeing performance gaps as opportunities for improvement rather than failings
  - Focusing on strengthening processes to improve performance

- **AQIP Categories are to help analyze & improve the systems essential to all effective colleges & universities:**
  - Helping Students Learn
  - Accomplishing Other Distinctive Objectives
  - Understanding Students’ and Other Stakeholders’ Needs
- Valuing People
- Leading & Communicating
- Supporting Institutional Operations
- Measuring Effectiveness
- Planning Continuous Improvement
- Building Collaborative Relationships

- University Quality Council (per UQC Charge)
  - Was formed to provide ongoing vision, guidance, and support related to issues of quality & continuous improvement.
  - Coordinates the University’s accreditation process under the AQIP of the Higher Learning Commission.
  - Manages the Systems Portfolio and oversees the selection and review of all Action Projects.
  - Coordinates the Quality Checkup, Strategy Forum and preparation for reaffirmation of accreditation.
  - Principal Functions:
    - Communicate all UQC related activity to campus
    - Identify University-wide opportunities for improvement
    - Identify and select AQIP Action Projects
    - Commission teams to address University-wide opportunities for improvement, including Action Project Teams
    - Review all Action Projects

**Information provided from Higher Learning Commission PowerPoint presentation on AQIP and University Quality Council Charge document.**

**Committee members**
- Assistant Provost for Academic Effectiveness and Innovation, Dr. Denise Cobb: co-chair
- School of Education Assistant Dean, Dr. Vicki Scott: co-chair
- Provost, Dr. Ann Boyle
- Vice Chancellor for Administration, Kenn Neher
- Vice Chancellor for Student Affairs, Dr. Narbeth Emmanuel
- Vice Chancellor for University Relations, Dr. Patrick Hundley
- Assistant Vice Chancellor & CIO, Jennifer Vandever
- Associate Provost for Research & Dean of the Graduate School, Dr. Jerry Weinberg
- University Budget Director, Bill Winter
- Faculty Senate President-Elect, Dr. Susan Yager
- Student Government President, Erik Zimmerman
- Staff Senate designee, Scott Gluntz
- Secretary, Joe Feigl

**Past/Current Topics**
- Systems Portfolio
  - Review of Chapters
  - Review Teams
  - Systems Appraisal
- Comparative data for General Education
- Review of HERI & NSSE data
- Action Projects
SET – Student Evaluation of Teaching – (retiring project)
Student Success through Staff Engagement (Connections NOW) – (retiring project)
Curriculum Review
PRIME, Recruitment & Retention of Diverse Faculty – (new project)
General Education Assessment – (new project)

Past Projects
Met-Assessment Responding to the Systems Appraisal & NSSE Results
BRIDGE
Using Technology to Improve the Transition of Transfer Students
Creation of a University Quality Council
Lincoln Program Implementation
Redesigning Program Review

Approved as submitted November 1, 2012 by the Staff Senate
Vicki Kruse/University Governance