The regular meeting of the Staff Senate was called to order on June 6, 2013 at 9:03 a.m. in the International Room, Morris University Center by Keith Becherer, President.

Present: Bartholomew, Becherer, Caupert, Cooper, Dickey, Dusenbery, Gaffney, Gilmore, Kershaw, McKaig, Mumphard, Ormesher, Welter

Excused: Candela, Cobetto, Dickey, Hamil

Absent: Johnson

Keith Becherer announced:

- Major General (Ret.) Randal E. Thomas was appointed to the SIU Board of Trustees
- Dr. Shirley J. Portwood was appointed to the SIU Board of Trustees
- Springboard to Success sessions run May 23rd through June 26th
- July 4, 2013 regularly scheduled Staff Senate meeting is cancelled due to the holiday; next meeting will be on August 1, 2013

Keith requested a change in the order of the agenda to accommodate the guest speaker’s schedule. All approved.

Consideration of Minutes: The May 2, 2013 minutes were approved as submitted (Bartholomew/Dusenbery).

Action

The election date of July 10, 2013 was approved by all since the regular election day according to the Constitution and By-laws is the first Wednesday of the month and falls on July 4th holiday this year.

Crystal Connoyer received unanimous approval to serve the remaining Senator term expiring 2013 for the Negotiated & Prevailing constituency. Crystal is a Building Services Worker in Peck Hall. Crystal has worked at SIUE for 12 years.

Rebecca Cooper and Sarah Laux (Kimmel Leadership) were both unanimously approved to serve as Open Range representatives on the Policy Review Committee.

Old Business

Ombudsman Office for Staff: Keith recommended to table until a later date.
Staff Senate Treasurer’s Report

Diane McKaig submitted a report and is filed with the minutes. Diane went over the account business of transferring funds from the Benefits account to the Endowment and Spendable accounts leaving $900 in the Benefit account. Diane reported receiving late proceeds of $104 from the BBQ. The updated profits from that event stand at $405.

Diane McKaig motioned to move from the Benefit account $3000 to the Endowment account and $1000 to the Spendable account, a total of $4000 from the Benefit account. Bill Dusenbery seconded. There was discussion. It was approved unanimously.

Diane McKaig made a binder for the smooth transition of the incoming Treasurer. It will be stored in the Governance Office until a new Treasurer is appointed. There was a discussion.

New Business

1. Staff Senate Elections: The elections take place in July but nominations can be made at any regular meeting according to the By-laws Article II., Section 36:

   Nominations for officers can be made at any regular meeting prior to the special meeting for elections. Officers will be selected at a special meeting to be convened at the conclusion of the regular August meeting. Voting members will consist of newly elected and continuing Staff Senate members. Newly elected officers will assume responsibility September 1 of each year.

   Keith opened the floor for nominations for officers. Keith Becherer nominated John Caupert for the office of President Elect for 2013-2014. John accepted the nomination and gave a brief description of his work and service to other organizations. John earned his bachelor’s and master’s degrees from SIU Carbondale and has been Director of the National Corn to Ethanol Center for seven years.
   Keith closed the nominations as there were no other nominations at this time.

2. Keith brought forth a recommendation from the Executive Committee to review the Staff Senate constitution and By-laws and all operating papers. Keith read from the Operating Papers of the Faculty Senate Rules & Procedures Council and pointed out the service available from the Evaluation and Liaison Committee for the Staff Senate to utilize:

   • Evaluation and Liaison Committee

   • The Evaluation and Liaison Committee shall concern itself with the evaluation of the Chancellor and of the Provost and Vice Chancellor by the faculty (cf. Appendix # 2), with recommending possible changes in the Board of Statutes, with reviewing current practices and
policies in the area of academic governance, and with formulating and recommending guidelines for the governance of all academic units.

- The Committee shall concern itself with acting as liaison with internal bodies (Student Senate, University Staff Senate) and external bodies (SIUC and the Board of Trustees).

Keith reported that he spoke with Faculty Senate President Dr. Rhonda Comrie about the committee looking over the documents and she will relay the message to incoming President Dr. Susan Yager for the Rules & Procedures Chair.

After taking a verbal vote there was discussion which included discussion of a possible Senate committee for collaborating, and it was decided to take a roll call vote. The results are as follows:

Table 1: Roll Call Vote

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bartholomew, Todd</td>
<td>Y</td>
</tr>
<tr>
<td>Becherer, Keith (President)</td>
<td></td>
</tr>
<tr>
<td>Caupert Jr., V. John</td>
<td>N</td>
</tr>
<tr>
<td>Cobetto, Cindy</td>
<td></td>
</tr>
<tr>
<td>Cooper, Rebecca</td>
<td>Y</td>
</tr>
<tr>
<td>Dickey, Thomas</td>
<td>ABSENT</td>
</tr>
<tr>
<td>Dusenbery, William</td>
<td>N</td>
</tr>
<tr>
<td>Gaffney, Alan</td>
<td>N</td>
</tr>
<tr>
<td>Gilmore, James</td>
<td>N</td>
</tr>
<tr>
<td>Hamil, Michael</td>
<td>ABSENT</td>
</tr>
<tr>
<td>Kershaw, Tami</td>
<td>N</td>
</tr>
<tr>
<td>McKaig, Diane</td>
<td>Y</td>
</tr>
<tr>
<td>Mumphard, Danita</td>
<td>Y</td>
</tr>
<tr>
<td>Ormesher, Kirt</td>
<td>Y</td>
</tr>
<tr>
<td>Welter, Michelle</td>
<td>Y</td>
</tr>
<tr>
<td>Jackie Candela</td>
<td>ABSENT</td>
</tr>
<tr>
<td>George W. Johnson</td>
<td>ABSENT</td>
</tr>
</tbody>
</table>

Y = 6, N = 5, the **motion passed**.

Reports

Ex-Officio Reports

SUSSAC (Pulley): No report.

Personnel/VC Administration Designee (Senkfor): No report.

SURS (Bayne): No report.
Panel Reports

**Negotiated and Prevailing** (Bartholomew): Todd Bartholomew reported that the Building Service Workers from East St. Louis Head Start are working here this summer. Negotiations will begin for Building Services Workers and have begun for the Clerical Kindred local.

**Open Range** (Cooper): No report.

**Administrative/Professional Staff** (Cobetto): No report.

**Satellite Campus Reports**

**Alton** (Candela): No report.

**East St. Louis** (Johnson): No report. Bill Dusenbery gave a report regarding Head Start and the possibility of potentially closing of centers to save 5.2% on the budget. The mold problem in the restrooms in Building A is being resolved with some remodeling and clean-up. A kitchen-type sink is being added in the building for washing coffee pots and dishes. Bill reported that the East St. Louis Center for Performing Arts (Kathryn Dunham) is being revitalized.

**UPBC**: No report

**UCB**: No report.

**Public Relations Committee**: Bill Dusenbery reported that the date for the next newsletter hasn’t been set, but will be published as usual. Bill reported that there is a need for some piece of literature or brochure to be created for the promotion of the Staff Senate Scholarship Fund to use when talking to potential donors. Jo Gibson noted that Jim Benhoff from Communications and Marketing is a point person for helping create such pieces. Bill needs volunteers. Danita Mumphard will be interested in email communication to see if she is able to serve in that area. John Caupert recommended Courtney Breckenridge from his department who is a Mass Communications graduate and does that kind of work. These people are available for committee work: Bill Dusenbery, Danita Mumphard, Jo Gibson, and Courtney Breckenridge.

*Update: June 6, 3:47 p.m. Courtney Breckenridge contacted the Governance Office Support Associate by email and volunteered her services. Her email was then forwarded to Bill Dusenbery copying all interested parties for further communications between the listed committee volunteers.*

**Policy Review Committee**: No report. Keith will share the two new appointed members’ names with Sherrie Senkfor and Greg Herbeck, Chair.

**Scholarship Committee**: A request for the Fall Scholarship funds availability in the form of a motion was made: Todd Bartholomew motioned to make $2000 available for the Fall 2013 Staff Senate Scholarship and to be distributed at the discretion of the Scholarship Selection Committee. Bill Dusenbery seconded. There was discussion. The motion was approved.
Fundraising Committee: No report.

Goals Committee: Keith Becherer gave his final report in the form of two memos to Michelle Welter, President Elect. The memos are filed with the minutes.

1. 2012-2013 Update of Staff Senate Goals: Keith strongly recommends annual goals
   a. Keith noted that the Strategic Planning Committee included a formal recommendation that the words “Shared Governance” will be referenced in the long term goals of the University in the document.

2. Recommendations for 2013-2014 for President-elect Michelle Welter
   a. John Caupert recommended the first point of having a Staff Senator formal orientation first for the current Senate and second for the incoming new senators. Kirt Ormesher agreed that this could benefit the work of the Senate.

Keith introduced the guest speaker.

Guest Speaker: Steve Jankowski, Director of Alumni Association

Steve Jankowski shared some history of the Alumni Association, the Association is now a ‘no dues paying’ association and membership includes all 93,000 alumni who receive the e-Connections magazine twice a year, the office is staffed by three employees, it is a 501 C 3 Nonprofit organization, there is an Alumni Hall of Fame. Steve reviewed a list of well known and accomplished SIUE Alumni. Keith thanked Steve for sharing information about the Association and asked him what the Staff Senate can do. Steve invited the Senate to engage with the Alumni in mentoring programs, projects that alums can be involved. There were other questions about non-traditional students and mentors, New Freshman Seminar, and retirees having a connection also to the University. Steve recognized the need for retirees to be engaged, celebrated and recognized by the University and suggested that maybe the Senate could play a part in that. If anyone would like to contact Steve his email is sjankow@siue.edu.

Other Reports

President’s Report

Keith reported:

- Keith participated in the May 3 and 4 commencements and the Friday evening dinner.
- May 9 he attended the SIU Board of Trustees meeting in Carbondale where a 5% increase in SIUE tuition was approved, Trustees Thomas and Portwood were in attendance. General Thomas was elected Chair, Dr. Mannering was elected Vice-Chair and Judge Lowery was elected Secretary. Keith expressed thanks to Student Trustee Hamilton for his tremendous representation and advocacy for SIUE.
- Keith shared a letter from the Chancellor regarding the Staff Appreciation Day. It is filed with the minutes.
- Keith attended the reception in honor of the three members of SIU Board of Trustees whose terms are up. Many were in attendance; former and new trustees, President Poshard, the
Chancellor, and outgoing Student Trustee Hamilton and incoming Student Senate President Alexa Hillery.

- Keith is now serving on PRIME (Promising Recruitment and Retention Initiatives Mark Excellence). The focus of this committee is for evaluating Tenured Faculty.
- Search continues for the Vice-Chancellor for Advancement Search Committee; Keith is Chair.
- Keith is attending the Pride Fest in St. Louis with others representing SIUE and requested others on the Senate to attend.
- The next Board of Trustees meeting is July 11 in Springfield. Keith will be attending as well as Michelle Welter. Keith will be meeting over the summer with the past and future Staff Senate and Faculty Senate presidents for a smooth transition.

Keith recognized that today is Diane McKaig’s last Staff Senate meeting before she retires on June 28. On behalf of the Staff Senate Keith presented Diane with a One year membership to The Gardens as an expression of appreciation for her service to the University through her service on the Staff Senate. Diane thanked everyone.

Parking and Traffic Committee: Bill Dusenbery reported that there will be a Bond increase which will increase the parking passes this year. He pointed out that no money from the State goes towards Parking and Traffic. It is all cost recovery, funded by bonds. There will be more construction.

Adjournment: The meeting was adjourned at 10:55 (Bartholomew/Dusenbery).

Approved as submitted on August 1, 2013 by Staff Senate

Vicki Kruse/University Governance
<table>
<thead>
<tr>
<th>Fund Summary</th>
<th>Email Address</th>
<th>Amount</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund Number</td>
<td>1234567890</td>
<td>$4,567.89</td>
<td>04/01/13</td>
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<tr>
<td>Fund Number</td>
<td>9876543210</td>
<td>$7,890.12</td>
<td>04/02/13</td>
</tr>
</tbody>
</table>

Note: The table data is specific to the fund summaries and email addresses mentioned.
1. To unify staff Senate Scholarship Endowment Spendable Cash

2. To unify staff Senate Scholarship Endowment Principal (Proceeds from Employee Banquet)

3. To move: $4,967.33

4. To reimburse 8 account for BBQ Dining Services Invoice

5. To reimburse 8 account for Banquet Expenses

6. Senate Benefit Account
DATE: June 6, 2013
TO: Michelle Welter, President-elect
FROM: Keith Becherer, President and Chair of the Goals Committee
SUBJECT: Update on 2012-2013 Staff Senate Goals
CC: Staff Senate
Dr. Julie Furst-Bowe, Chancellor

President-elect Welter:

The five (5) goals listed below were established in December 2011 by the Goals Committee. Prior to these new formalized objectives, the only record for the Senate regarding goals was discussion at the October 2006 meeting and the previously established goals from 1991-92.

The Senate had a tremendous amount of success this year along with multiple points of pride in accomplishing these goals. Additionally, the goals allowed for greater accountability which is critical for the Staff Senate to maintain a part in the vital role of Shared Governance at SIUE.

It would be my strong recommendation to formally maintain annual updated goals to allow for measurable results, evaluation and continuous improvement.

Please find the following report to be formally submitted into the record for the Staff Senate:

1. In support of the academic mission of the University, the Staff Senate will operate in a fashion that allows students to succeed academically and earn their degree in a timely manner.

   • President Becherer served on the Chancellor’s Strategic Planning Update Committee during the 2012-13 School Year. Pending official SIU Board of Trustees Approval, language will be included in the Mission that states “student-centered” and long-term goals specifically address retention and graduation initiatives.
   • Dr. Kevin Thomas, Director of Retention and Student Success, addressed the Senate to provide updates on campus-wide initiatives and to solicit feedback from the Senate.
   • The Staff Senate appointed Julie Beall-Marshall to serve on the Chancellor’s newly established Campus-Wide Calendar committee to evaluate and make recommendations on how SIUE can support student success and graduation rates.
   • A formal recommendation was submitted to the Chancellor by President Becherer for her consideration to evaluate the drop date of student employees prior to the first tuition payment each semester causing financial hardship for many of our students. The Chancellor formed an Ad Hoc group and may consider changes based on a review by this group.
• The SIUE Employee Banquet raised over $3,000.00 to support the scholarship fund.

2. **The Staff Senate will participate and play a vital role in the University Governance system.**
   Input, feedback and service on campus-wide committees will be paramount to the success in these decision making processes.
   - President Becherer served on the Strategic Planning Update Committee.
   - The Senate approved changes to the operating papers for the University Planning and Budget Council.
   - The University Diversity Plan was presented to the Staff Senate for feedback and comments before being finalized and presented to the University Community.
   - Senator Danita Munphard served on a committee to establish the first ever official University Seal for SIUE.
   - President Becherer served on an Ad Hoc group established to review a recommendation by the Student Senate that Chick Fil-A be removed from campus.
   - President Becherer was selected by the Chancellor to Chair the Search Committee for the Vice Chancellor for University Advancement position.
   - President Comrie, President Zimmerman and President Becherer all spoke on behalf of their respective constituents at the Official Installation of Chancellor Furst-Bowe on April 19, 2013.

3. **Clear and open lines of communication will exist between the Senate, our constituents and the administration of the University.**
   - Chancellor Furst-Bowe formally addressed the Senate at the September 2012 meeting and also invited the entire Senate to a social reception at her home to begin the new school year.
   - Faculty Senate President Dr. Comrie and Student Body President Zimmerman addressed the Staff Senate to provide updates.
   - Senate President Becherer formally addressed both the Student Senate and Faculty Senate to provide updates on our actions and initiatives.
   - The Chancellor and all Constituency heads met together during regularly scheduled monthly meetings.
   - Dr. Timothy Schoenecker, Chair, of the University Planning and Budget Council presented to the Senate to provide an update on the finances of the University.
   - Dr. Emmanuel, Vice-Chancellor for Student Affairs addressed the Senate in February to provide updates within Student Affairs.
   - Multiple individuals presented to the Senate on topics including but not limited to Intercollegiate Athletics, The Gardens at SIUE, construction updates, East St. Louis campus and the Campus Climate Index.

4. **The Staff Senate will work closely with Human Resources and University administrators to ensure the interests of our employees are being addressed, evaluated and protected.**
   - The Policy Review Committee continues to serve a very important role addressing items and policies including but not limited to Video Surveillance, Pets on Campus, Social Media, Family Medical Leave Act and Grievance Policies.
5. The Staff Senate will serve as a medium to make the University community aware of local, state and federal legislative actions that could have direct and/or indirect impact on SIUE.

- Illinois Lieutenant Governor Sheila Simon met with members of the Staff Senate on October 19, 2012 to discuss topics impacting higher education.
- The Staff Senate passed a resolution in support of SIU Board of Trustees proportional representation amongst the three (3) campuses.
- A formal Letter of Commendation was sent to Mr. David Hamilton, SIUE Student Trustee, for his outstanding service and representation of SIUE during his term.
- The President of the Staff Senate continues to attend all SIU Board of Trustees meetings.
- Multiple updates were provided throughout the year on legislative topics ranging from proposed laws to new legislation including but not limited to the funding of higher education, pension reform, carry and conceal of firearms, smoking on public university property, sex offender registration for university employees, Clery Act training for employees, Open Meetings Act and the Illinois Board of Higher Education’s one-hundred twenty (120) hour degree completion.
- Mr. Mike Pulley, elected to serve on the Employee Advisory Council through the Civil Service System, provided regular updates to the Senate as an ex-officio member.
- President Becherer accompanied a delegation from SIUE including Chancellor Furst-Bowe, Dr. Emmanuel and members from Student Government to Springfield, IL and that met with local legislatures including Senator William Haines, Representative Jay Hoffman and Representative Dwight Kay.

Thank you for your review. Please let me know if you have any additional questions or comments.
DATE: June 3, 2013
TO: Ms. Michelle Welter, Staff Senate President-elect
FROM: Mr. Keith Becherer, Staff Senate President and Chair of the Goals Committee
SUBJECT: Recommendation on Updated Staff Senate Goals for 2013-14
CC: Staff Senate
    Dr. Rhonda Comrie, Faculty Senate President
    Dr. Susan Yager, Faculty Senate President-elect
    Ms. Alexa Hillery, Student Senate President
    Dr. Julie Furst-Bowe, Chancellor

President-elect Welter:

Please find the following recommendations regarding updated goals and objectives for the Staff Senate to consider for the 2013-14 Academic Year:

- Create a formal orientation session for all members of the Staff Senate to gain a better understanding of their role in the Shared Governance process.
- Utilize the Rules and Procedures Council of the SIUE Faculty Senate to review, update and edit as needed the Staff Senate Constitution and the By-laws and Operating papers.
- Examine the process to implement a Rally Day in Springfield, IL in conjunction with the Faculty Senate, Student Senate and the Chancellor’s Office.
- Work with Human Resources to incorporate Staff Senate items into the informational packets for new hires at the university.
- Establish a systematic approach for scheduling speakers and presentations at Staff Senate meetings to allow for maximum efficiency in the dissemination of information to our constituents.
- Maintain the strong working relationship and collaborative climate with the Chancellor’s office, Faculty Senate and Student Senate.
- Review the updated SIUE Strategic Plan and implement processes to best support the direction of the University.

Let me know if you have any additional questions or comments. Thank you for your consideration.
May 10, 2013

Keith Becherer
Assistant Director
Campus Recreation
Campus Box 1157

Dear Keith,

Thank you for your efforts to make our second annual Faculty/Staff Appreciation Day such a success. Many of our employees attended the event and clearly enjoyed the break from their daily schedules. I am pleased that I was able to interact with so many people from campus and also witness our co-workers mingling with each other and enjoy refreshments.

The slide show depicting all the different areas on campus was terrific. It’s quite rewarding to see people from all different departments enjoying their work and their colleagues.

I especially want to thank those of you who worked so diligently to obtain the attendance prizes for the event. What was a wonderful way to reward people for their work here!

Thank you again for all of your hard work. This year’s Appreciation Day was quite a hit.

Julie Furst-Bowe
Chancellor