A special meeting of the Staff Senate was called to order on Wednesday, October 9, 2013 at 2:00 p.m. in the Missouri Room, Morris University Center by Michelle Welter, President.

Keith Becherer, past president ordered that a Roll Call be taken:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Todd Bartholomew</td>
<td>Absent, but came in a few minutes late</td>
</tr>
<tr>
<td>Keith Becherer, Past President</td>
<td>Present</td>
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<tr>
<td>John Caupert, Jr., President Elect</td>
<td>Present</td>
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<tr>
<td>Cindy Cobetto</td>
<td>Present</td>
</tr>
<tr>
<td>Crystal Connoyer</td>
<td>Absent</td>
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<tr>
<td>Dana Dain</td>
<td>Absent</td>
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<tr>
<td>Thomas Dickey</td>
<td>Absent</td>
</tr>
<tr>
<td>William Dusenbery, Secretary</td>
<td>Absent</td>
</tr>
<tr>
<td>Gretchen Fricke</td>
<td>Absent</td>
</tr>
<tr>
<td>James Gilmore</td>
<td>Absent</td>
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<tr>
<td>Michael Hamil</td>
<td>Excused</td>
</tr>
<tr>
<td>Tami Kershaw</td>
<td>Present</td>
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<tr>
<td>Donna Lesicko</td>
<td>Present</td>
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<tr>
<td>Danita Mumphard</td>
<td>Absent</td>
</tr>
<tr>
<td>Kirt Ormesher</td>
<td>Absent</td>
</tr>
<tr>
<td>Michelle Welter</td>
<td>Present</td>
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<tr>
<td>Jackie Candela</td>
<td>Absent</td>
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**Guest:** Kenn Neher

**Post Office Closure**

Prior to the special meeting the Staff Senate gathered questions from the Senate members about the Post Office Closure. Ken Neher, Vice Chancellor for Administrative Affairs was sent the list prior to the special meeting. Kenn Neher provided answers to the list of questions:

**Questions Regarding Post Office Closure**

- What is the amount of revenue that this particular Post office makes?
  - SIUE receives $7600.00 a year.

- Talk about the process in which the decision was made?
  - Kenn said as a result of being asked to find ways to for the university to save money, he suggested to possibly close the post office. He was asked
to look into it further by the Chancellor’s Council and found out that SIUE is the only university that has a Post Office left on campus.

- SIUE will save $45,000 to $60,000 per year.

- Talk about who the persons involved in making these decisions are?

  - Chancellor's Council, Bob Vanzo, Kenn Neher, Chancellor

- Will the people who are losing their jobs, be actively helped to find another job on campus? If so, can they be moved into already open positions they qualify for?

  - Yes
  
  - One position was already shed. The person was laid off and actively helped to find another position with a pay cut. Hiring has to be in compliance with State Universities Civil Service System and have to be able to qualify in the top three for a position.

- What about the need, for postal services, of the growing base of International students?

  - People in the University Center including the book store have expressed interest in selling stamps and mailing packages. SIUE will continue to rent boxes downstairs in Rendleman. Kenn thinks they will continue to carry stamps.

- How can the three bodies of Governance (i.e. Faculty Senate, Staff Senate, Student Senate) be more involved in the decision making process?

  - Kenn said, “We are always interested in having the governance bodies participate. In this case Kenn didn’t know what happened in UPBC with this whole list of things; whether they run them past the members to get continued input from Senates.

- Are there any discussions or plans for future department closures or merges?

  - Not immediately, that Kenn knows of. Are looking at some type of an efficiency study. He thinks it will be very much scaled back. Looking at IT, but there are many possibilities. Space utilization is always an issue, but sometimes there are classrooms with no one in them. At this particular time, he is not sure there are any plans that he knows of to dramatically restructure and eliminate any more functions but SIUE is $10M down from where SIUE was in 2002. And, now University will have to pick up costs that CMS used to cover. BOT are reluctant to raise tuition.

Other questions and topics discussed:

- Unfunded mandates (state and federal), examples; Clery Act and reporting crime, Clean Water Act.
- Can the university know ahead when it affects the university as a whole? What were some of the other options? Kenn did not bring his list, but there were other options.
- Can SIUE ask for more rent?
- Postal Service is trying to close Post Offices all over country.
- Have never asked to increase rent.
- The ship has sailed.
- Usually talk with UPBC.
- Hiring from the top 3: can that be waived for certain circumstances? Kenn said No.
- Will have opportunity to meet with SUCS auditors and express concerns with the hiring process when someone is laid off.
- Campus mail—certified mail, Fed Ex will pick up.
- Secretaries shouldn’t be running everywhere for postal services or printed materials because of closures of post office and fast copy
- Checking on certified mail options.
- Contract workers from private company are being cut and there will be a significant savings by cutting them.
- Can Senates have a part in the process before decisions are final?
- Kenn promises to do better to include Senates in future. It would have been more receptive by employees if they were informed sooner.
- Need to work with UPBC reps, came through UPBC. Keith expressed concern about getting feedback from Senate.
- Representatives on UPBC are very important.
- In future, the hiring freezes will be more evenly spread—and not affect only staff positions.

On behalf of the Staff Senate, Michelle Welter thanked Kenn Neher for attending the special meeting and answering questions.

**Public Comments:** Who are the Staff Senate UPBC representatives: Norris Manning, Past President and Kathleen Gardner.

**Adjournment:** The meeting was adjourned at 2:46 p.m. (Welter/Kershaw).

*November 7, 2013 Approved as submitted by the Staff Senate*
*William Dusenbery/Staff Senate Secretary sitting in for University Governance Secretary Vicki Kruse*