UNIVERSITY STAFF SENATE  
April 3, 2014  
Approved Minutes

The regular meeting of the Staff Senate was called to order on Thursday, April 3, 2014 at 9:01 a.m. in the Alumni Conference Room #B273, School of Dental Medicine in Alton by Michelle Welter, president.

Present: Becherer, Cobetto, Dickey, Dusenbery, Gilmore, Hamil, Hunter, Kershaw, Mumphard, Ormesher, Welter; Alton representative: Candela; Panel Members: Broadfoot, Dain; Vicki Kruse (recording secretary)

Excused: Bartholomew, Caupert, Fricke

Absent: Crystal Connoyer

Announcements

- National Student Employee Week is the week of April 7th – 11th
- Lobby Day was yesterday April 2nd, report from Keith Becherer
- April 9th at 2:30 there will be a SURS Pension Presentation in Dunham Hall Theater instead of the University Restaurant because the room capacity was too low, highly encourage people to attend. The presentation will be recorded and available online
- April 9th from 11am-1pm in the Meridian Ballroom is the Employee Appreciation Event
- Benefits Fair is scheduled for April 16, 2014, still having a table so please sign up if you are able to help out.
- Board of Trustees meeting has been moved from April 10 to April 17 on the Carbondale Campus.
- Provost Candidate Senate Sessions, we have gotten through two and the next one is on April 7 and then there is one on April 17. There is a session that is especially for the senates, it is encouraged that you attend. 1:15-2:00, this one is in the Maple Dogwood. There is an open forum at 2:30 each session day, please try to attend one.
- The Executive Committee will not meet on April 17 due to the BOT meeting that morning in Carbondale.

Guest Speaker: Andrew Lenhardt is rescheduled for the May meeting due to miscommunication

Consideration of the Minutes: The March 6, 2014 minutes were approved as submitted (Dusenbery/Hamil).

Action Items

- Second reading of the Compensation Committee Elimination, the committee is included in the constitution however this committee doesn’t exist anymore. Bill Dusenbery made a motion to proceed in eliminating the committee so it can be eliminated from the constitution as well. James Gilmore seconded the motion. All approved.
Conflict of Interest Policy, Michelle Welter requested feedback from everyone, however she received little feedback. There was a comment on lack of involvement from people. Michelle Welter entertains a motion to have limited discussion.

- Bill Dusenbery made a motion to limit discussion to fifteen minutes. Jackie Candela seconds the motion and all are in favor. Discussion started at 9:11. Michelle Welter will add the recommendation to not make the approval/disapproval of disclosure mandatory.
- Bill Dusenbery made the motion to submit to the Public Relations Committee (PRC), Mike Hamil seconded and all approved. Michelle Welter will type a proposal up and send it to PRC. Cindy Cobetto will email Michelle Welter the next meeting date.

- Thomas Dickey ratified as Negotiating & Prevailing Panel member, Michelle Welter calls for a vote. All approved.
- Anna Broadfoot ratified as Negotiating & Prevailing Panel member, Michelle Welter calls for a vote. All approved

Treasurer Report: Cindy Cobetto reported balances of the Scholarship Foundation accounts:

Staff Senate Benefits spendable cash investment ending balance is $1231.33.
Faculty for Collective Bargaining cash investment ending balance is $17,581.75.
Staff Senate Scholarship Endowment is $63,633.60.
Staff Senate Scholarship spendable is $6,835.31.
In the reserve there is $56,750.29.

Old Business

Michelle Welter reported that updates to Staff Senate Constitution and Bylaws will be held off until the May meeting.

New Business

Chancellor's Open Forum: Michelle Welter gave a brief summary of the forum. Enrollment numbers look good for the fall. Also the numbers of incoming freshmen that have paid for Springboard have gone up from last year. The numbers from Missouri are up as well due to the fact that SIUE is now offering in-state tuition to residents of Missouri. These are all positive especially with the uncertainty of the state budget.

Lobby Day Summary: Keith Becherer reported 30-35 SIUE students and 25-30 from Carbondale. John Charles, government liaison gave a briefing of the system and the basics of lobbying to the students. Keith learned that the budget will probably be level funding and flat funding. The Governor wants to give an additional $50 million for MAP funding. The students advocated for that. President Poshard gave a quick update. The Chancellor was in attendance for part of the day. John Caupert was also there. Representative Dwight Kay spoke to student leaders. Representative Dan Beiser also spoke to students. John and Keith led students. Faculty was not able to attend because of schedules, but maybe next year. Cindy Cobetto gave kudos to John and Keith for the excellent job they did.
Governor Quinn’s Budget Address: Keith Becherer reported that the address was held last week. The Governor proposed to extend the tax increase that is set to expire at the end of December. If it is not done based on numbers coming out of the University of Illinois which we are going off of, SIUE would be looking at a 12 ½ % cut. Keith added that with this SIUE would be looking at limiting services. Keith mentioned the MAP Grant which received mixed reviews. Also early childhood was an incentive. It will be up to the legislature to decide about the tax. There will be more information to come on this topic at a later date.

Scholarship Brochure: Cindy Cobetto provided copies of the brochure. The brochure will be copied for handing out at the Benefits Fair.

Reports

Ex-Officio Reports

SUCSAC: Auditor visit for the executive committee- Keith Becherer reported that the SUCS auditor had the opportunity to meet with us to get feedback. There was a discussion about resume scoring and the test. Keith expressed that there is a good relationship with the system office and Human Resources. Keith asked the SUCS auditor if each year one group of people is identified to go after in an audit. The auditor explained that they look at cross samples and it is not random. SUCS Audit Overview is filed with the minutes.

Panel Reports

Negotiated and Prevailing: A negotiations meeting is scheduled for Local 2887 and Human Resources.

Open Range: An excel document of Open Range membership was sent Mike Hamil from Human Resources. He is working on updating the list for Open Range members and creating a listserv for communicating to the constituency.

Administrative/Professional Staff: Bill Dusenbery reported that there will be a meeting at the end of the month about the month for represented Administrative/Professional staff about their contract. They are still working on the contract but are ready for ratification.

Satellite Campus Reports

Alton: Clinical Board Exams were successful and were happy with the results.

East St. Louis: Waiting for Federal Government approve another five years of Head Start. The position that Andrew Theising holds will be up soon.

Standing Committees

UPBC: Keith Becherer reported that SURS retirement implication information is what goes with the information at hand which is that the law is the law. For the money purchasing formula, people are seeing a 20% reduction in their monthly take home and it is advantageous for them to leave. This could
cause an influx of individuals leaving the university that are not planned, and it is hard. The last time there was an influx a few years ago, it put a strain on Human Resources and a lot of disruption to the services for the students. Questions will be answered next week after the open forum.

**UCB:** April 14 Union Station moves to the Art Gallery for the renovations. After the renovation the Art Gallery will become meeting rooms for the students. Zip Car is a program where a student can rent a car for an hour or two, this would help the international students and students without a car. This program will not cost the University anything. This allows an 18 year old to use a campus car. The program will start with two cars and can add more, later.

**Public Relations:** The fundraising committee is working on a scholarship brochure with the help of Courtney Breckenridge. As soon as there is enough information to put in a newsletter, I will be published.

**Fundraising Committee:** The Staff Senate has a table at the Benefits Fair. Bill Dusenbery stepped down as co-chair and Donna will the chair.

**Goals Committee:** Keith Becherer reported that Lobby Day was accomplished for the Staff Senate to attend and hopefully will be approved again, next year.

**Presidents Report:** Michelle Welter had the opportunity to participate when AQIP was here for their audit for the campus’s accreditation. They were pleased with what they heard and will probably reaccredit the school. Michelle will be meeting with the Chancellor next week for the monthly meeting and will have an update at the May meeting. The enrollment numbers for the summer are up to 613 students, which are 21% up from last year. Michelle broke down the numbers for the types of classes. Advertisement was started earlier in January. Retention numbers are up this year. Michelle thanked Tami Kershaw for her work on the Employee Excellences Program Task Force which is looking at the employee review process. More information on this will be coming out later. These are positive changes. They are also working on the Supervisors’ Handbook for the program.

**Public Comment:** Bill Dusenbery reported from the Parking and Traffic meeting that this summer there will be parking lot work done with new LED lights which will be more cost effective. Nine parking lots that will be closed during those times, one of the biggest ones that will cause the most disruption will be Lot C, which is the meter lot. Lot C and Lot B will be pay by space. Mike Hamil added that this new system will have an app for the smartphone that will allow people to add more time to their car from wherever they are. This vendor will take cougar cards and credit cards. The kiosk will be solar powered. The only problem with this kiosk is that they will not give change. According to Mike Hamil this will not affect Parking Services staff. These changes will start soon, no date is known yet.

**Adjournment:** The meeting was adjured at 10:33 (Dusenbery/Kershaw)

*Approved as submitted May 1, 2014 by the Staff Senate*

*Vicki Kruse/University Governance*
Audit and Advisory Services Division:

Lucinda Neitzel, Assistant Director, Operations and Audit Division
Danielle Routh, Program Coordinator, Operations and Audit Division
Paula Mitchell, Human Resource Assistant

Audit Process Overview:

Assignment of Positions to Class—Auditors review material requested and determine the status of any outstanding items regarding civil service positions and control management. Samples of position descriptions are reviewed for currency and communication between supervisor and incumbent; and random interviews of civil service employees and their supervisors are conducted to determine proper class.

Compensation—Auditors review civil service pay and payroll documents to determine proper compensation within established rates/ranges for the agency/university. The System Office does not control how personnel are paid; only that they are paid within the proper range for the classification.

Employment & Separation Procedures—Auditors review personnel records, reconstruct registers to ensure employment within the top three, determine credentials for hire, and validate hours worked regarding extra help appointments. Other documents reviewed: disciplinary suspensions, dismissals, demotions, temporary upgrades, etc.

Examination Procedures—Auditors take inventory of examinations to ensure only current materials are used, validate e-testing implementation procedures, ensure security of materials, and check environmental controls to ensure they are conducive to adequate testing.

Principal Administrative Appointments—Auditors conduct a selective sampling of exempted position descriptions to determine currency and communication between supervisor and incumbent; interview employees to ensure positions are properly exempt from the Civil Service Act; and ensure agencies/universities utilize established procedures to exempt these positions. This area is a significant issue state-wide and remains the System Office number one concern.

Audit Report Structure:

- **Draft Audit Report (DAR):** Material and Non-Material Findings
  Distribution: HR Director and Direct Supervisor Only

- **Exit Conference:** (Only at Campus HR Request) Via Teleconference

- **Institutional Corrective Action Plan (ICAP):** Official Response from Agency/University to Findings

- **Final Audit Report (FAR):** Material Findings Only
  Distribution: HR Director, Direct Supervisor, and Merit Board Members

- **Non-Material Supplemental Report:** Sent Only to HR Director/Non-Material Findings