UNIVERSITY STAFF SENATE  
May 1, 2014  
Approved Minutes

The regular meeting of the Staff Senate was called to order on Thursday, May 1, 2014 at 9:03 a.m.  in the International Room, Morris University Center by Michelle Welter, president.

**Present:** Bartholomew, Becherer, Caupert, Cobetto, Fricke, Gilmore, Hamil, Hunter, Kershaw, Lesicko, Ormesher, Welter; **Ex Officio:** Senkfor; **Panel:** Broadfoot, Dain, Herbeck

**Excused:** Candela, Connoyor, Dickey, Dusenbery, Mumphard

**Announcements**

- Commencement is Friday May 9th and Saturday May 10th, Michelle Welter will represent the Staff Senate at all four of the ceremonies.
- Benefits Fair that was held on April 16th, Michelle Welter thanked everyone that helped and assisted with the table, it went well, Michelle appreciates the assistance with the table.
- Board of Trustees will be at SIUE next week on Thursday, May 8th in the Conference Center. It will be SIU President Randy Dunn’s first meeting.
- SIU President Dunn will assume his duties on May 1, 2014
- Director of Equal Opportunity and Access Candidate Open Forums: Chad Martinez, April 29-30, Jane McQueeny, May 1-2 and Kathy Lasher, May 6-7. Michelle Welter with be having lunch with all candidates and Michelle encourages the staff senate to go to the open forums, and if they do to submit the feedback forms.
- Staff Senate Scholarship Award Presentation with Chancellor Julie Furst Bowe is Friday, May 2, 2014 in the Chancellor’s office.
- Bob Vanzo sent New Policies from March Policy Council meeting which are Workplace Violence Policies and Procedures, 2C6 and 3C5 Revisions (Final Draft 04-15-2014), Clear and Present Danger Reporting Policy 2-2014 (Final Draft 04-15-2014) and Firearms Policy 2-2014 (Final Draft 04-15-2014). These are informational items, the policies were sent via email. The policies are already approved by the Chancellor’s Council. Michelle informed the Staff Senate that Bob Vanzo sent another policy, SIUE Threat Assessment Policy that was approved by the Chancellor’s Council yesterday, April 30, 2014. Michelle will email the policy to the Staff Senate. Michelle Welter discussed the policies. Michelle Welter welcomes any feedback on the policies and will pass it on if needed. Keith Becherer had a question on the Firearms Policy about pepper spray or mace, is it prohibited? Keith states that it didn’t say pepper spray in the policy, but Michelle Welter will ask and follow up to the Senate.

**Guest Speaker:** Andrew Lenhardt, Associate Director, Human Resources. Andrew first thanked the entire staff because they went through a civil service audit a month ago, and it was a lot of work that was done from the staff perspective, with a lot of coordination. The results for the audit are not back yet, should have them in the next month or so. Andrew reported that we can anticipate what changes that the Civil Service System may add as they look at everything. Meeting the minimum
qualifications that we test for, those position that we test for civil service, making sure we are classifying positions correctly that aren’t civil service. Andrew anticipates the results in a month or two and will let the staff know the results.

Andrew now changes topic to the hiring process. One of the things that Andrew has heard is how cumbersome it was, how difficult it is to hire. There are three forms. Andrew then discusses the forms. It takes time to fill out the paperwork, but once the paperwork is filled out, where does it go? It goes in to a black hole and it is hard to track, and Andrew fully understands this complicated system. Once it leaves the department level it could go to a chair, or a dean, or a vice chancellor or Human Resources, and “if it needs to go to chancellor’s council, when is the council?” It used to be once a week but now it is once a month. Then, the process could go back to Human Resources depending on if the institution complies and then back to Human Resources. At that time, it is ready to post civil service test and then send the applications. Andrew states that when the Chancellor first came, she was meeting with the constituency groups and heard that the hiring process could be better but the question is how that can be done. The forms require the essential information however SIUE didn’t have the technology that was needed for the departments to communicate at the same time. An application tracking system of physician management was purchased. Last year, about July/August, SIUE was tasked with looking at different vendors, seeing what applicant system would service the university best. A system where a hiring manager or the user could get in at any one time and see where that position is within the approval process. Also that could interface with the university’s banner. Training and a trial run of the program will precede the process going live. Andrew answered questions from the Senate. If anyone has any further questions, they can contact Andrew. Michelle Welter thanked Andrew for presenting the information to the Senate.

**Consideration of Minutes:** The April 3, 2014 minutes were approved as submitted (Bartholomew/Hamil).

**Old Business**

Updates to Staff Senate Constitution: Michelle Welter informed the staff senate that the executive committee did not meet in April. Michelle’s goal is to finish the updates in the May meeting and forward them to the senate for the June/July meeting.

**New Business**

Staff Senate Election: Michelle states that the elections will be coming up quickly, so provided everyone with information which included the list of members and terms for both the senate and the panels that are vacant or expiring this year. Michelle says that this is the time when the staff senate needs to start recruiting people or if name is on the list of members and you would like to stay to turn in the paperwork. Michelle wants to be pro-active about this before July.

Michelle Welter called a break at 9:56am

The meeting resumed at 10:05am

**Reports**

**Ex-Officio Reports**
SUCSAC: No Report

Personnel/VC Administration Designee: No Report

SURS: No Report

Panel Reports

**Negotiated and Prevailing:** Anne Hunter reported that the contract for Local 2887 was signed. Anne states that the negotiations committee wanted more however Human Resources did go with our longevity request, which is where the constituency received most of the gains. Percentage wise the group got a four year contract, 2% raise or same as unrepresented the first year whichever is more and a 1% and 1% or same as unrepresented whichever is more the following.

**Open Range:** Mike Hamil nominated Becky Cooper as an Open Range Senator and Panel member. The nomination will go on the June Staff Senate agenda for ratification. Mike just got news from IT’S for the list of employees and email addresses for Open Range. Mike is working on that now and soon will be able to send emails for updates and feedback.

**Administrative/Professional Staff:** Cindy Cobetto reported that the constituency voted on a contract but have not heard if it was ratified.

**Satellite Campus**

**Alton:** No Report

**East St. Louis:** No Report

**Standing Committees**

**UPBC:** Keith Becherer reported from Norris Manning’s report that there has not been any action the last few meetings. Rich Walker and Kenn Neher brought forth a RAMP request, which is a routine process that takes place with the state to request significant capital improvement projects. At the last Board of Trustees meeting they didn’t vote to approve the tuition increase, instead keeping tuition flat funding and that is going to have some impact on the budget. The meeting didn’t address fees; they pushed that back to the May meeting. The state appropriation is the big unknown at this time in the budget. It continues to be pushed back farther and farther into the summer months. No meeting is scheduled yet.

**UCB:** Cindy Cobetto reported that the last meeting was in April. There isn’t any new business, they wrapped up for the semester. Construction work continues on Union Station. They will not meet again until September.

**Public Relations Committee:** No Report

**Policy Review Committee:** Greg Herbeck handed out operating papers. Herbeck informs the senate on what the policy review committee does. Herbeck expresses his thoughts in the lack of representation at the meeting about the ‘Conflict of Interest and Commitment’ policy but thanks Donna for her input. Cindy listed members of the committee: Greg Herbeck, Chair, Cindy Cobetto, Jeff Hicks, Terry Downey, Brian Lotz, Sarah Laux. Michelle will send recommendations to Greg and
will also cc. Vicki for the files. The next meeting with Sherrie, Greg will bring up sending everything out. There was a discussion on Procurement Policy; Greg will bring up contractors and their employees’ background checks at the next Policy Review Committee meeting. Student Safety discussion was brought up.

**Scholarship Committee:** No Report

**Fundraising Committee:** Donna Lesicko thanked Todd Bartholomew for donating flowers for the Benefits Fair. Donna also thanked everyone that helped with the table. The fundraising table was nice looking. Courtney did a great job on the brochure. Mike Hamil and Todd set up the fundraising table. Donna received an email form Murphy about possibly having the BBQ in the Goshen Lounge next year. Michelle reserved the Goshen Lounge for same date as the Benefits BBQ. Donna will find out more about food. The committee will continue to work on the BBQ now for the next year. Tami Kershaw worked hard on getting “save the date” bookmarks. Donna says that they looked very nice. Donna appreciates everyone’s help. People that stopped by table were asking about the BBQ, people wanted the BBQ. Discussion on BBQ. Donna reports that we made 65 dollars on the raffle at the Benefits Fair. The raffle will continue all the way up until the banquet. Donna is continuing working on the banquet plans. There was a discussion about a gift card for the raffle. Donna says that there is a conflict with caterers and MOOSE charges and is being worked out; the banquet will be on September 18 and details on where will be announced soon. The fundraising committee requests the presence of everyone at the banquet. Donna asked for members of the staff senate to donate something to be raffled off during the banquet. A question was asked about getting a table cloth with SIUE Staff Senate on it. Michelle Welter will look into and follow up. Cindy Cobetto hailed a big Thank you is in order for Donna, Tammi and Becky Cooper for all their help.

**Goals Committee:** Final Report for the past year.

**President’s Report:** Michelle Welter and John Caupert met with the Chancellor with outgoing and incoming faculty senate and student senate presidents as well on Tuesday. The meeting wrapped up the year, talked about goals for next year. Michelle reports that the Chancellor gave updates. The Higher Learning Mission was here in March to do the accreditation visit and the report came back with positive feedback, there were no major recommendations required. Michelle says that the Chancellor mentioned that she had met with Dr. Dunn, the new president, the week before and leaves the meeting feeling positive about a number of things. As Keith mentioned, the April 17 Board meeting, which was in Carbondale, was very interesting. President Poshard announced that he was stepping down early and that Dr. Dunn was coming in. Two board members expressed their dislike very vocally. Again as Keith mentioned they did freeze tuition for another year, which does impact us for four years. The fees will be voted on at the May meeting. Michelle states that next week there will be a reception welcoming the new President Randy Dunn at 11:30 in the Meridian Ballroom. Please try to attend if possible. The summer session task force report just came out. Gretchen went to the Chancellor’s Council yesterday; the committee looked at a lot of different things, not sure what the output was so the committee made a lot of recommendations, from reduced fees to different housing/dining options that might be available to students. Gretchen reports that the task force is really focusing on the retention and progression of SIUE students.
Michelle will forward that report to staff senate members. Summer enrollment numbers are up from last summer. SIUE has had ten straight years of declines. Fall enrollment looks strong. Enrollment overall has been positive. The numbers from Missouri students are up. Kimmel awards program has some amazing students involved in this. Commencement is next week and Michelle will be at all four of them. The fourth candidate, Dr. Ansari has accepted the offer for the position; however it still has to go to the board for approval. John reports that the candidate has a background in physics and a really strong research background.

Public Comment: Donna Lesicko said a student commented to her that there are very few food choices for Vegans in Dining areas. Cindy Cobetto will take this comment to the University Center Board.

Adjournment: The meeting was adjourned at 10:49 (Gilmore/Cobetto).

Approved as submitted June 5, 2014 by the Staff Senate
Vicki Kruse/University Governance
State Universities Civil Service System

Human Resource Compliance Audit Overview

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