UNIVERSITY STAFF SENATE
December 4, 2014
Approved Minutes

The regular meeting of the Staff Senate was called to order on Thursday, December 4, 2014 at 9:03 a.m. in the International Room, Morris University Center by John Caupert, president.

Present: Bartholomew, Caupert, Cobetto, Cooper, Dain, Dickey, Dusenbery, Fricke, Hunter, Kershaw, Lesicko, Mumphard, Welter, Candela, Langston; Ex Officio: Manning, Pulley; Panel: Broadfoot

Guests: Dr. Venessa Brown, Associate Chancellor for Institutional Diversity and Inclusion, Director Chad Martinez, Equal Opportunity, Access and Title IX Coordination

John Caupert initiated introductions around the table and expressed appreciation to Dr. Brown for coming to the Staff Senate meeting.

Dr. Venessa Brown presented a PowerPoint presentation about diversity and inclusion and provided handouts. Dr. Brown pointed out that if an employee for example is in the office support level, he/she can consider the movies or workshops as professional development. Dr. Brown also gave an overview of the programs available for anyone’s participation. The handout is filed with the minutes. Dr. Brown will work with the Staff Senate to facilitate mentoring for Administrative Professional staff outside of their units. Safe Zone mentoring was started this fall. Multicultural Center had its ribbon cutting. There is a Diversity Newsletter and if anyone has any ideas for articles or articles please send to her. Please let Venessa if there is something her office can do.

John Caupert will bring a list of Diversity subcommittee chairs to the January meeting with a description of each committee for the Senate to possible volunteer to serve.

Dr. Brown presented John with a diversity and inclusion shirt like the one that the Diversity Council will be giving out free for those attending any of their activities in the spring. John expressed appreciation.

Chad Martinez presented information about the Sexual Assault, Sexual Misconduct and Relationship Violence Policy & Procedures. The policy and procedures applies to faculty and staff as well as students and is in response to the requirements that the Department of Education placed on all universities. EAP is the only resource available for staff. A senator asked if there are workshops available. Chad will check into that and follow up with the Senate. Unless you are a confidential resource you are considered a mandated reporter and must report as specified. There is no statute of limitations on how far back someone can go. It was suggested to centralize information about trainings such as the Cleary Act, Title IX and the Ethics training. The policy is set to be approved by the beginning of spring semester. The Government requires SIUE to provide training, but there is no disciplinary action if one does not complete the training. John expressed appreciation to Chad for bringing the information to the Senate.
Announcements

- **January speaker**: Sherry Senkfor regarding Hire Touch
- **February speaker**: Bob Vanzo
- **Michelle Welter serving on Search Committee for the Vice Chancellor for Student Affairs**
- **Holiday Reception** today 3:00-6:00
- **Dr. Dunn will be at the SUAA meeting** today at 1:00-3:00
- **IBHE and Dr. Phillips** will be on campus December 5 at 10:30 am - Chancellor invited John as well as other Shared Governance leaders to a lunch meeting with Dr. Phillips after meeting where he will speak about the budget.

**Approval of Minutes**: The November 6, 2014 minutes were approved as submitted (Dusenbery/Bartholomew).

**Action**

Negotiated & Prevailing Operating Papers Proposed Revisions

The proposed revisions were approved unanimously.

*John called a break at 10:00 a.m.*
*The meeting resumed at 10:09 a.m.*

**New Business**

Gretchen Fricke **nominated** Angie White (a Graduate Recruiter from the School of Education - at the university twenty years) to the Administrative Professional Panel as an unrepresented member. Angie **accepted** the nomination.

Gretchen Fricke **nominated** Danita Mumphard from Academic Advising to the Administrative Professional Panel as well as a represented member. Danita accepted the nomination.

Shrylene Langston was nominated to the Administrative Professional Panel. Shrylene accepted the nomination.

Dana Dain **nominated** Chad Verbais from Instructional Services to the Administrative Professional Panel as a represented member.

John will ask the Chancellor about a ‘possible conflict of interest’ about a possible employee to serve as an Open Range panel member.

Michael Pulley submitted paperwork with ITS for address lists for each constituency for the Staff Senate. This will need a follow up.

Donna Lesicko **nominated** Michael Pulley to the Open Range panel and senate. Michael accepted the nomination.
John challenged Donna to get three more names or the January meeting. At this time nominations are closed.

**Training PowerPoint**

Vicki Kruse and student employee Kelli Braun presented a Roberts Rules of Order Jeopardy game for some Staff Senate training. Handouts were provided with questions and answers. The interactive training was followed by Michelle Welter with a PowerPoint pertaining to the basics of parliamentary procedures in a meeting. Michelle provided a handout.

There was a question about the Roll call vote according to Roberts Rules of Order.

John wants the Senate members to be clear on who they are speaking on behalf of, Michelle will send her PowerPoint to Governance secretary so it can be sent to all and possibly posted on Web site.

**Policy Review Committee**

Bill Dusenbery motioned to limit discussion to five minutes. Todd Bartholomew seconded and there was unanimous approval.

Cindy Cobetto named the membership of the Policy Review Committee (Greg Herbeck, Chair, Cindy Cobetto, Brian Lotz, Sarah Laux, Terry Downy and Jeff Hicks). The two policies were brought to the attention of the Staff Senate as informational items and Cindy did request feedback.

1. Nursing Mothers in the Workplace Policy Draft
2. Temporary Leave With Pay Policy – Proposed Administrative Staff Policy Change

Feedback for Cindy to take back to committee for clarification:

*Emergency Leave section of the proposed policy changes to the Temporary Leave With Pay Policy:*

*If the leave is three days or less, does this require the approval of HR? I contend that approval of sick leave of three days or less to care for members of the employee’s immediate family, should rest with the department/supervisor; since leave of four days or more require HR Benefits approval as it falls under FMLA procedures.*

Cindy Cobetto will email Sherrie Senkfor and everyone on the committee to ask her if the Senate can make this recommendation. *Sherrie wanted a response by December 9 per her email.*

**Scholarship and Fundraising Committee**: Donna Lesicko reported on progress of the Scholarship Committee. The committee will possibly meet with the selection committee next to review Scholarship Handbook.

**Other**: President John Caupert deferred his time to Michael Pulley regarding SUCS after a few comments. SIU president will have one-on-one meetings with all three Senates of SIUE (Student, Faculty and Staff). Michael provided a handout of meeting notes from SUCS. No one knows the time frame in
which the retirees will get reimbursed for the act that was passed and later to be unconstitutional (includes unsubsidized health care premiums). Per the handout, about 6% rescinded their retirement paperwork.

A point was made for Michael to take back to the committee that the Civil Service Office Support series testing is age discriminatory because it is very outdated. Someone who is proficient with Word or Excel today who did not use the older versions find it difficult to test well in those areas. There was a discussion.

Adjournment: The meeting was adjourned at 11:38 a.m. (Cobetto/Dickey).

Approved as submitted January 8, 2015
Vicki Kruse/University Governance
Michael Pulley
State Universities Civil Service Advisory Committee Representative
Report to SIUE’s Staff Senate
12/04/2014

➤ State Universities Civil Service Advisory Committee
  o Met on October 15th & 16th
  o Points of Interest
    ▪ SURS Update
      • Old news now – Pension Reform
        o In a written decision dated November 21, 2014, Judge John Belz of the Sangamon County Circuit Court entered a final declaratory judgment that “Public Act 98-0599 is unconstitutional and void in its entirety.” The court also ordered that the preliminary injunction preventing State defendants (including SURS) from implementing the Act since May 14, 2014, become permanent. - See more at: http://www.surs.com
        o 1948 retirees because of PA 98-0599
        o Approximately 6% rescinded their retirement paperwork
      • Subsidized health care premiums for retired state employees are constitutionally protected
        o State Halts Insurance Deduction From Pension Checks; Refund Timing Uncertain (www.suaa.org)
      • Annuitants returning to work – expect more changes in future
        o cannibalistic effect on the system
    ▪ SUCCS Update
      • Rule Change Proposal – Section 250.50 (See Merit Board Update)
      • Exemption Procedures Manual
        o No consensus on proposed changes between HR Group and SUCCS. The SUCS Advisory Committee supports the proposed changes.
        o Class Plan Update
          ▪ Elimination of typing test in some classes
          ▪ Possible deletions of several classes
            • Over 1,100 classes, and several have no incumbents. After review these may be frozen and eventually eliminated bringing the number of classes below 1,000 within 6 months
    ▪ Executive Committee
      • Test pilot of elections
        o 2 of the 3 Universities opted to utilize electronic voting
        o Failed to gather any data because the 2 universities that elected to test electronic voting only had 1 person run
        o Further pilots will be ran in future elections, and then a decision of whether or not to change the by-laws will be made.

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State Universities Civil Service Merit Board
	> Met on November 19th
	> Point of Interest
	  - Public Speakers
  	  - All from University of Illinois Urbana Champaign
  	  - Complaints that SUCCS was picking on them
  	  - The way they sample has changed, and it should be transparent
	  - Human Resource Directors Advisory Committee
  	  - Addressed issues with the proposed changes to the Exemption Procedures Manual
  	  - Supported some of the proposed rule changes, but protested the length of time it took to get to this point
	  - Report from Director Morgenlock
  	  - Disputed claims made during the Public Comments and during the HR report backing up his dispute with facts supporting his claims
	  - Rule of Three Demonstration Project
  	  - The Board approved pursuing a statutory change.
	  - Proposed rule change to section 250.50 – Examinations of the Illinois Administrative Code (80 Ill. Adm. Code 250.50)
    	  - The Board approved. After the change is circulated, there will be a public hearing, and then the first reading.
    	  - Pertains to leveling the field by not penalizing someone taking a Civil Service exam because they live out of state.
    	  - Should enhance the applicant pool
    	  - Does not eliminate the requirement to live in Illinois, but will give a period of time for an individual upon accepting an offer to move to Illinois.
    	  - May have a negative impact on applicants living in Illinois
AGENDA FOR THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE MEETING

The State Universities Civil Service Employees' Advisory Committee will convene its quarterly meeting at 1:00 p.m., Wednesday, October 15, 2014 and at 9:00 a.m., Thursday, October 16, 2014 hosted by Southern Illinois University Carbondale in the SIU Student Center, Illinois Room, 1255 Lincoln Drive, Carbondale, IL 62901

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1. Call to Order – Chair Andy Small

2. Roll Call – Secretary Kim Kirchner

3. Introduction of Guests

4. Report of Designated Employer Representative (DER) of Host Campus

5. Approval of minutes of the July, 2014 Quarterly Meeting (Action Item)
   
   Committee Members will approve July 17-18, 2014 meeting minutes.

6. Approval of minutes of Executive Committee meetings held July 16, & August 14, 2014 (Action Item)
   
   Executive Committee Members will approve July 16 & August 14, 2014 meeting minutes.

7. Review of Correspondence

8. Public Comments

9. Report of Chair – Andy Small

10. SURS Update – Larry Curtis
11. Report of Director -

1. Rule Change Proposal – Section 250.50 (residency)

2. Update on Revision of Exemption Procedures Manual

3. Class Plan Update
   a. Elimination of typing test
   b. Update on Police Exams
   c. Possible deletion of several classes

4. Legal Update

5. Other Agency Updates
   a. Staffing
   b. Budget

12. Report of Executive Committee

13. Report of Legislative Committee

14. Report of Election Committee

15. Other Items as Presented
AGENDA
FOR THE 194th MEETING OF THE UNIVERSITY CIVIL SERVICE MERIT BOARD

The Merit Board will convene for its 194th Meeting at 10:00 a.m., Wednesday, November 19, 2014, at the State Universities Civil Service System, 1717 Philo Road, Suite 24, Urbana, Illinois and via videoconference at the following locations:

University of Illinois at Chicago
College of Pharmacy
Room 270
833 Wood Street
Chicago, IL

Southern Illinois University Carbondale
Miles Hall
Conference Room 003A
1255 Douglas Drive
Carbondale, IL

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1. Call to Order and Roll Call – Chair Montgomery
   Chair to call meeting to order and roll call of members.

2. Consideration of participation by other Merit Board Members, not physically present at meeting site (Action Item)
   Chair to ask for approval for Board members, not physically present, to actively participate by other means in accordance with Open Meetings Act requirements.
3. Public Comments *(Action item)*
   Several requests for appearance have been submitted.

4. Consideration of the Minutes of the 193rd Meeting of the Merit Board, August 20, 2014 *(Action item)*
   The Board will be asked to approve the minutes from the August 20, 2014 meeting.

   Maureen Parks will update the Board on recent committee activities.

6. Report of the State Universities Civil Service Advisory Committee – Andy Small, Chair
   Chair Andy Small will update the Board on recent committee activities.

7. Report of the Administrative Advisory Committee – Executive Director Morelock
   Tom Morelock will update the Board on recent committee activities.

8. Update and Review of ‘Rule of Three’ Demonstration Project *(Action item)*
   The Board will be presented with an update and analysis of this project. The Board will be asked to consider pursuing a statutory change to universally apply specific employment guidelines contained in this project.

9. Update and action on proposed rule change to section 250.50 - Examinations of the Illinois Administrative Code (80 Ill. Adm. Code §250.50)
   The Board will be asked to authorize the circulation of these rule proposals to the universities and affiliated agencies for comments and publication in the Illinois Register for the First Public Notice Period.

10. Update on the review and revisions to the Exemption Procedures Manual *(Action item)*
    A sub-committee of the Human Resource Directors Advisory Committee was designated to assist the University System office in a review of the current Exemption Procedures Manual. This sub-committee met on several occasions and several changes have been suggested. The entire Human Resource Directors Advisory Committee is now considering these proposed changes. The Board will be provided an update on these activities and consider other options for obtaining additional input on this topic.

11. Consideration of the 2015 Schedule of Meetings of the Merit Board *(Action item)*
    The Board will be asked to review and adopt a meeting schedule for calendar year 2015.

12. Biennial Audit Program – Review of Recent Activities
    The Board will be updated on the current biennial audit activities, including a review of recent final audit reports issued.
13. Report of the Executive Director – Tom Morelock
   The Executive Director’s Report will include a recap of each of the following items:
   a. New Staffing
   b. FY 14 Annual Report
   c. FY 15 and FY 16 Budget Updates
   d. Classification/Examination Update
   e. University/Agency Visits

14. Report of Legal Counsel – Mari Martinelli, Manager, Legal Services and Legal Counsel
   The Board will be updated on recent legal activities, including discharge and demotion cases referred to the Merit Board.

15. Other Items as Presented