The regular meeting of the Staff Senate was called to order on Thursday, January 8, 2015 at 9:04 a.m. in the International Room, Morris University Center by Cindy Cobetto, President Elect.

**Present:** Bartholomew, Cobetto, Dain, Dusenbery, Fricke, Hunter, Kershaw, Lesicko, Mumphard, Ormesher, Welter, Langston; **Ex Officio:** Senkfor; **Panel:** Broadfoot, Trucks,

**Excused:** Caupert, Dickey, Candela, Cooper

**Absent:** Connoyer

**Guest:** Tamika Johnson

Cindy Cobetto presided in John Caupert’s absence. Cindy introduced Sherrie Senkfor and Tamika Johnson from Human Resources and requested introductions around the room. Sherrie Senkfor presented how the new Hire Touch online application process will work while Tamika Johnson demonstrated on PowerPoint how it works from two views; employee/applicant and manager. The software is an online hiring tracking system process. The process is transparent with everything electronic such as drug testing, background check, etc.

400 letters went out to employees about the new HireTouch. A profile and account need to be set up by the applicant/employee first in order to submit an application. The online PDQ needs some work on its appearance and layout, but can be done after everything is running smoothly. SharePoint will be utilized for searches in the future.

If an employee leaves the university, then their profile can be deleted if the person chooses to. The transfer list still works the same. An email will be sent to employee on transfer list before their name goes to that department and if they are not interested the department does not have to call or interview them; therefore saving the department time by not receiving uninterested person’s names.

Search committees will receive training on HireTouch and on things pertaining to hiring and interviewing.

10:13 a.m. Cindy Cobetto called a break.

10:22 a.m. The meeting resumed.

**Announcements**

Cindy Cobetto requested that everyone send questions for Bob Vanzo about parking to Vicki since he will be the guest speaker next month. The questions will be sent to Bob in advance.

**Approval of Minutes:** The December 4, 2014 minutes were approved as submitted (Bartholomew/Dusenbery).

**Action Items**

Ratification of Admin/Prof Panel Members: Shrylene Langston motioned to approve all four people with one vote. It was seconded by Dana Dain and approved. The following were approved unanimously.

- Angie White
- Danita Mumphard
- Shrylene Langston
Chad Verbais

A thank you went to Gretchen for recruiting.

Ratification of Open Range Senator and Panel Member was approved unanimously.

**Old Business**

The subcommittees for the University Diversity Council were listed on the agenda. John Caupert will get more information about each and bring to the next meeting.

**New Business**


There was a discussion.

There was a discussion about HireTouch regarding people who do not use a computer in their daily work. This was tabled until next meeting.

**Panel Reports**

Admin/Prof Panel: Gretchen had no report but the panel will be meeting soon.

Scholarship/Fundraising Committee: No meetings for Scholarship or Fundraising committees. Banquet committee will start planning this month. The first meeting will be on January 21 at 12:30 p.m.

**Other**

Past President: Michelle Welter submitted a report and is filed with the minutes. In addition, Michelle reported the progress of the Search Committee for Vice Chancellor for Student Affairs. Michelle also will be bringing an outline proposal for new senator training for the summer at the February meeting.

President: No report.

Anne Hunter nominated Anna Broadfoot for the open senator seat of Negotiated and Prevailing. Anna accepted the nomination. Ratification will take place at the February meeting.

East St. Louis: No report.

**Adjournment**: The meeting was adjourned at 11:02 a.m. (Dain/Lesicko).

Approved as submitted February 5, 2015
Vicki Kruse/University Governance

<table>
<thead>
<tr>
<th>Panel/Committee Name: Professional Staff Panel</th>
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<tbody>
<tr>
<td>Panel/Committee Chairperson: Gretchen Fricke</td>
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<tr>
<td>Panel/Committee Membership (alphabetical order, please, Indicate whether faculty, staff or student):</td>
</tr>
<tr>
<td>1) Courtney Brekenridge (Staff) 6) Angela White (Staff)</td>
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<td>2) Shrylene Clark (Staff) 7)</td>
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<td>3) Dana Dain (Staff) 8)</td>
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Past President’s Report

University Planning & Budget Council
UPBC met twice in December. On December 5, our official meeting was the presentation by Dr. Al Phillips from the Illinois Board of Higher Education. Dr. Phillips provided a budget outlook for higher education in the state of Illinois, and also provided information about the general outlook of higher education in the state and country. To say that the outlook is a bit gloomy might be an understatement. After the formal presentation, the members of UPBC had the opportunity to have lunch with Dr. Phillips and ask some additional questions of him. On December 12, we held our last regularly scheduled meeting of UPBC for the semester. At that meeting, we provided the Chancellor with some input on the budget update email she sent out on December 16. We also heard a presentation from Vice Chancellor for Student Affairs Dr. Narbeth Emmanuel for his FY16 RAMP requests. UPBC will start meeting again soon and will likely have a difficult job this semester as the state budget looks exceedingly dicey.

Intercollegiate Athletics Advisory Committee
The IAAC did not meet in November or December. They have not sent out the Spring meeting schedule as of yet.

Vice Chancellor for Student Affairs Search and Screen Committee
This committee has been meeting regularly. Thus far, we have finalized the position posting (it is posted with the application deadline being January 15). A subcommittee has already begun to screen the applications for minimum qualifications. We have created an application evaluation sheet, begun the process of outlining phone interview questions, and are working on the campus interview schedules. This committee is meeting weekly at this point and is on a very aggressive timeline. Goal is to have candidates on campus in late March/early April with a final decision made by the end of April so the successful candidate can be forwarded to the Board of Trustees for approval at their May meeting.

Michelle Welter
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