UNIVERSITY STAFF SENATE  
March 5, 2015  
Approved Minutes

The regular meeting of the Staff Senate was called to order on March 5, 2015 at 9:05 a.m. in the Board Room, Morris University Center by John Caupert, president.

**Present:** Senators: Bartholomew, Broadfoot, Caupert, Cobetto, Dain, Dickey, Dusenbery, Fricke, Hunter, Mumphard, Ormesher, Pulley, Welter, Candela, Langston; **Panel:** Kershaw, Trucks, White

**Absent:** Cooper

**Guests:** Jo Gibson, Jan Caban

**Announcements**

In addition to all the announcements on the agenda, John Caupert added a few others:

Guest speaker Bob Dixon rescheduled for May.

Cindy Cobetto will invite Ken Holbert, Executive Director for the School of Dental Medicine, Alton campus to the Staff Senate meeting held in Alton in April.

Shrylene Langston announced that on the day of the Staff Appreciation Event, lunches will be brought to the East St. Louis and Alton campuses to include them in the appreciation.

Elections include a special meeting for voting for those officers (President-Elect) nominated. It was decided to put this on the April agenda since the Constitution and By-laws still reads for the special meeting to take place in August and it would be best to happen in May. It will call for a motion to suspend the rules in order to change the date this year, but it is noted that the By-laws will need to revised for the future to reflect the correct date of the special meeting.

The schedule for the Vice Chancellor for Student Affairs was handed out in order for the Senate to check their availability to attend the meetings allotted for the Senates. John reminded the senate that Danita Mumphard is serving on the SEHB Dean Search which she reported is wrapping up; Michelle Welter is serving on the Vice Chancellor of Student Affairs Search which one candidate has withdrawn so far and Norris Manning is on the School of Business Dean Search. John reported that Vic Buehler who was serving on a search and is no longer with the university. As far as John knows, he has not been replaced on the search committee but will check with Michael Pulley. John expressed appreciation for those serving on the committees.

John pointed out the Diversity Committee subcommittees listed on the agenda and announced that there are now two diversity awards which will allow a staff person to be recognized too.

SIU Lobby Day will be on Tuesday, March 24 this year. John will ask the Chancellor who or how many will be able to attend from the Senate.
The next SIU Board of Trustees meeting will be on Thursday March 19.

John announced the recent appointments to the Board of Trustees: Amy Scholer from Alton and Judge Phil Gilbert from Carbondale and the reappointment of Joel Samburskey from Carbondale. There has not been a vote assigned to the students yet.

John received two resignations from the Staff Senate. Now there are Senate vacancies in Open Range, Negotiated & Prevailing, Treasurer, Fundraising Chair and Scholarship Chair.

**Approval of Minutes:** The February 5, 2015 minutes were approved as submitted.

**Action**

1. Open Range Chair: Michael Pulley was **ratified** as Chair of the Open Range Panel unanimously.
2. Negotiated & Prevailing Senator: Clyde Trucks II was **ratified** as Negotiated & Prevailing Senator unanimously.

**Unfinished Business:** None

**New Business**

Gretchen Fricke presented revisions of the Administrative Staff operating papers as a first read. There was discussion and there was a suggestion from the floor to add “a minimum of” in Article I – Membership, first sentence. This would make it consistent with the Constitution and By-laws. It was decided to make the change. Next month, the revisions will be on the agenda for a vote.

**Reports**

First, John Caupert apologized personally and for the Senate for interrupting and leaving while Michael Pulley was giving the SUCSAC report.

**Ex Officio Reports**

**SUCSAC:** Michael Pulley reported that he attended the Merit Board Meeting. Some of the things on their agenda: Some people think that the U of I is trying to shut down the Civil Service; they had elections and Michael named the new people; an electrical foreman was suspended 60 days but was not terminated for not having the correct smoke detectors in the student residence halls (the detectors were there before he began work there); an employee with a felony falsified records and was let go; 25.5 preferential placement; public hearings March 11 and 13 for exemptions; a reference to H.R. reports that had information in them that did not occur in the meetings.

There was discussion and it was decided to look into having the Staff Senate included in the new Employee orientation. Groups have an opportunity to have a table to display information about the Staff Senate. They are on the last Friday of the month. Laura Johnson in H.R. is the contact person for orientation. It was decided that John would talk to Sherrie about the orientation.

*John Caupert called for a break at 10:25 a.m.*
The meeting resumed at 10:32 a.m.

Standing and Committees

Policy Review Committee: Dana Dain, Chair reported that the committee met this morning. Dana presented two policies regarding Bone Marrow and Organ Donation Leave and Blood or Blood Platelet Donor Leave. The policies are based on the state act regarding these donations. The committee had already reviewed the policies; therefore they are brought to the Staff Senate for feedback. There was no feedback; therefore Dana will relay that information back to Sherrie so the policies can be moved forward for approval.

There was a question about whether someone is on the committee. Shrylene had earlier expressed interest to be on the committee. It is duly noted that Shrylene Langston has volunteered to serve on the Policy Review Committee. Dana will add her to the roster and include her in the communications with the committee and Sherrie Senkfor. Rebecca Cooper is no longer on the Committee.

Fundraising Committee: There was a discussion about the fundraising committee. Anna Broadfoot gave a report about the Employee Banquet which is to be held on October 15 this year. The silent auction will be revamped, a budget of 300.00 will be utilized for entertainment which they have been talking to “Curtains Up” in Edwardsville, the event will be held at the Edwardsville American Legion again. Anna Broadfoot now has the files since Donna Lesicko stepped down.

Shrylene is also interested in being on the Fundraising Committee. There was a discussion. Nothing was decided, but during this conversation Vicki read from the Scholarship Handbook on the Staff Senate Web site to find information about Scholarship Chair, Treasurer, and Fundraising Committee Chair. The handbook is still contradictory to the Constitution and By-laws and states that the Scholarship Chair will be the Treasurer of the USS and elected by the Staff Senate. John will follow-up with the Governance Office before going any further. The Senate will come back to this soon.

It was decided that all the committees should have notes and send a report to the Governance secretary in order to keep a file on record of who is on which committees and what has been decided.

The second addresslist request has been sent to Human Resources. We are still waiting for the first request from October. John requested for Michael Pulley to be the liaison with Human Resources regarding the lists in order for ITS to begin creating the three lists from the complete list.

John reported in regards to HB403 that contacting individual state representatives as a concerned citizen on your own time does not violate the ethics act.

The Degree Completion benefit has been suspended. Shrylene explained how complicated it is if there would be lay-offs. In order for the awardee of this benefit to be off for two semesters, the department hires a temporary employee. It could become an issue for those laid-off because of contracts.
Parking & Traffic Committee: Bill Dusenbery reported that the Parking & Traffic approved minutes were sent out to the Staff Senate and are always posted on their web page. New points of interests Bill reported are: Zip car, printable temporary permits, carpooling as opposed to the traditional Ride Finders, Rave mobile apps, Parkeon mobile app not available yet, the Kiosks in lot C were checked and they do not accept $5.00 bills, (they kick it back) changing faceplates to reflect some of the delays, how citation pricing is done, cougar card usage, video surveillance in residence lots, blue light cameras (IP related camera), hi hat lights changing to more efficient led light, working on the parking tickets being transferred to the Bursar’s office (software) (credited), the temporary permit policy change and eliminate some of the printable permits, a report from Bob Vanzo to committee reflected comments from the Staff Senate and did generated some changes. Parking and Traffic complies with the Open Meetings Act, so anyone can attend the meetings, Appeals meetings are closed meetings.

Kirt Ormesher added that some of the problems that were gathered by Staff Senate members of the SIUE community and beyond for when Bob Vanzo attended the February Staff Senate meeting were found and corrected, so the Staff Senate does work. Their efforts were effective and made a difference.

Negotiated and Prevailing: Anna Broadfoot reported that for the first time in 14 years the university is doing lay-offs. Anna explained the bumping procedure for those in the office support classification. Anne Hunter noted that if you know anyone who is represented and notified of a layoff get them in contact with their representative. There was a discussion.

There was a discussion about tier 3 activities. Letters that say how the budget is impacting individuals make more of an impact than form letters and postcards.

It was noted in regards to bumping, seniority is campus wide.

It was noted that in the past Staff Senate has done shaming when members have not attended different meetings around campus. A senator suggested moving forward and share on the discusslist by inviting staff around campus to attend. There is a whole staff out there that we are representing and maybe senators should inform all staff to attend the university meetings, not just staff senate.

Adjournment: There was a question about parliamentarian and voting rights. The meeting was adjourned at 12:01 p.m. (Broadfoot/ Dain).

Approved as amended April 2, 2015
Vicki Kruse/University Governance