The regular meeting of the Staff Senate was called to order on June 4, 2015 at 9:02 am in the International Room, Morris University Center by John Caupert, president.

Present: Bartholomew, Caupert, Trucks, Dain, Dickey, Dusenbery, Fricke, Hunter, Mumphard, Ormesher, Schoenborn (Sept. 1), Welter, Langston; Panel: White

Recording Secretary Kruse

Excused: Cobetto, Pulley, Candela

Absent: Cooper

Guests: Chancellor Furst-Bowe, Laura Strom, Morgan Strom, Sarah Laux, Rafael Gonzales, Bob Vanzo, Tony Langendorf

John Caupert initiated introductions of the senate and guests

Guest Speaker: Sarah Laux represents Campus Kitchen at SIUE. The kitchen is located in the Student Fitness Center and works with volunteers to reduce food waste by partnering with agencies that provide an environment for providing meals for the less fortunate. Sarah provided some statistics of wasted food. There is 40% food waste today. The Campus Kitchen here on campus has reduced food waste by 1500 pounds this year. If anyone has questions or want to help they can contact Sarah Laux directly or through Michelle Welter, both in Kimmel.

Guest Speaker: Rafael Gonzales of Ride Finders presented a new service and partnership with SIUE. Employees can sign up to carpool through the Parking Services Office and get preferred parking and a half price parking tag. Carpooling with at least 2 people in the group will also have the added benefit of a ride home from Ride Finders if for some reason you are unable to ride home with your carpool group that day. Employees can contact Parking Services for information.

Guest Speakers: Bob Vanzo and Tony Langendorf answered any questions regarding SIUE and the partnership with Ride Finders. Bob reported that he is working with Marketing for a July 1 launch date for carpooling preference parking in the green lots. You will need to register with Ride Finders for guaranteed ride home and then go in as a group to Parking services for a permit. A temporary permit can be purchased for $2.00 a day if you need to drive in separate. One person will need to be the leader of the group. If a parking citation is issued, it will go to the lead person. If East St. Louis or Alton have interest in the program, it can be set up at those campuses also. John Caupert expressed happiness, appreciation and gratitude for the relationship of the Staff Senate with Parking and Traffic Committee in sharing the mission of the university. Bob Vanzo responded by expressing that he likes feedback because they don’t hear any. The presentation was followed by a question and answer session. John is going to share one of his contacts with Rafael on Clean Air, Green Businesses. There was some discussion with one question about if there is a way to tell the difference in of whether poor air quality
is coming from the refineries or vehicle emissions. Rafael said unfortunately there is no way at this time to know the difference. The gift card promotion is no longer available for Ride Finders. If air quality gets better in the region, the funding for Ride Finders will cease.

Bob Vanzo reported that the new Whoosh smart phone app for adding time to your meter would soon be available. He also reported that a Rave Guardian ‘app’ would soon be available to download and would ensure personal safety on campus while walking from one place on campus to another by entering information into your phone about of your location and destination. It even provides communications to a participating 9-1-1 call center in the event of an emergency. The Zip car now has 100 members for the two cars. It costs $7.50 per hour and one is a hybrid. Bob Vanzo did not know how long it would be before the company sends someone to fix the broken parking machine at the top of lot B.

*John Caupert called a break: 10:02 am*
*The meeting resumed at 10:15 am*

**Announcements**

John announced that the July 2 meeting is canceled. Other announcements are included on the agenda with the addition of the university committee staff appointments being ratified at upcoming executive committee meeting and regular August meeting.

**Approval of Minutes:** The May 7, 2015 minutes were approved as submitted.

**Unfinished Business:** None

**New Business**

Nominations for the Office of Staff Senate Secretary

- Melanie Schoenborn was nominated by Shrylene Langston. Melanie accepted.
- Bill Dusenbery was nominated by Tom Dickey. Bill accepted.
- Shrylene Langston was nominated by Gretchen Fricke. Shrylene accepted.

The nominations for secretary are closed. The ballots will be created and brought to the August special meeting. Kirt Ormesher was appointed by John Caupert to be the vote counter.

Nominations for the Panel Chairs

- Administrative Staff: Gretchen Fricke was nominated by Shrylene Langston. Gretchen accepted.

The nominations will continue after the scholarship presentation with the Chancellor.

**Scholarship Presentation with the Chancellor** (10:30 am)

The Staff Senate Summer 2015 Scholarship of $1000 was awarded to Morgan Strom, daughter of Laura Strom from the Registrar’s Office. The Chancellor Julia Furst-Bowe and Staff Senate President John
Caupert stood with Morgan and her mother for a picture with the award. The Chancellor gave a few words and acknowledged the Staff Senate for administering the Scholarships.

New Business

Nominations for Panel Chairs (continued)

- Open Range: A discussion prompted to delay/table the nominations for this constituency until the next regular meeting in August since Michael Pulley, Chair was not present.
- Negotiated & Prevailing: Clyde Trucks was nominated by Todd Bartholomew. Clyde accepted.

The nominations are closed.

Administrative Staff proposed revision to the Constitution to include ‘or term’ in the membership – first read. There was a question about the term employee only being here approximately two years and the term of a senator is only two years. The Panel had discussed that and still felt that anyone could leave or step down from the senate after two years and decided it would propose to include the term employee since some have been at SIUE many years without inclusion in any group. The proposal becomes an action item on the August agenda.

Reports

Satellite Campus Reports

East St. Louis: Shrylene Langston submitted a report and it is filed with the minutes. Shrylene highlighted the five camps (only $50) held each year with 60 plus attendees to each this year. And the May Employee of the Month is Ethel Coleman, Assistant Program Director for SIUE Head Start/Early Head Start. Shrylene also provided a copy of the June ESL Campus Connection (newsletter) which was distributed via email to all the senate members.

Scholarship Committee: Vicki Kruse reported that the new software for centrally locating the university scholarships online is being implemented and training will take place beginning June 17 at Birger Hall. Cathy Taylor from the Foundation is leading the project. More information will be shared to the scholarship and selection committee as it is learned.

Other

- Policy Review Committee: Dana Dain reported that the committee met with one item on the agenda regarding term appointments. Dana reported that Sherrie Senkfor explained term appointment and details about it. The PRC is looking at possibly changing some language on the contract, but will look for other associated policies first. There was a discussion. The report was submitted and filed with the minutes.
- Staff Senate Orientation/Training: Michelle Welter informed that a reminder about the doodle poll to determine a mutual date would be sent out again. The training will take place in July and the date and time will be announced when determined.
- ICAC (Intercollegiate Athletic Committee): Michelle Welter reported that three staff members have terms expiring who want to serve another term. Ratification will take place at the August regular meeting. The Staff Senate representatives are: Michelle Welter, Doug McIlhagga, Kevin Schmoll and James Shram (whose term doesn’t expire until 2017).
Negotiated & Prevailing: Todd Bartholomew reported that the Building Services union continues to be in contract negotiations.

Employee Banquet Committee: Anne Hunter requested help for the committee. Shrylene expressed her continued interest to be on the committee. Anne made note. Anyone else who is interested, please contact Anne Hunter. The banquet will be in the month of October.

Dental Clinic: Clyde Trucks, III reported that the new Dental Clinic on the main campus will be ready in June. It will save four positions and utilize facilities management maintenance. It is located in University Park.

Adjournment: The meeting was adjourned at 11:29 a.m. (Dusenbery/Trucks).

Approved as submitted August 6, 2015
Vicki Kruse/University Governance

Panel/Committee Name: Policy Review Committee

Panel/Committee Chairperson: Dana M. Dain

Panel/Committee Membership (alphabetical order, please, Indicate whether faculty, staff or student):
1) Cindy Cobetto (Staff) – Did not attend
2) Terry Downey (Staff)
3) Greg Herbeck (Staff) – Did not attend
4) Jeffrey Hicks (Staff) – Did not attend
5) Sarah Laux (Staff)
6) Shrylene Langston (Staff)
7) Brian Lotz (Staff) – Did not attend

HR Designee: Sherrie Senkfor

Panel/Committee Charge:

Person submitting report: Dana M. Dain Extension: 5127

Please use this sheet for your report. Use back if necessary. Return to University Governance Office (Box 1252 or vkruse@siue.edu) as soon as the report is complete.

REPORT

Agenda -
The Office of Human Resources had no agenda items for this meeting. One agenda item was brought forth for discussion by Shrylene Langston – increased inclusion of employees with term appointments, specifically Head Start employees who have been on a term appointment for numerous years.

Attachments –
Copy of Administrative & Professional Staff Appointment Approval Form

Discussion -
Sherrie provided a copy of the Administrative & Professional Staff Appointment Approval form (appointment form) to the committee members and then reviewed the Appointment Type & Appointment Period section of the form. Term employees have the same benefits as other SIUE employees but they differ in the fact that their appointment
form is marked as administrative staff – term and a specific time frame is noted in the corresponding area. Usually term appointments are found in positions that are non-bargaining and where soft monies are used to fund a position or in instances where the funds are not guaranteed (grants, projects, etc). There are an array of term appointments on campus ranging from Head Start administrators to athletic coaches to directors of development. In most instances, the supervisor/manager/human resources representative will notify the employee if their appointment is going to come to an end. Sherrie says that the University tries to do this as soon as possible but does recommend for employees who are on a term appointment to reach out to the supervisor or human resources if they question the status of their appointment duration or renewal.

Suggestions -
Shrylene suggested a slight change in the wording of the appointment form. The form currently reads: (A term appointment is written for a specified period of time and may be renewed; notice on non-renewal, other than the terminal date of this appointment as stated herein, is not required and shall not be given.) It was suggested to change the word “shall” (underlined above) to “may”.

Recommendation to Staff Senate-
There are many policies surrounding term appointments that need to be thoroughly reviewed before trying to garner the senate’s support for a policy modification/update/shift/change/etc. The committee will meet to review these policies and, if deemed necessary by the committee, provide a recommendation to the Staff Senate.

Side Notes -
Sherrie recommended using the term “support” when forwarding the Staff Senate’s recommendations to HR. The committee members in attendance agreed that we would like to meet more often so that there is an opportunity to discuss policies prior to sitting at the HR table. Dana will send a meeting request to committee members to find a mutually agreeable time.
Upcoming meetings with HR are scheduled for August 4th, October 6th, and December 1st in the HR conference room.

Policy References -
The specific policies in question are Administrative Professional Staff policy 2.3 and 2.18 (see underlined text).

2.3 Appointment Types and Conditions
Approved February 1982
Approved March 23, 1999
Approved and Revised November 10, 2010
Term Appointments - Term appointments are for a specified period of time and automatically expire at the end of the term stated in the notice of appointment. No separate notice of non-reappointment is required to end the employment. Employees on term appointments may be removed prior to the expiration of the term appointment for just cause and/or by appropriate notice as reorganization or retrenchment may require. Change in appointment may only occur after the completion of one year of continuous service on a full-time term contract. This request is subject to the approval of the respective Vice Chancellor and the Director of Human Resources.

At the end of five (5) years of continuous, full-time service, an administrative professional staff employee on a term appointment may be transferred to a continuing appointment after notice of such appointment is requested and approved by the respective Vice Chancellor and received by the Office of Human Resources. The criteria for change in status before five (5) years of service will be based on quality of service as determined by the performance
appraisal process and the employee’s contribution to the University.

Term Employees who have completed five years of continuous full time service and are not converted to a continuing appointment shall be notified that the appointment will not be renewed beyond the sixth year of service as a term appointment except under the following circumstances:

1. Time served in an appointment that is primarily funded by a grants or external contract shall not count towards the status of a continuing appointment.
2. Payment from short term, intermittent fund sources will not impact the time counted towards the change in status. Short term, intermittent time will be defined as a period of less than six months
3. In unique circumstances where approved by the appropriate Vice Chancellor and the Director, Office of Human Resources

Continuing Appointments - Continuing appointments are automatically renewed each year unless the appointee is given notice of non-renewal as specified in Chapter 2 of these Policies. Employees may be hired under a continuing appointment upon written approval of the respective Vice Chancellor.

1. Requests for continuing appointments must be submitted along with the request to fill an open position.
2. Employees on a term appointment may only be transferred to a continuing appointment upon recommendation by a supervisor and approval by the respective Vice Chancellor.
3. All continuing appointments are subject to ratification by the Board of Trustees in accordance with the Board's policy on personnel approval.

2.18 Reorganization or Retrenchment, Lay Off, Position Elimination, Non Renewal or Removal for Cause
Approved February 1982
Approved and Revised May 23, 1999
Revised and Approved May 12, 2011
In the event the duties of an administrative professional staff employee on continuing appointment are changed or the position eliminated as a result of reorganization or retrenchment, skills, knowledge, abilities, quality of performance and years of service shall be the principal but not the only factors governing termination or placement in the reorganization process. Given the same range of abilities, knowledge, performance and skills, the continuing administrative professional staff employee with the least years of service shall be affected first in accordance with other University policy guidelines.

The Professional Development Leave Policy may be invoked for those administrative professional staff employees displaced in the event that retraining or skill development may qualify the employee for another position.

An administrative professional staff employee may be dismissed for just cause. Just cause shall be defined as, but not limited to, a substantial shortcoming(s) which renders continuation in office or employment detrimental to the efficiency of the institution, and something which law and sound public policy recognize as appropriate grounds for no longer occupying the office or position. Typically, the actual date of termination shall not be less than two weeks from the date of notice of dismissal to the employee. However, if, the Director of Human Resources determines that the circumstances of a situation warrant, termination and dismissal of the employee may be effective with less than two weeks' notice.

After consultation with the Office of Human Resources, an employee may be dismissed for failure to perform
assigned duties in a satisfactory manner. The employee, after evaluation must be given notice of unsatisfactory performance. Following notification, subsequent evaluations must be conducted at appropriate times to provide an opportunity for the employee to improve his or her performance. If subsequent evaluations related to the same or similar or related deficiency or deficiencies are still unsatisfactory, a written letter of dismissal may be initiated. The actual date of termination must not be less than two weeks from the date the dismissal letter is received by the employee.

Notice of non-reappointment of administrative professional staff employees on continuing appointments shall be given in writing as follows:
First (1st) appointment year - No less than three (3) months' notice
Second (2nd) appointment year - No less than six (6) months' notice
Third (3rd) and subsequent appointment years - No less than one (1) year notice

No notice period need exceed the length of the appointment. The notice periods shall be proportionally shortened for appointments of less than an academic or fiscal year.

End of report.

Panel/Committee Name: SIUE East St. Louis Center
Panel/Committee Chairperson: Shrylene Clark Langston
Panel/Committee Membership (alphabetical order, please, Indicate whether faculty, staff or student):
1) 6)  
2) 7)  
3) 8)  
4) 9)  
5) 10)  
Panel/Committee Charge: Represent the East St. Louis Center.
Person submitting report: Shrylene Clark Langston Extension: 6906
Please use this sheet for your report. Use back if necessary. Return to University Governance Office (Box 1252 or vkruse@siue.edu) as soon as the report is complete.

REPORT
The SIUE East St. Louis Center is finishing the academic year and preparing for the summer
programs/camps. We are excited to have 5 summer programs running concurrently including the return of the highly acclaimed and requested performing arts program. Each camp will have 60 plus children that will enjoy a number of activities to include cultural enrichment, academics, field trips, dance, and music.

We have a star/celebrity among us and are honored to work alongside Ms. May. That’s right! The Employee Recognition Program selected Ethel Coleman, Assistant Program Director for SIUE Head Start/Early Head Start as the May Employee of the Month.

The June ESL Campus Connection provides additional highlights and events, welcomes new staff and celebrates the ESL employees.