UNIVERSITY STAFF SENATE  
August 6, 2015  
Approved Minutes

The regular meeting of the Staff Senate was called to order on August 6, 2015 at 9:10 a.m. in the International Room, Morris University Center by John Caupert, president.

Present: Bartholomew, Caupert, Cobetto, Trucks, Dain, Dickey, Dusenbery, Hunter, Mumphard, Ormesher, Pulley, Schoenborn, Welter, Candela, Langston; Ex Officio: Manning; Panel: White; Recording Secretary: Kruse

Excused: Fricke

Absent: Cooper

John Caupert asked to change the order of the agenda. Bill Dusenbery motioned to suspend rules to change the order of the agenda by adding items:

- President to appoint Bill Dusenbery to count President Elect ballots at special meeting
- Add ‘Administrative (rep)’ to item VII. B.
- Add UCP Appointment to item VIII. E. as iii. And Policy Review committee as iv.

Shrylene Langston seconded. All approved.

John Caupert gave the announcements on the agenda. Michael Pulley added that he is stepping down as Open Range Chair but will remain a senator. John added that Dana Dain submitted her resignation from the Senate and Policy Review Committee to be effective August 31 due to relocating.

Guest Speaker:  Michael Pulley (SUCSAC) provided handouts and gave a report. Michael will follow-up after the next Merit Board meeting on August 19.

Guest Speaker: Michelle Welter (Staff Senate Training/Orientation) reported that the first training was a success and 16 members attended. Time did not allow for the segment on Parliamentary Procedure, but the time allotted will work in the future. Goals to be a future topic. Michelle agreed to train at future meetings or Training/Orientation events when the Senate needs her.

Approval of Minutes:  The June 4, 2015 minutes were approved as submitted (Bartholomew/Dusenbery).

Action Items

USS Constitution proposed revision from Administrative Staff Panel regarding membership – adding ‘term’ was presented by the panel. The amendment to the Constitution requires a 2/3 vote. A vote was taken by the raising of hands 10-Aye and 0-No. An 83% vote was achieved (10 ayes out of 12 voting members present - 5/6). The amendment passed.
Ratification of Appointments

1. Treasurer/Scholarship Chair/Fundraising Chair – Anne Hunter: all approved
2. UPBC – Norris Manning and Ken Holbert: all approved
3. ICAC – Michelle Welter, Doug McIlhagga, Kevin Schmoll: all approved

Treasurer’s Report: Anne Hunter reported the funds availability of 4,976.98 for the Staff Senate Fall Scholarship. Bill Dusenbery made a motion to approved $2000 for awarding at the discretion of the selection committee. It was seconded by Todd Bartholomew. All approved.

New Business

Open Range Chair: Michael Pulley nominated Melanie Schoenborn for Open Range Chair for the 2015-2016 year. Melanie accepted.

Break: John Caupert called for a break at 10:19 a.m.

Meeting resumed at 10:30 a.m.

Elections Report: Todd Bartholomew, Elections Chair gave a report on the April elections announcing results by acclamation. Shrylene withdrew her name from the ballot for Secretary. Candidates for all elected seats including President Elect, Secretary and all three Panel Chairs were unopposed; therefore Todd Bartholomew declared victory results by acclamation.

There was a discussion. It was decided that John will send a letter announcement out calling for volunteers for Senate vacancies after speaking with the Interim Chancellor. It will either go out on the Announce list serve or both the Announce list serve and E Today News.

Reports

Ex-Officio Reports

SUCSAC: Michael Pulley gave a report after announcements.

Policy Review Committee: Dana Dain gave a report from the meeting on June 23 with a recommendation from the Committee to revise policy 2.18 (Administrative Professional Staff) including ‘term employee’ in the language. Dana’s report is filed with the minutes. There was a discussion.

The Senate voted to endorse the recommendation and a memo will be sent to Human Resources from John Caupert, President.

Satellite Campus Reports

School of Dental Medicine, Alton: Jackie Candela reported on renovations to the student clinic lab and the International program locating to the Implant Clinic.
East St. Louis Center: Shrylene Langston submitted a report and newsletter and it is filed with the minutes. Shrylene reported on the camps held this summer and how successful they were with attendance over what was expected. The Tenth Street location of the Head Start program will be moving to the Jackie Joyner-Kersee Center according to Bill Dusenbery.

Standing Committees

Scholarship Committee

- **Employee Banquet Committee**: Anne Hunter, Chair submitted a report and it is filed with the minutes. The banquet is tentatively set for Friday, October 23 at the American Legion with a Red Carpet theme. The committee will be accepting donations for the silent auction and other events. The committee could use more people if anyone is interested. A sign-up sheet for setting up the event will be available at the October Senate meeting. The next meeting will be on Tuesday, August 11 at 9:00 am in the Governance Conference room.

Other Reports

**UCB**: Cindy Cobetto requested names to serve on the UCB. It is a two year term. Names will be sent to John Caupert and appointment will be made in September.

Parking and Traffic Committee minutes’ link is posted on agenda.

**President’s Report**: John Caupert expressed appreciation to Dana Dain for her contributions to the Senate and the Policy Review Committee. John reported that names for Interim Chancellor have been topic of discussions in many areas such as management and union leaders. The Board of Trustees determined the Interim will have a one year term and should be in place on August 17.

**Adjournment**: The meeting was adjourned at 11:38 a.m. (Bartholomew/Dusenbery).

*Approved as amended September 3, 2015
Vicki Kruse/University Governance*

<table>
<thead>
<tr>
<th>Panel/Committee Name:</th>
<th>Policy Review Committee</th>
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<tbody>
<tr>
<td><strong>Panel/Committee Chairperson:</strong></td>
<td>Dana M. Dain</td>
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<tr>
<td><strong>Panel/Committee Membership</strong> (alphabetical order, please, Indicate whether faculty, staff or student):</td>
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</tr>
<tr>
<td>1) Cindy Cobetto (Staff)</td>
<td>5) Sarah Laux (Staff)</td>
</tr>
<tr>
<td>2) Terry Downey (Staff)</td>
<td>6) Shrylene Langston (Staff)</td>
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<tr>
<td>3) Greg Herbeck (Staff)</td>
<td>7) Brian Lotz (Staff)</td>
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</tbody>
</table>
Panel/Committee Charge: Review policies surrounding term appointments.

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 Policy Review Committee met on June 23 to discuss the increased inclusion of employees with term appointments and the specific policies relating to these appointments.

Recommendation to Staff Senate -
Review Policy Review Committee’s recommended changes to policy 2.18.

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

  2.3 No recommended changes to this policy.

  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 a continuing or term 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.

Side Notes -
August 4th meeting was cancelled. Next meetings will take place on October 6th and December 1st in the HR conference room.

End of report.
<table>
<thead>
<tr>
<th>Panel/Committee Name:</th>
<th>Staff Banquet Committee</th>
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<tbody>
<tr>
<td>Panel/Committee Chairperson:</td>
<td>Anne Hunter</td>
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<tr>
<td>Panel/Committee Membership (alphabetical order, please, Indicate whether faculty, staff or student):</td>
<td></td>
</tr>
<tr>
<td>1) Cynthia Cobetto, staff</td>
<td>6) Kirt Ormesher, staff</td>
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<tr>
<td>2) Anne Hunter, staff</td>
<td>7) Melanie Schoenborn, staff</td>
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<tr>
<td>3) Vicki Kruse, staff</td>
<td>8)</td>
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<tr>
<td>4) Shrylene Langston, staff</td>
<td>9)</td>
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<td>5) Amber Moore, student</td>
<td>10)</td>
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<tr>
<td>Panel/Committee Charge:</td>
<td>Plan the 2015 Staff Banquet</td>
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<tr>
<td>Person submitting report:</td>
<td>Anne Hunter</td>
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<td>Extension:</td>
<td>3050</td>
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**REPORT**

The new Banquet Committee met on 7/22 to review ideas that had been discussed previously and to make a plan of action going forward. The Banquet will be held on Friday, October 23 at the American Legion in Edwardsville (where it was held last year) with a Red Carpet theme. The hall is tentatively reserved and will be confirmed when the Legion’s administrative person returns from vacation next week. Catering options are being gathered for review. We will be inviting past scholarship winners to speak again this year. For entertainment we are looking at having a call for talent from those in attendance, either through karaoke or prepared performances. There will be theme-related awards for attendees such as Best Dressed, Worst Dressed, Most Original, Best Couple, etc. There will also be a silent auction and attendance prizes.

We will be asking for donations from the members of the Staff Senate, campus departments, and outside vendors. Any donations are welcome. The committee will create baskets/packages as needed if a donor would prefer for someone else to put items together. Letters will be going out shortly to solicit donations. We are also asking members of the Staff Senate to bring at least one bottle of alcohol so that we can have a bulk package to raffle again this year.

A new fundraising effort that we will be trying out this year is selling advertising space in the program for the event. There will be various sponsor levels. More information will be forthcoming soon. A “Save the Date” will be coming out as soon as the hall reservation is confirmed, hopefully early next week.

If anyone would like to assist the committee, we welcome additional members.