University Staff Senate  
March 3, 2016  
Approved Minutes  

The regular meeting of the Staff Senate was called to order on March 3, 2016 in the Missouri Room, Morris University Center by Cindy Cobetto, president.

**Present:** Bartholomew, Caupert, Cobetto, Dickey, Dusenbery, Fricke, Hunter, Milcic, Mumphard, Ormesher, Pulley, Schoenborn, Toberman, Jason; **Ex Officio:** Murphy, Senkfor; **Panel:** White; **Recording Secretary:** Vicki Kruse

**Excused:** Trucks, Candela

**Absent:** Schilling

**Guests:** Ed LaPorte, Jane Defend, Tony Martin

**Guest Speakers:** Tony Martin, associate and Jayne Defend, associate director of Human Resources explained some new insurance benefits for employees working 30 hours or more. Jayne talked about summertime help insurance coverage, also. Although questions and answers were included in the presentation, there was not enough time to address all questions. Please, contact Tony Martin with any questions.

Melanie Schoenborn requested to add ‘Candidacy Form Instructions’ to the agenda under Old Business; all agreed.

Introductions were made around the table and of Carolyn Jason new senate member and Ed LaPorte from AFSCME to the Senate.

**Announcements:** Cindy Cobetto gave announcements from the agenda and added that the follow-up Chancellor’s Report of the Congress is rescheduled for March 14, 10:00 in the Ballroom. Faculty and Staff Appreciation Game Day Luncheon on April 13. Not being paid for by state funds. The sign-up sheet for transportation to the Alton Staff Senate was passed around. April meeting is at the School of Dental Medicine in Alton. Refreshments will be donated for the meeting. Other announcements from the agenda were stated.

**Guest Speaker:** Ed LaPorte spoke to the Senate about health insurance benefits which are negotiated by AFSCME. Ed encouraged people to contact legislators about Senate Bill 580. Bernie Sanders will speak at SIUE tomorrow at the V.C. There was a discussion.

**Approval of Minutes:** Corrections were made to the February 4, 2016 minutes. The minutes were approved as amended (Hunter/Bartholomew).

**SUCCSSAC:** Michael Pulley gave a brief report concerning possible furloughs that could be in effect as of March 1, 2016. Michael will follow-up with the Senate after the next meeting.

**UPBC:** John Caupert gave a brief report concerning the budget uncertainties.

Cindy called a break: approximately 10:30 a.m.

The meeting resumed: approximately 10:40 a.m.
Unfinished Business

Candidacy Form Instructions – Melanie presented the web page with the instructions for completing the Candidacy Forms and explained how the candidacy forms are to be completed and where to submit.

Ombudsman - Melanie provided a handout with some research on the faculty Ombuds service and on different staff Ombuds services at other universities. Melanie has scheduled Dr. Jeff Skoblow, an SIUE faculty Ombuds representative to speak at the April 21 executive committee meeting and answer any question about setting up a staff Ombuds person/Ombudsman and office. All senators and panel members are welcome to attend the executive committee meeting for more information. The report is filed with the minutes.

Ratification of East St. Louis Senator Carolyn L. Jason was approved unanimously.

New Business: none

Reports

Treasurer’s Report: Anne Hunter provided a handout with current balances. The report is filed with the minutes. Income is the transfer to the 8 account to cover banquet charges.

Panel Reports

Ex-Officio Reports

SUCSSAC: above

Personnel/VC Administration Designee: above

SURS: no report

Negotiated & Prevailing: no report

Open Range: Melanie Schoenborn reported that she still needs an updated list of Open Range members.

Administrative Staff: Gretchen Fricke reported that the Dean emphasized that if anyone is planning to attend the Bernie Sanders rally, they need to use vacation hours.

Satellite Campus Reports

Alton: no report

East St. Louis: Carolyn Jason reported that Head Start student teachers are from the School of Education. One of the Head Start Centers will open on March 9 at an extended piece of land and a center built just for SIUE at the JJK Jackie Joyner Kersee Head Start. One of their parents is the second runner for the National Head Start Parent of the Year. Carolyn will send the East St. Louis Center newsletter each month to send out with minutes and agenda.

Standing Committees

UCB: Kirt Ormesher reported that the MUC is on budget. Kirt reported on other areas such as the Cougar Store, the MUC truck, and that the search has ended for the director and the duties of the past director have been divided between two administrators at Morris University Center. A question was asked about the MUC truck
serving around the time night classes begin. Kirt will follow-up and report back to the Senate. There will be no coffee cart in the library at this time because of drain issues at this time.

**Public Relations Committee**: no report

**Policy Review Committee**: no report

**Scholarship Committee**: Anne Hunter reported that it doesn’t seem likely that the student care packages project will happen because of time commitment to put together outweighs the benefit to scholarship fundraising. Anne sent an email to stir up interest for the fundraising committee and Banquet committee. The response was flat.

Anne Hunter made a **motion** for funds of $1500 for the 2016 Summer Scholarship to be awarded at the discretion of the selection committee. It was seconded by Todd Bartholomew and **approved** unanimously.

**Elections Committee**: Todd Bartholomew, chair requested that the governance secretary send an email prior to the election notice to senators and panel members with terms expiring this year. The election notice will go out on March 16.

**UQC**: no report

**President’s Report**: The Airport interviews for the Chancellor’s Search will be conducted soon.

SUAA payroll deduction coming soon

It was noted that primary elections are on March 15.

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

Approved as submitted April 7, 2016

Vicki Kruse/University Governance

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<thead>
<tr>
<th>Panel/Committee Name:</th>
<th>USS Constitution and Bylaws Committee</th>
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<tbody>
<tr>
<td><strong>Panel/Committee Chairperson:</strong></td>
<td>Melanie R. Schoenborn</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>
<td>1) Melanie R. Schoenborn, Chairperson (Open Range)</td>
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<td>2) Gretchen Fricke (Administrative Staff – Chairperson)</td>
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<td>3) Cindy Cobetto (Administrative Staff – President)</td>
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<td>4) Vicki Kruse (Neg./Prev. – Governance Secretary)</td>
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**Panel/Committee Charge**: Melanie was to do some research on the Ombuds Service and locate information from ISU and NIU along with contacting the SIUE Faculty Senate’s Ombuds to see if anyone is willing to come speak to the USS in May about the Ombuds Service.
WHAT DOES AN OMBUDS DO?

From SIUE Faculty Ombuds website: "The Faculty Ombuds are available to serve as neutral listeners, information sources, and intermediaries in informal dispute resolution. We strive to provide a comfortable, confidential, and impartial environment in which to discuss problems and concerns." Also -- "We strive to provide a comfortable, confidential, and impartial environment in which to discuss your problems and concerns. If you want to talk, we're here to listen………"

From ISU website: "What is an Ombudsperson? Ombudsperson is from Swedish, a Germanic language in the same family as English, and means "commissioner, agent." Derived from Old Norse, an umbodhsmadhr was a deputy who looked after the interests and legal affairs of a group such as a trade union or business. In 1809 the office of ombudsman was created to act as an agent of justice to look after the interests of justice in affairs between the government and citizens." "Role of the Ombudsperson Council The Illinois State University Ombudsperson Council, which consists of three members, is available during all academic sessions to faculty, staff, and administrators of the University community. The Council assists in mediating and resolving misunderstandings and disagreements. It will assist people with interpersonal conflicts and disputes as well as complaints about academic, professional, or administrative issues. The Ombudsperson Council will help individuals resolve concerns fairly, and whenever possible, informally."

From the NIU website: "The Office of the Ombudsperson provides students, faculty and staff with guidance to help solve a variety of university-related issues or conflicts. We offer confidential, neutral, informal and independent guidance. While we cannot provide legal advice or advocate on your behalf, we can advise you of your rights within the university. Sarah Klaper, NIU’s Ombudsperson, and her staff will listen to your concerns about a variety of topics, assess your situation and suggest options that may help you resolve the matter. To learn more about how we can help you, read about our services, scan our FAQ or contact our office to make an appointment with our Ombudsperson today."

HOW DO YOU GET STARTED?

After a discussion with a member of the SIUE Faculty Senate Welfare Council, I checked into the SIUE Faculty Senate Welfare Council website. You can visit the Ombuds Service Policy there and see that it includes their “purpose, roles and responsibilities, what SIUE Faculty Ombuds DO and DON’T DO, their terms of service, selection procedures, application for any position, compensation, location of the office and the hours, training, who they report to, and the evaluation procedures of the service” in great detail and is written as an operating paper. This would be good as a guideline to follow for creating the USS Ombuds Service Policy or Operating Papers.

WHAT’S SIUE HISTORY AND HOW DID OMBUDSMAN POLICY START AS SIUE?

I have sent an email invitation to Dr. Jeffrey Skoblow to come to the USS Exec. Committee meeting on April 21st to talk to us about the SIUE Ombudsman Service to Faculty, its history, the training needed, and how helpful the service is to the constituency. Dr. Skoblow is one of the two first Ombudspersons to start the service at SIUE for faculty.

WHO ELSE OF THE STATE UNIVERSITIES IN ILLINOIS HAVE A STAFF OMBUDS?

From my research of the other state universities websites the following have something listed:
ISU has a Ombudsperson Council searchable on their home website and includes: role, guiding principles, FAQ’s and contact information; NIU lists an Office of the Ombudsperson with office hours, an About us, What is an ombudsperson, services, resources and an FAQ;WIU doesn’t have a Ombuds service easily located on their website or thru a search of A-Z topics; U of I lists an Ombuds Office at Urbana but unable to locate via the website, many listing of history; EIU there is information for minority students, veterans, and faculty; none for staff located. SIUC from the Annual JRB (Judicial Review Board) Report dated December 1, 2015 “Ombudsman : The Grievance Procedures for Faculty states that the JRB “chair
should encourage the grievant to consult with the Faculty/Staff Ombudsman if this has not already happened.” The Ombudsman position was eliminated a few years ago for budget reasons. There currently is no Ombudsman. Consequently, the Chair of the JRB fielded questions from several potential and actual grievants concerning policies and procedures. As noted in last year’s report: “The Provost’s office and the JRB Chair should not and do not offer advice to grievants or potential grievants.” (emphasis added) The Chair served as a neutral party explaining the meaning of our Grievance Procedure for Faculty and related policies and procedures. He did not provide any advice as to course of action. From Civil Service Council Meeting Agenda, Wednesday, January 6, 2010 under V. Reports: Constituency Committees: 3. Ombudsman Advisory Panel - Tina Biggs … February 3, 2010 meeting changed to Tina Gerecke … thru September 2010 agendas. Picks up at July 2011 agenda changes to Anita Eckhardt with the September 2011 agenda … There are minutes of meetings included in the Archives on the website but only for some years and some months. This Ombudsman Advisory Panel is a board that “oversees” the work of the Ombudsman Office which is under the Chancellor’s Office; this information from 2012 minutes of January 11th. No further minutes for that year and no minutes including this Committee within the Constituency Committees for 2012, 2013, or 2014. Anita did attend Council meetings after that but she is on the Budget Committee of the Council. What happened?

From U of I website a list in United States: Michigan State, University of Michigan, University of NC Chapel Hill, Stanford, MIT, University of Texas Austin, University of Mass., Amherst, University of Colorado Boulder, Oregon State University, Princeton University, University of Kansas, Boston University, Marquette University, Ohio University, Clemson University, Cornell University, University of Wisconsin Madison, Gallaudet University, University of Iowa, University of California, Iowa State, Harvard University, Columbia University, Brown, Auburn University, University of Denver, Northern Illinois University, Georgia State University, University of Central Florida, University of Maryland, Rutgers, Washington University in St. Louis.

I located a business that does this as a service. See their website information from the U of I website: https://ler.illinois.edu/wp-content/uploads/2016/01/Ombuds-presentation.pdf

WHO BENEFITS?

After lots of reading online and thinking about the Ombuds issue here at SIUE, I think the benefits would go to probationary employees, non-union members represented by a union, managers and supervisors, and SIUE as a whole. SIUE would have a place with trained people who are there to hear out complaints and communication problems and be a sounding board/wall to clear channels of communication or open them before the grievance process.

WHERE DO YOU WANT TO GO FROM HERE?

After hearing from Dr. Skoblow and having the Executive Committee vote on going forward to create an operating paper or policy, I would draft a said policy or operating paper combining all my research information and possibly using the SIUE Faculty Ombudsman Policy as a guideline. If constituency members would be willing to serve and go through the training then they should be able to get release time from their regular duties to help their fellow SIUE employees as Ombudspersons. There would need to be a physical office and office hours along with other things I haven’t considered as yet.

Respectfully submitted,
Melanie R. Schoenborn
Staff Senate Treasurer’s Report
March – 2016

Fund 787514 – Staff Senate B Account:

Ending Balance 2/29/16 $1660.69
Income: $1253.49
Expenses: $0

Fund 4016 – University Staff Senate Benefit:

Ending Balance 1/31/16 $6187.15
Income: $0
Expenses: $0

Fund 8715 – University Staff Senate Scholarship Endowment:

Ending Balance 1/31/16
   Spendable $3349.98
   Endowed & Reserved $65918.64

Income:
   Spendable Gifts $0
   Endowment Gifts $291.00
Expenses: $0

Fund 8102 – SIUE Faculty for Collective Bargaining Scholarship Endowment:

Ending Balance 1/31/16
   Spendable $1263.78
   Endowed & Reserved $16002.37

Income: $0

Expenses:
   Scholarship Award to A. Lotter $750.00
   Scholarship Award to S. Pettit $750.00
   Total: $1500.00