University Staff Senate

June 2, 2016
Approved Minutes

Staff Senate 2016 Summer Scholarship Presentation: Two scholarship certificates were presented for the summer semester. Each student was awarded $500.00. Congratulations to Amanda Lotter daughter of Deanna Lotter, School of Business and Samuel Haas, son of Stacey Haas, Lovejoy Library. Interim Chancellor Hansen was present for pictures with the students, parents and Staff Senate President Cynthia Cobetto and Scholarship Committee Chair Anne Hunter. Special thanks to Howard Ash for the photography.

The regular meeting of the Staff Senate was called to order at 9:09 a.m. on June 2, 2016 in the Board Room, Morris University Center by Cynthia Cobetto, president.

Present
Cobetto, Dickey, Dusenbery, Fricke, Hunter, Milcic, Ormesher, Schilling, Schoenborn, Toberman, Trucks; Recording Secretary Kruse

Excused
Candela

Absent
Bartholomew, Caupert, Mumphard, Pulley, Jason

Guests
Steve Hansen, Amanda Lotter, Dianna Lotter, Samuel Haas, Stacey and Bill Winter

Guest Speaker: Interim Chancellor Steve Hansen and Financial Affairs Budget Director Bill Winter

Interim Chancellor Hansen expressed his appreciation to the senators for their effort, time and good work in their important role for the University that senators fill. The Chancellor also wanted to let the Senate know where SIUE is in regards to the budget. The sad news is that Tuesday was the last day of the legislative session, and there is still no Illinois budget. A handout was provided “MEMORANDUM” regarding FY17 Budget Planning. It is filed with the minutes.

The SIU President has made an offer to one of the Chancellor Search candidates and is in negotiations with that person, so we should hear something next week.

The question and answer session, below, are meeting notes and not direct quotes or verbatim statements from the Chancellor.

Q. Who owns the property at the East St. Louis Center that SICM occupies.

Chancellor: SIUE owns the property.
Q. What happens if projections fall through?

Chancellor: It would depend on different kinds of growth, selectively. Great if freshman and retention keep growing.

Q. High school students are concerned about Illinois public colleges and skeptical.

Chancellor: Admissions are doing calls and emails to applicants to stay in contact with them until fall enrollment.

Q. Have Eastern and Western been dropping programs and are we benefiting from that?

Chancellor: They are not coming here. They seem to be going to border state universities.

Q. Is SIU planning to take from Edwardsville for Carbondale?

Chancellor: Yes. They will borrow but pay back. Won’t borrow that would jeopardize SIUE, better for SIU system if keep SIUE and School of Medicine going.

Q. Will the Edwardsville campus become the flagship of the SIU system?

Chancellor: Some think it will.

Q. Are any universities going to close?

Chancellor: It is possible come August or September.

Q. What happens when money runs out?

Chancellor: A number of people, staff and faculty, are leaving the university and getting jobs elsewhere.

Q. How do you bring quality faculty and staff in?

No answer.

Senator Comment: There is no money in the State budget even if a budget is passed. There was a discussion.

Chancellor: The reputation of the university system in Illinois which used to be outstanding in the nation is so badly damaged from the budget crises. Even if a budget is passed tomorrow it will take a long time to recover the reputation.

Q. What is the percentage of people leaving the university?

Chancellor: 26 faculty have resigned, retiring people are up in the 70’s, numbers have gone way up. Chancellor Furst-Bowe did a hiring freeze and was a good idea. Now the Chancellor is suggesting to the Vice Chancellors strategic hiring which will work better than a freeze for needs in vulnerable areas.

Q. Paying less for new hires and save money or pay the same?

Chancellor: Paying the same.
Q. Will there be any raises?

Chancellor: It is going into three calendar years since raises for many. There will be health insurance increases. We are not doing furloughs. The new chancellor will need to think about this. There is no money but we will need to find something to offset the insurance increases. The Interim Chancellor will tell the new Chancellor to find that money.

Comment: The insurance increases will be retroactive.

Q. Will the effects from budget cuts affect Shared Governance since some people are doing the duties of two or three jobs because of job freeze?

Chancellor: Yes.

Q. Budget reductions FY17, what are the “further reductions” in the handout?

Chancellor: It would be $4.5 million from the $8 million expected new revenue from enrollment growth and tuition increases phased in by areas; VC of Administration, VC of Student Affairs, VC of Advancement. The VC of Academic Affairs will not to go down that road at this time.

Winters: Plan more than one scenario to relate to the legislators

Q. How are the discussions about a new budget model going?

Chancellor: Going gently. Bill Winter is heading up the team that is working on hybrid models of five different models that other universities use.

Winter: Started with five people in the UPBC with Morris Taylor chairing, and have added more people. They are making progress, but no final answer yet. Treading lightly because they don’t want to break what is already working, just fix what is not.

Q. Where does SIUE fit in with bonding and ability to borrow at a decent rate of interest?

Winters: All the universities in Illinois have been downgraded because of being tied State of Illinois. U of I is rated the highest. We are rated with the SIU System and are rated in the middle of a 3 scale rating system. It does impact our future borrowing.

Q. What happens with the deterioration when building cannot get repaired or upgraded?

Chancellor: In the Governor’s ‘Stop Gap’ proposal on Tuesday, it included the release of money for the Science East building. Money is there, but because there is no budget, it cannot be released. If the impasse continues much longer, we may take the fence down, cut the grass and clean up around the old science building because it is an eyesore for parents and students.

Winter: Good news, bad news scenario: didn’t have to pay the $50 or $60 m for the new science building, but got caught on phase two on the renovation of the old building and have to wait for funds. We do have a solid plan to keep up with deferred maintenance for future, because of facility fee established 9 or 10 years ago.

Q. From the Congress, what is happening on the prioritization?

Chancellor: the Provost is working on getting that started and probably will not get into full force until fall.
Chancellor: Thank you, again, sincerely for your services. Thanks for patience, guidance and advice.

Cindy and Bill thanked Steve for his work in the Chancellor’s office.

**BREAK:** Cindy called a five minute break at 10:08 a.m.

**MEETING RESUMED:** 10:17 a.m.

**ANNOUNCEMENTS**

John Milcic is appointed and ratified as chair of the Policy Review Committee

No meeting on July 7

Cindy will attend the July 14 Board of Trustees meeting at SIU School of Medicine in Springfield

Remember the special meeting for election of officers/panel chairs after the August regular meeting.

Benefits and Wellness Fair: according to Summer Murphy, Human Resources Benefits Manager “Due to the uncertainty at the state for our health insurance, potential fall benefits choice and a reduction in benefits staff aren’t able to hold the event.” So the Benefits Fair is canceled.

New Senator Orientation is not confirmed yet. Cindy will talk to Michelle Welter to see if she is willing to continue to present.

**APPROVAL OF MINUTES**

The May 5, 2016 minutes were approved as submitted (Schoenborn/Dusenbery).

**OLD BUSINESS**

**Ombudsman Discussion:** Melanie Schoenborn explained why this item is on the agenda. Melanie discussed next steps after her research and the visit from Dr. Jeffrey Skoblow, one of the first Faculty Ombudsman. A motion was made to establish a committee to prepare the necessary documents to present to the administration to implement an Ombudsperson for the staff. It was seconded by Anne Hunter. There was discussion. The motion carried.

Cindy Cobetto appointed Melanie Schoenborn as the chair of the committee for the Ombudsperson. Melanie asked for volunteers and suggestions were made: Jeffrey Spinks and Angie White; Kirt Ormesher volunteered to help if he is available; Cindy Cobetto will ask around and may be able to help.

**Facilities Sick and Vacation Requests:** Kirt Ormesher gave an update that Paul Fuligni informed employees at a recent meeting what he was doing with absence requests and why. There was a discussion. Kirt said some of the facilities employees’ questions were put to rest.

There was a discussion about employees being encouraged by Human Resources to use FMLA for their sick days if they have been sick for more than one or two days.

Melanie did a wrap up and pointed out that the Facilities Management new absence and vacation request forms are not posted on the Human Resources web site. The Policy Review Committee needs to meet
with the Human Resources Director to request that Paul Fuligni post the forms on the web site and
time they are revised, they will need to be reposted.

Neal Schilling brought up a request from a fellow worker about the surgery center he uses has a 1-2 day
notice for service and SIUE Facilities Management has a 48 hour notice policy. This makes it difficult
because the absence requests would end up being unscheduled due to the conflict in policies.

Melanie would like to talk to Murphy in Human Resources, but is having a difficult time catching her at
her desk. She would like a letter from her to send her healthcare provider. Melanie reported notices that
could interfere with her credit score. It is becoming difficult to continue to be patient when the State's
ability to pay healthcare providers is affecting personal credit ratings in a negative way. The lowering of
credit scores from the state not paying and collection agencies stepping in to collect could indirectly cause
employees to pay more interest for any type of loan. Melanie expressed her frustration with the way the
State insurance providers for healthcare providers.

John Milcic has an update: two electricians who have met with Bill Misiak in Human Resources because
they are suspected of using excessive sick leave. They will possibly need a doctor's excuse to come back to
work.

Another employee took off for his daughter’s pregnancy and Human Resources required him to take
vacation time and not sick leave. It seems there is a misunderstanding of the policy.

Cindy will bring these issues to the Policy Review Committee next week when they meet on Tuesday and
follow up with a report at the next meeting.

**USS Constitution and Bylaws Discussion:** Melanie Schoenborn reported results of the ongoing
research for the original USS Constitution and Bylaws. The original USS Constitution and Bylaws dated
1979 have been located and refer to a prior University Senate Advisory Council Constitution and Bylaws.
Melanie asked if the Senate needed information regarding it and it was decided that yes they did. So,
Melanie will continue to search for that document before finishing her report and revisions to the current
Constitution and Bylaws reflecting all amendments through the years with dates of approvals.

**NEW BUSINESS**

**Nominations for President Elect:** Gretchen Fricke accepted nomination for president-elect that was
made at last meeting.

**Plan for new Senator Orientation:** Cindy Cobetto will check with Michelle Welter.

**REPORTS**

**EX-OFFICIO REPORTS**

**SUAC:** None

**Personnel/VC Administration Designee:** None

**SURS:** None

**PANEL REPORTS**

**Negotiated and Prevailing:** None
Open Range: None

Administrative Staff: None

Satellite Campus Reports
Alton: None

East St. Louis: Bill Dusenbery gave an update on preschool preparation and signage.

Standing Committees
UPBC: None

UCB: Kirt reported that the do not meet in the summer

Public Relations Committee: None, but Bill Dusenbery would like to arrange meetings fifteen minutes prior to the Senate meetings. Vicki asked the Senate if anyone would be interested in creating a blog from the Senate for public relations. Bill was open to the idea to bring up when the new terms begin.

Policy Review Committee: None

Fundraising Committee: Anne Hunter reported that the committee met and set a date of October 12, 2016 for the Employee Banquet.

Goals Committee: None

Elections Committee: When the election results announcement went out, the three Administrative Staff Panel candidates who won by acclamation were left off. That has been acknowledged and updated on the web site ‘What’s New’ page.

University Quality Council: None

Other Reports
Staff Senate President’s Report: Cindy Cobetto gave a Chancellor’s Search update. An offer is being made, but no specifics, yet.

Adjournment: With no more business Melanie Schoenborn motioned to adjourn the meeting at 11:17 a.m.

Approved as submitted October 6, 2016
Vicki Kruse/University Governance
MEMORANDUM

DATE: May 11, 2016
TO: Denise Cobb, Provost
    Kenn Neher, Vice Chancellor for Administration
    Rachel Stack, Vice Chancellor for University Advancement
    Jeffery Waple, Vice Chancellor for Student Affairs
FROM: Stephen Hansen, Interim Chancellor
RE: FY17 Budget Planning

Planning for the FY17 budget presents a number of difficult choices and strategies. Not having a complete State Appropriation for FY16, being uncertain of the level of budget reduction for FY16, and being doubtful of having an early resolution to either the FY16 or the FY17 budgets makes planning problematic. After consulting with the UPBC and the faculty and staff senates, I have decided on the following course of action:

➢ We will not implement any budget reductions for FY17 at this time.

➢ Between now and the beginning of FY17, we will implement normal fiscal spending slowdowns, e.g. year-end cut-off, capture of lapse salaries dollars, etc.

➢ If there is no budget for FY16 and FY17, we will pursue two sequential strategies:
  1. First, with the $8m in expected new revenue from enrollment growth and tuition increases, we will use $4.5m of that money for a reserve to accommodate an additional 8% cut in SIUE’s State Appropriation. With our Fall 2015 “9% Realignment” of $12.4m, this additional reserve would allow SIUE to manage approximately a 30% reduction in the State Appropriation.
     a. Note that if we are forced to use the entire 9% Realignment of $12.4m, we would no longer be able to budget for the $9.5m we have obligated for scholarships.
     b. The $3.5m balance of the $8m enrollment growth and tuition dollars would be used to help offset the $9.5m in unbudgeted scholarships. The remainder of the unbudgeted ($5m) in student scholarships would be supported by cash reserves.

  2. Second, if SIUE cash reserves run low, or the SIU Board of Trustees requires more aggressive action, and/or the State of Illinois passes an Appropriation that is up to a 40% reduction in the FY15 base, we would cut an additional $4.5m from the budget. This second $4.5m in budget reductions, in addition to the 9% Realignment and the commitment of new revenue from enrollment growth and tuition increases, would be phased in as needed in the following order:
     a. The VCSA would reduce its State Support by $1m
b. The VCUA would reduce its support by $6m
  c. The VCA would reduce its budget by $1.5m
  d. The Chancellor’s Office/Central Accounts would reduce its budget by $5.5m
  e. The PVC would reduce Academic Affairs by $3m.

This budget reduction allocation was based upon the principles of 1) protecting instruction as much as possible; 2) protecting people over things, and; 3) placing the primary burden of reductions on fee-based units which could more easily shift costs to alternative funds.

Attached are three charts that provide supporting budget information. The first table shows the “9% Realignment” and how it addresses SIUE’s unfunded obligations and potential reduction in State Appropriations. The second table shows the impact of new revenue generated by enrollment growth and the Fall 2016 tuition increase along with an additional 8% reduction in State Appropriations. The third table shows the budget reductions by vice chancellor area since FY14 and the proposed further reduction for FY17.

The course of action for FY17 outlined above provides the most flexibility for addressing the many unknown variables affecting the University. It also uses first the new revenue generated by the University before making additional budget reductions. Lastly, this strategy minimizes the impact of further reductions on employment and upon our instructional programs. Overall, this strategy will allow SIUE to cover nearly a 38% reduction in its State Appropriation.

Cc: William Winter, Director of the Budget
    Morris Taylor, Chair, UPBC
5.23 Sick Leave-Proposed Changes

Approved October 1, 1985
Approved and Revised May 14, 2014
For information on Sick Leave, refer to Policy On Sick Leave Benefits for Faculty, Personnel Policies, SIUE, II-4 in the Faculty Handbook. Please visit the Faculty Handbook at http://www.siue.edu/provost/fhb/7-15.shtml.

Non accruable sick leave days may be used for the care of the employee's spouse, a same sex domestic partner, civil union partner, children and members of the immediate family living in their household. Immediate family includes parents, brothers, sisters, grandparents, grandchildren, and corresponding in-laws. Sick leave may be used for illness and injuries for immediate family members other than those in the households of employees when such leave is approved under the Family Medical Leave Act.

Additional information regarding sick leave for faculty, administrative and professional staff is available at http://www.siue.edu/humanresources/benefits/leaves/sick-leave.shtml