UNIVERSITY STAFF SENATE
September 1, 2016
Approved Minutes

The regular meeting of the Staff Senate was called to order at 9:01 a.m. on September 1, 2016 in the Board Room, Morris University Center by Kirt Ormesher, president.

PRESENT: Cobetto, Dickey, Ferrell, Fricke, Hamil, Hunter, Ormesher, Schoenborn, Toberman; Ex officio: Manning; Recording Secretary: Kruse

EXCUSED: Bartholomew, Dusenbery, Milcic, Jason

ABSENT: Schilling

GUESTS: David Heth, Anne Moore, Erik Kirk, Tim Engelman

Guest Speaker: David Heth, director of Financial Affairs came on behalf of the Facility Rental Task Force Presentation. He introduced the committee and explained how the task force was initiated. He gave a presentation of a proposal for a pilot program for academic buildings. The PowerPoint slides are filed with the minutes.

There was a discussion with a question and answer session.

  Q  Will the pilot program be administered at the East St. Louis Center?
      A  No, the buildings are not considered academic buildings.

  Q  Why not present the pilot to the Student Senate for their feedback? Students would e a good source for parking questions in regards to rental guests.
      A  Dave Heth will pass that along.

  Q  A comment was made about MRA, an entity that coordinates teaching courses for employee groups who need classrooms. This would be training specific to their jobs.

David Heth and the task force will take all comments and questions into consideration. He expressed appreciation for the feedback.

Kirt Ormesher called a break at 9:56 a.m.

The meeting resumed at 10:03 a.m.

APPROVAL OF MINUTES
There were corrections made to the August 4, 2016 regular meeting minutes. The minutes were approved as corrected (Hamil/Schoenborn).

The August 4, 2016 special meeting minutes were approved as submitted.
Ian Toberman nominated Angie White to fill the unexpired senate term of Gretchen Fricke, non-represented administrative staff. Gretchen is currently president elect. Ratification of Angie will take place at the October meeting.

**PANEL REPORTS**

Negotiated & Prevailing: Kirt Ormesher reported in the absence of John Milcic, chair. A new sick leave law has been passed and signed by the Governor. Kirt will email the H.R. Director to discuss if the new law will affect the SIUE sick leave policy. There was a discussion and it was pointed out that it only affects accrued sick leave (section 5 and 10).

Gretchen suggested the senate invite the H.R. Director to a senate meeting to talk about the new sick leave law.

Open Range: No report.

Administrative Staff: Ian Toberman reported that he met with someone who is interested in serving on the Staff Senate. Paperwork will follow.

There was a discussion about getting the address lists for all the panels.

**SATELLITE CAMPUS REPORTS**

Alton: No report.

East St. Louis: Carolyn Jason submitted the September ESL Campus Connection newsletter. Handouts were provided for anyone to take.

**STANDING COMMITTEES**

UPBC: Norris gave a report when he arrived at 10:26 a.m. The next meeting will be September 9 in the Chancellor’s Conference Room at 10:30 a.m. They will be going over the agenda and budget overview. The first two meetings are spent with conversation about what, where and how money is spent. The Vice Chancellors will request funds, while the UPBC will rank the requests to turn over to the Chancellor for approval. Norris stated that the UPBC does not make decisions on funds requests. There was a discussion. Norris will send the UPBC minutes to the Senate.

**OTHER**

President’s Report

Kirt Ormesher assigned ‘homework’ for the senators; He would like the senators to gather feedback from constituents. Kirt wants to brand the process and the senate discussed the idea and came up with a suggestion: Constituents Celebrations & Concerns. It was suggested to send an email out to staff to request feedback for the Staff Senate president to share with the Chancellor at their monthly meetings. The idea is to ask for positive things from staff about staff and then concerns or roadblocks. These can be sent by email or note to Kirt. Kirt meets with the Chancellor on the third Monday of every month. Another goal Kirt would like to see happen are keeping meetings under two hours.
ANNOUNCEMENTS
Melanie suggested having the scholarship awardees introduced at the presentation on October 6.

FUTURE AGENDA ITEMS
- Provost Search Committee Appointees
- Constitution & Bylaws - first read for October meeting

PUBLIC COMMENT
None

Kirt gave preliminary admissions numbers on current enrollment with 1890 freshman; the freshman experience was well attended by almost 1900 freshman; transfers, graduate students and international enrolment are up. The real numbers will come out soon.

ADJOURNMENT: The meeting was adjourned at 11:16 (Hamil/Hunter).

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

Draft Guidelines for Space Rental Pilot Program
August 24, 2016
Tim Engelman
Dave Heth
Erik Kirk
Todd Wakeland
Why Are We Here?

• History
  – SIUE Congress suggested monetizing university assets
  – Chancellor Hansen appointed Space Rental Task Force
  – Task Force consulted colleagues and drafted guidelines for pilot program
  – Chancellor’s Council and Deans’ Council reviewed

• Purpose of Today’s Meeting
  – Gather feedback on proposed guidelines

Purpose of Pilot Program

• Test feasibility of monetizing university assets
• Offset state budget cuts; supplement departmental budgets
• Contribute to recruiting, research, public service, and community relations
• Minimize university liability
Exclusions from Space Rental Guidelines

- **Leases** (where tenant has exclusive use of SIUE property)
- **Rental of University-Related Organization (URO) facilities:**
  - Foundation
  - Alumni Association
  - University Park
  - Charter School
- **Rental of Auxiliary (bond-financed) facilities:**
  - MUC
  - Housing
  - Student Fitness Center
  - Student Success Center
  - Parking
- **Rental of Student Fee-constructed/maintained facilities:**
  - RecPlex

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Pilot Program Scope Limitation

- Pilot program applies only to academic buildings
  - Classrooms
  - Laboratories
  - Other space
- Academic mission has first dibs on space
  - So we will focus on short-term rentals, not long-term commitments
    - Fridays and weekends may be exceptions
  - No 24/7/365 rental of academic space
  - All contracts must be approved by Provost or designee
Support for Departments

- Ed Outreach will:
  - Maintain master schedule of facility rentals
  - Review tenant requests—for appropriateness and availability
  - Coordinate with all departments involved
  - Help departments with:
    - Rate setting and negotiation
    - Facility Use License Agreement
    - Insurance requirements
    - Needed services: Parking, food, alcohol, set-up, custodial, audio-visual, technology, security, access
    - Billing and collection
  - Compute distribution of profit

Pricing Guidelines

- Flexible: Every rental situation can be different
- Equipment, labs, and other specialized facilities: Landlord department and Ed Outreach may set standard rates or may negotiate with each tenant
- Classrooms: Ed Outreach will update standard rental rates based on room size
- In general: Charge what the market will bear
  - But rent may be reduced or waived based on:
    - Tenant type or purpose
    - Benefit to students or university
Free Use of Space in
Academic Buildings

• When rent is waived
• For academic conferences organized and run by SIUE units
• For youth camps organized and run by SIUE units
• By SIUE departments and student organizations for meetings
  — But not for “events” where money is collected or where attendees are primarily non-SIUE

Calculation of Profit on a Rental Agreement

• Total Rental Revenue
• Less marginal out-of-pocket expenses, if any—e.g.:
  — Facilities Management (FM) set-up
  — FM custodial
  — Police overtime
  — Parking
  — Optional: Salaries of on-site SIUE personnel
• Equals Profit to be distributed
Distribution of Profit

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<th></th>
<th>Today</th>
<th>Proposed</th>
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<tr>
<td>Department*</td>
<td>0%</td>
<td>90%</td>
</tr>
<tr>
<td>Income Fund**</td>
<td>100%</td>
<td>10%</td>
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</tbody>
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* Profit assigned to Academic Departments will be in the form of ICR (‘local’ money). Departments will get 90% of the profit from renting departmental labs and other specialized facilities, and from bringing in tenants who rent general facilities such as classrooms.

** Income Fund will get 100% of the profit from renting general facilities to other tenants. Profit sent to Income Fund will be partially used to fund Ed Outreach support, with the remainder allocated to academic and administrative units through the normal UPBC process.

Rationale for Profit Distribution

• Why 90% to **departments**?
  — Incentivize departments to find tenants
  — Departments equipped their specialized space
  — Replace some of their budget cuts

• Why 10% to **Income Fund**?
  — Fund Ed Outreach support
  — Buildings were built with State funds
  — Maintenance and utilities are paid with State funds
Next Steps

• VCA:
  ▪ Ask Parking Services to work with academic units to develop more welcoming parking procedures and rates

• Task Force:
  ▪ Vet draft guidelines with Executive Committee of Faculty Senate, Staff Senate, UPBC, and Athletics
  ▪ Present feedback regarding Pilot Program Guidelines to Chancellor

• Chancellor:
  ▪ Determine final guidelines for pilot program
  ▪ Ask Marketing, Ed Outreach, and academic personnel to develop marketing plan and to inform campus community