University Staff Senate  
March 2, 2017, 9:00 a.m. 
Illinois Room  
Morris University Center  
Approved Minutes

I. The regular Staff Senate meeting was called to order at 9:00 am on March 2, 2017, in the Illinois Room of Morris University Center by Gretchen Fricke, president elect.

PRESENT: Bartholomew, Cobetto, Dickey, Dusenbery, Fricke, Hamil, Hunter, Milcic, Schoenborn, Toberman, White, Woods, Jason, Pulley  
EXCUSED: Ferrell, Ormesher, Candela  
ABSENT: Schilling  
GUESTS: Bob Vanzo, Collin Van Meter, Anne Cavanaugh, David Balai, Vicki Daggett

Gretchen Fricke introduced Bob Vanzo and asked if there were any objections to limiting the discussion time with him to thirty minutes. There were none.

II. GUEST SPEAKER: Bob Vanzo – Before Bob presented the Volunteer Policy he reported that there needs to be a significant rewrite of the Solicitation Policy and he will bring it to a future senate meeting. Bob began by informing the Senate members are not considered volunteers according to the definition in the policy (Section V. A. 5 and III. 2). He explained that the policy pertains to volunteers from outside the campus that come on campus to volunteer but will take concerns to the Council. Bob will bring the form mentioned in the policy when he brings the Solicitation Policy. Melanie Schoenborn brought into the discussion some discrepancies on the related forms. Gretchen gave a twelve-minute warning. Bob asked if there were any questions on any other topic. Bob announced that the parking lots at the Alton campus are being refinished in concrete. The Emergency poles are under consideration are being replaced with red poles. They gave Alton the option of their school color purple as opposed to red. Bob explained process for permit pricing. The permit price will not be affected by the replacement of the poles. Mike Hamil explained changes to meters to Lot F for Fitness Center lot, front of Vadalabene Center, Lot A behind the Library, Lot E behind Dunham removing single space meters replaced by multispaces kiosks. Whoosh App is popular, but the Zip cars are not. Eventually, the kiosks will take the Cougar Card. Today is the deadline for competition with Zip company and Enterprise for the car service. Parking Committee will make the decision tomorrow. Anne Hunter brought up the concern for shorter meter times for dropping off. Bob answered questions and will take feedback from the Senate to the Council. Gretchen expressed appreciation for Bob addressing the policy with the Senate.

III. APPROVAL OF MINUTES: February 2, 2017 minutes approved as submitted.  
http://www.siue.edu/ugov/staff/schedule_of_meetings.shtml

IV. UNFINISHED BUSINESS  
A. Search Committee for Vice Chancellor for Administration request for names (reminder)  
B. Student Employee 20 Hour Rule – Resolution with Student Senate: As soon as student government sends finalized copy, it will be sent to the Senate.  
C. Council of Councils Survey: The results were viewed by the executive committee and will be sent to the entire Senate.  
D. Apparel: John Milcic brought samples of shirts for senate to look at that senators can buy with the Staff Senate workmark on them. There was a discussion.  
E. Nametags – Kirt Ormesher is working with Marketing to see if there is a way to attach the Staff Senate pins to the SIUE name badges.

V. NEW BUSINESS  
A. USS Constitution proposed revisions first read has been pushed to the April agenda.
B. OMA (Illinois Open Meetings Act): Melanie provided a handout with some proposed changes to the OMA from legislators that could affect the senate meetings. Todd Wakeland would be a contact person for OMA questions. Brown Bag idea.

VI. REPORTS: Gretchen provided a handout of submitted reports. It is filed with the minutes.

A. Ex-Officio Reports

1. SUCSAC: Michael Pulley reported that according to Civil Service rules, if furloughs are implemented, student employees would be laid off first by department area. Student employees cannot replace civil service employees. Since JCAR passed furloughs in December, several universities have implemented them. The rule will expire in early fall of this year, but could be made permanent at statute level. Michael explained how the university cannot hire another without rehiring a laid off person, first. That person can turn down a job three times before the university can hire in their place. The benefits section of Civil Service is under review by the group of Human Resources directors and any revisions will go back to EAC before approved by the Merit Board.

2. Personnel/VC Administration Designee: No report

3. SURS: No report

B. Panel Reports

1. Negotiated and Prevailing: No report

2. Open Range Melanie Schoenborn submitted a report. It is filed with the minutes.

3. Professional Staff (Toberman): No report

C. Satellite Campus Reports

1. East St. Louis Center: Carolyn Jason submitted a report and it is filed with the minutes.

2. Alton School of Dental Medicine: Jackie Candela submitted a report and it is filed with the minutes.

D. Standing Committees

1. Elections Committee: Co Chairs Gretchen Fricke and Ian Toberman submitted a report and it is filed with the minutes. Michael Pulley requested the Civil Service list. Gretchen will send it to him. Gretchen reported that the Senate can request the list of constituents from Phil Brown every year. Gretchen listed the senators and panel members whose seats are up this year.

2. UPBC: Norris Manning submitted a report and it is filed with the minutes.

3. UCB: John Milcic reported on a list of updates from the Center Board meeting yesterday:
   - The MUC budget is on course,
   - They are celebrating a faculty and staff appreciation day with a 20% discount.
   - On the 28th they are having a sidewalk sale.
   - They are setting up a nursing station in the green room.
   - The restroom in Starbucks is now unisex with changing tables.
   - They are getting recommendations for signage in the building.
   - The Student Success Center has a space for violence against women space now.
   - The tunnel will be closing during the summer to fix a roof problem.
   - The master plan includes window renovations.
   - Starbucks may be moving to where Kaldis is now.

4. Public Relations Committee: Bill Dusenbery led a discussion on brown bags and received a few suggestions. It was decided that they could hold two lunch sessions and invite the campus, ask for questions ahead of time for the speaker to address, Bill will follow up and bring to the executive meeting.

4. Policy Review Committee: John Milcic reported that some policies on leave were making their way to the Chancellor’s Council such as the Civil Air Patrol Leave. They are reforming the absent request form.

5. Scholarship/Fundraising Committee: No report

6. Parking & Traffic Committee: The minutes are online:
   http://www.siue.edu/parking/Minutes.shtml
7. Search Committee for Provost & Vice Chancellor for Academic Affairs: It was announced that Denise Cobb is the new Provost and Vice Chancellor for Academic Affairs.
   1. Ian Toberman encouraged the Senate to enforce the reporting of appointees to university wide committees at the Staff Senate meetings. It was suggested to add the (Intercollegiate Athletic Committee) ICAC back onto the agenda and to request regular reports when there is something to share.

VII. OTHER (10:20 am)
   A. Staff Senate President’s Report: Gretchen read an email report from Kirt in his absence. Gretchen also shared a report from their meeting with H.R. director. It is filed with the minutes. There was a discussion about New Employee Orientation and a Staff Senate handout. Michael Pulley, Mike Hamil, Anne Hunter and Angie White volunteered to “man” a Staff Senate table at the orientation. Gretchen followed up on communications about manager training – the list goes out to deans and directors. Please, email Bill Misiak if you are interested in manager training. Training for supervisors that manage labor relations coming up soon. There was discussion.

VIII. ANNOUNCEMENTS: Curt Lox, Dean of the School of Education, Health and Human Behavior is leaving the university

IX. FUTURE AGENDA ITEMS
   A. First reading of the Constitution revisions at April meeting
   B. East St. Louis Employee recognition, encourage them to come; do one at each campus

X. PUBLIC COMMENTS: Anne Hunter reported that AFSCME state workers voted 81% approved strike vote. There is no movement on contract so only option can strike. In our best interest to support because of healthcare issues. There was discussion.

XI. ADJOURNMENT: The meeting adjourned at 10:59 a.m. (Schoenborn/Dusenbery)

Approved as amended April 6, 2017
Vicki Kruse/University Governance
Open Range, Melanie Schoenborn
I had an enquiry from a constituent about information on the Open Range Panel and that the constituent was considering running for one of the Open Range Panel seats.

School of Dental Medicine, Jackie Candela
-On February 23rd, the Year III dental students participated in the Interdisciplinary Educational Simulation in conjunction with students from the School of Nursing and School of Pharmacy concerning medical error disclosure
-On March 1st the SIU Dental Clinic at Edwardsville officially opened for patient treatment
-On March 1st & 2nd, the Year IV dental students are participating in mock board exams in preparation for their upcoming clinical board exams to be held at the beginning of April
-To help find patients for the clinical board exam in April, the Year IV students will have one more after-hours boards screening at the Alton dental clinic on Monday, March 13th at 5:00 pm

UPBC, Norris Manning
Below is my report for you from the UPBC meeting on February 24, 2017:

[Prior to the meeting I forwarded the contents of an e-mail to UPBC which was sent to me. I will forward that separately to you. We did not discuss the contents of the e-mail at the UPBC meeting, but two people were grateful to receive the information. One respondent wanted to assure that “SIUE is in better shape and is not considering furloughs” and to “spread the word”.]

Minutes from meeting in January were approved as written.

Rich Walker, Interim Vice Chancellor for Administration discussed VCSA plans for the following scenarios:
- If additional revenue from the state is realized and received by the University
- If there was a required additional reduction in budget/state funding

He also discussed the Capital Planning/Request document which the University is required to submit each year. This document always includes a request for three major new capital projects, requests for capital improvements and requests for operation and maintenance support from the state. While it can take years to realize any funds from the Capital Board (examples: Engineering building, science building, Science East Renovation) we are required by law to submit requests. UPBC voted on the list and it passed.

Rich Walker also discussed the variety of summer projects which will be visible around campus including water valve replacements (fire hydrants across campus), replacements for specific sidewalks on campus, turf replacement at the recreation complex, there were about ten projects which were listed. He reminded us that these improvements are necessary to maintain the infrastructure which supports a secure environment on campus. He also reminded us that these items are being done with money which is designated for this specific purpose and cannot, by law, be used for other purposes.

There were a variety of questions and discussions regarding the above items.

The discussion then moved to the joint meeting last fall between UPBC and the University Quality Council. I learned nothing more from that discussion except that it is clear that there will be no marriage between these groups (that’s my sense), but an emissary process might be developed.
UNIVERSITY STAFF SENATE
Elections Committee (Fricke/Toberman)

February 27, 2017
Report

University Staff Senate Members – Terms beginning September 1, 2017
  ❖ Three (3) members from the Negotiated and Prevailing (which will have three-year terms expiring in 2020).
      629 staff members in this category (525 Edwardsville)
  ❖ One (1) members from the Open Range Classification (which will have a three-year term expiring in 2020)
      383 staff members in this category (325 Edwardsville)

East St. Louis Center, East St. Louis, III – Term beginning September 1, 2017
  ❖ One (1) representative from any of the following constituencies: Open Range Civil Service, Negotiated and Prevailing Civil Service, or Administrative/Professional Staff from the East St. Louis Center, East St. Louis (which will have a three-year term expiring in 2020)
      206 staff members in this category

University Staff Senate Panel Members – Terms beginning September 1, 2017
  ❖ Five (5) members from Negotiated and Prevailing Classification (which will have two-year terms expiring in 2019)
  ❖ Six (6) members from the Civil Service Open Range Classification (6 of which will have two-year terms expiring in 2019)
  ❖ Two (2) members from the Administrative Staff Classification; 3 Represented (which will have two-year terms expiring in 2019)

Members will be elected by all non-academic employees from their own constituency groups. Positions on the ballot will be in the same order of date and time as receipt of their acceptable petition.

Application for Candidacy: Petition and Statement of Candidacy forms are available from the University Governance Office until 4:30 p.m. on March 8, 2017 or online at: http://www.siue.edu/ugov/staff/elections_staff_candidacy.shtml

Eligibility for Candidacy: Candidates for membership to the Staff Senate must be a permanent, full-time Civil Service employee or a full-time Administrative Staff employee on a continuing contract, with a minimum of two years of consecutive employment with the University at the time the candidate picks up the petition and the statement of Candidacy forms, and employed on the date of election. Petitions must be filed in person in the University Governance Office.

March 8, 2017 – Latest date for withdrawal of candidates. Statements of Withdrawal must be made in person in the University Governance Office
March 8, 2017 – Latest date for filing petition and Statement of Candidacy form
March 29, 2017 – Latest date that all non-academic employees will be notified of the official list of candidates and their qualifications
APRIL 5, 2017 – Date of election
ESLC Report
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Provost (candidate) Interviews: ESLC

- Interviews for each provost candidate were held on the ESLC in January-February.

Chancellor's Q & A


Workforce Development Program:

- Employment opportunities for parents in the high demand fields (computer science, healthcare, advanced manufacturing and education. Include tuition assistance and/or on-the-job training through the Workforce Investment Opportunity Act.

Lume Institute:

- LUME Approach Foundations Course—A Learning Community with peers—an experience for teachers, children and families.
- CDA Planning—A training program will begin on March 27th—in partnership with Lume Institute to help adults complete their Child Development Associate (CDA) credential in six months or less. Individuals will complete five weeks of course work and then be placed in a two year apprenticeship program.

Head Start Program:

- 2017-2018 grant application has been submitted
- Children and staff from JJK Head Start participated in The Office of Diversity Inclusion Black History Program on February 24, 2017.
- Staff and parent attended the Illinois Head Start conference from, February 1-3 in Bloomington, IL
- Head Start families received Toy for Tots this year
- SIUE Robotics presented a demonstration at JJK Head Start on February 28, 2017
- Head Start program is preparing for On-site Federal Review in April 2017
- The annual Parent Training and Volunteer Recognition luncheon is planned for the WOYC on April 28, 2017 at Lady of Snows Shrine-Belleville.
SIUE ESL Learning Resource Center (LRC):

- The library on the ESLC, which was closed due to state's budget crisis, officially re-opened on February 6, 2017 and is now serving programs and the public. The LRC will be open Monday through Fridays from 8:30 am to 5:00 pm.

- The Cafeteria on the ESLC is due to re-open soon!

Submitted by,

Carolyn L. Jason, ESLC Campus