University Staff Senate

Regular Meeting

August 3, 2017, 9:00 a.m.

Board Room, Morris University Center

Approved Minutes #1

Call to Order: The regular Staff Senate meeting was called to order at 9:05 a.m. on August 3, 2017 in the Board Room, Morris University Center by Kirt Ormesher, president.

Present: Bartholomew, Cobetto, Dusenbery, Ferrell, Fricke, Hunter, Ormesher, Schoenborn, White, Woods, Candela, Jason, Manning, Kruse

Excused: Dickey, Hamil, Milcic, Toberman

Absent: Schilling

Guests: Vivian Rodgers, Anne Cavanaugh, Collin Van Meter, Vicki Daggett, Therese Svehla

Approval of Minutes – June 1, 2017 – corrections were made. The minutes were approved as corrected (Hunter/Ferrell).

Reports
Treasurer (Quarterly Report) Anne Hunter provided a report. It is filed with the minutes.

Everyone agreed to do introductions to include the new senators and panel members.

Ex-Officio Reports
SUCSAC (Pulley) - None
Personnel (Senkfor) - None
SURS (Murphy) - None

Panel Reports
Negotiated & Prevailing (Milcic) Since John was not present, Todd Bartholomew reported that the Building Service Workers’ union is in mediation.
Open Range (Schoenborn) Melanie submitted a report, and it is filed with the minutes. She added that she plans to have the Policy Review Committee look into a policy for temporary pay. The policy that is currently being used is the policy for techs.

Administrative (Toberman) - None

Satellite Campus Reports

School of Dental Medicine, Alton (Candela) Jackie submitted a report as follows: Parking lot construction continues, with the completion still estimated for when the dental students return on August 7th. Jackie added that the new one year orientation this week for new dental students.

E. St. Louis (Jason) Carolyn submitted a report, and it is filed with the minutes. Carolyn highlighted that Dr. Steve Perry, educator, speaker and author will be at the Charter High School on August 7.

Standing Committees

Elections Committee Report (Fricke, Toberman) – Teller Report for electronic vote/motion submitted and filed with the minutes.

UPBC (University Planning and Budget Council) (Manning, Holbert, Ormesher) - Norris submitted a report and added that they have not met since early July. First meetings are in August and September.

UCB (University Center Board) (Milcic) - None

Public Relations Committee (Dusenbery) – Nothing at this time, but after new administration is in place will move forward.

Policy Review Committee (Milcic) - None

Scholarship/Fundraising Committee (Hunter) Anne submitted a report and it is filed with the minutes. $1000, and 2 $500 scholarship awards

Employee Banquet Committee - Could not get the Meridian Ball Room this fall, so are looking at moving it to spring: March 6, 15 and April 10 are dates to look at, but there seemed to be conflicts with every date except April 10.

Parking & Traffic Committee (Dusenbery, Ormesher) – Bill reported that the approved minutes are posted after the meetings held on the 2nd Friday of the month. Bill answered a question about the meters and that more will become the swipe meters replacing more of the space meters. A question was asked about motorcycle spaces. There are spaces specifically designated for motorcycles. Bill will have Parking committee clarify that. There was a discussion. Bill and Kirt will take some of the questions back to the committee and Bob Vanzo. Zip car is dropped and replace by Enterprise.

http://www.siue.edu/parki

ICAC (Intercollegiate Athletic Committee) (Welter, Schmoll, Schram, McIlhagga) – They have not met since spring semester.

UQC (University Quality Council) (Cobetto) - None

USS Constitution, Bylaws Committee (Schoenborn) – Melanie reported that the electronic vote for the proposed changes to the Constitution did not work. It will be addressed under ‘Unfinished Business’.

Other Reports
Staff Senate President’s Report (Ornesher) – Kirt reported that anyone is welcome to attend the executive committee meetings. Kirt talked about the SharePoint training at last executive committee meeting. There will be upcoming Senate training at future executive committee meetings. Information will be sent out about the training when it is finalized. He talked about committee reports and how they will be submitted to the Senate. The Council of Councils will meet on Thursday and Friday, October 19-20 at Northern Illinois University in DeKalb this year. Kirt asked for a show of hand who would be interested in attending. Anne, Gretchen, Bill, Cindy, Melanie and Kirt are interested. Kirt will check with the Chancellor for approval and funds for traveling. The System Council of Councils has be set for August 10, but no information has been forwarded to Kirt yet. Eight people are interested to attend the August 10 Council meeting. Kirt will follow up.

Thursday, August 3, 2017 4:33 PM - Kirt followed up announcing that the August 10 System Council of Council’s meeting at Carbondale is canceled via an email from Anthony from Carbondale.

Kirt called attention to the order of the agenda and talked about the changes to the constitution and how the vote didn’t meet quorum.

Unfinished Business
University Staff Senate Constitution proposed revisions brought forth by Constitution and Bylaws Committee Chair Melanie Schoenborn – *the vote will be by ballot* (need ¾ majority of voting members. Quorum was not met on previous vote)

Kirt explained the proposed revisions and the parliamentary procedure for continuing work and vote on the item. Melanie called for a rollcall for quorum of ¾ majority. The rollcall is as follows:

Bartholomew – present
Dickey – absent
Dusenbery – present
Ferrell
Hamil – proxy Ferrell – present
Hunter – present
Milcic – absent
Schilling – absent
Schoenborn – present
Toberman – proxy Woods – present
White – present
Woods – present
Alton – Candela – present
E. St. Louis – Jason – present
¾ majority quorum met (11 present, needed 10).

Gretchen Fricke, Elections Committee Chair handed out ballots and explained how to mark, fold and submit them. Ballots were collected by Gretchen to count.
New Business

Ratification of Appointments by President Ormesher

UPBC – Ken Holbert: Melanie Schoenborn moved to appoint Ken Holbert for another term on UPBC. Mark Ferrell seconded. Approved unanimously.

Parking & Traffic Committee – Kimberly Olson: Melanie Schoenborn moved to appoint Kimberly Olson for a term on the Parking and Traffic Committee. Bill Dusenbery seconded. A discussion ensued. It was determined that in the future the Staff Senate will recruit individuals to represent and report back to the Staff Senate for committee appointments. Kirt will let the Parking and Traffic Committee know that the Senate will keep a pool of interested staff to appoint to committees in the future. Also, if the committee wants personnel from a particular area, they should think about including that in their operating papers.

Gretchen noted that the UPBC has three year terms and a maximum of two terms can be served. Norris Manning will be up next year to be replaced. Olsen approved unanimously.

Nominations for Senate vacancies that occurred or remained after election (must have candidacy form(s) submitted) - None

Nominations
Panel Chairs
Anne Hunter nominated Melanie Schoenborn for Open Range Panel chair and she accepted.

Anne Hunter nominated Ian Toberman for Administrative Staff Panel chair. Ian had conveyed prior to the meeting that he would agree to be nominated as chair.

Mark Ferrell nominated John Milcic for Negotiated and Prevailing Panel chair.

Officers

There was no nomination for Treasurer at this time.

Melanie Schoenborn nominated Bill Dusenbery for Secretary and he accepted.

Gretchen submitted the complete Tellers Report for the Motion for proposed changes to the U.S.S Constitution. Motion carries. Melanie Schoenborn explained the approval process and posting of approved changes on the Staff Senate Web site.
Public Comments: There was one question about response from the resolutions. Kirt explained the Board of Trustee’s reaction was evident by their actions after the resolutions were presented. Gretchen added that she encourages everyone to go to a Board of Trustees meeting. Melanie commented that groups of unrepresented are at a wide range across the board, ranges of years of class and years of service. She suggested that people with less than five years not get raises. Kirt brought up that the Board understands reapportionment. There was a discussion. Todd said that the BSW went to mediation.
Announcements
Special meeting for electing officers and panel chairs immediately following today's meeting
Staff Senate training/orientation will be scheduled over several executive committee meetings in fifteen minute sessions
Staff Senate Fall 2017 Scholarship Presentation possibly September 7

Future Agenda Items: The proposed bylaws changes will be on a future agenda and it was suggested to include possible quorum for executive committee and changes pertaining to electronic voting.

Anne Hunter is working on Scholarship operating papers changes.

Adjournment: The meeting was adjourned at 10:34 a.m. (Hunter/Dusenbery).

Approved as submitted September 7, 2017
Vicki Kruse/University Governance
USS Constitution – By-Laws

Article II, Section 36. Nominations for officers can be made at any regular meeting prior to the special meeting for elections. Officers will be selected at a special meeting to be convened at the conclusion of the regular August meeting. Voting members will consist of newly elected and continuing Staff Senate members. Newly elected officers will assume responsibility September 1 of each year.

Call to Order: The special meeting of the Staff Senate was called to order at 10:35 a.m. on August 3, 2016 in the Board Room, Morris University Center by Kirt Ormesher, president.

Present: Bartholomew, Dusenbery, Ferrell, Fricke, Hunter, Ormesher, Schoenborn, Van Meter, White, Woods, Candela, Jason, Manning, Cavanaugh, Cobetto, Daggett, Svehla, Kruse

Excused: Dickey, Hamil, Milcic

Absent: Schilling, Toberman

Elections
Bill Dusenbery moved that the officers and panel chairs be elected by acclamation. Anne Hunter seconded. The motion was approved unanimously.

President Elect Anne Hunter
Administrative Staff Panel Chair Ian Toberman
Open Range Panel Chair Melanie Schoenborn
Negotiated & Prevailing Panel Chair John Milcic

Senator Ratification(s) There were no Senator ratifications.

Adjournment: The meeting was adjourned at 10:41 a.m. (Dusenbery/Bartholomew)

Approved as submitted September 7, 2017
Vicki Kruse/University Governance
Staff Senate Treasurer’s Report
August – 2017

Fund 787514 – Staff Senate 8 Account:

Ending Balance 7/31/17 $2062.07
Income: $0
Expenses: $0

Fund 4016 – University Staff Senate Benefit:

Ending Balance 06/30/2017 $7817.86
Income: $0
Expenses: $0

Fund 8715 – University Staff Senate Scholarship Endowment:

Ending Balance 06/30/2017

<table>
<thead>
<tr>
<th>Spendable</th>
<th>$5451.96</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed &amp; Reserved</td>
<td>$68290.83</td>
</tr>
</tbody>
</table>

Income:
Endowment Gifts $37.00
Endowment Gain Allocation to Reserve Funds $4469.86
Endowment Earnings Distribution to Spendable $2994.28

Expenses: $0

Fund 8102 – SIUE Faculty for Collective Bargaining Scholarship Endowment:

Ending Balance 06/30/2017

<table>
<thead>
<tr>
<th>Spendable</th>
<th>$2639.48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed &amp; Reserved</td>
<td>$16072.59</td>
</tr>
</tbody>
</table>

Income:
Endowment Gain Allocation to Reserve Funds $1063.87
Endowment Earnings Distribution to Spendable $712.66

Expenses: $0
TO: Kirt Ormesher  
President, University Staff Senate

CC: Vicky Kruse, University Governance Secretary  
Gretchen Fricke,  
President-Elect, University Staff Senate

FROM: Ian Jaret Toberman  
Co-Chair, Election Committee

DATE: 1 August 2017

RE: Constitutional Referendum Official Results

As co-chair of the Elections Committee, I report the following result for the Constitution Amendments proposed for passage at the May 2017 meeting of the University Staff Senate.

Motion: Shall the University Staff Senate Constitution be amended, as presented at the 4 May 2017 regular meeting?

Number of Votes Cast 7
Number Required for Adoption 12

(3/4 of USS membership, as outlined in Article VI)

Votes FOR the Motion 7
Vote AGAINST the Motion 0
Illegal Ballots 0

As co-chair of the Elections Committee, it is my conclusion that the vote did not meet the quorum established by the University Staff Senate Constitution.

Respectfully submitted

Ian. J. Toberman
Q1 - Shall the University Staff Senate Constitution be amended, as presented at the 4 May 2017 regular meeting?

<table>
<thead>
<tr>
<th>#</th>
<th>Answer</th>
<th>%</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Yes, for the amendments</td>
<td>100.00%</td>
<td>7</td>
</tr>
<tr>
<td>2</td>
<td>No, against the amendments</td>
<td>0.00%</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100%</td>
<td>7</td>
</tr>
</tbody>
</table>
Ex Officio:

SUCA, Pulley - No report for this meeting since I will be at the SUCA meeting Tuesday, Wednesday, and Thursday.

Personnel/VC Administration Designee, Senkfor -

SUCA, Murphy -

Panels:

Negotiated and Prevailing Panel, Milicic -- no report

Open Range, Schoenborn:

I was asked about non-represented staff and how they get paid for temporary extra work. This is the answer I gave: “To answer your question about non-represented staff; in civil service we are called Open Range on our campus. Your representation is through the University Staff Senate, Open Range Panel and your representative is the Panel Chair which at this time is myself. I was asked this question a few weeks ago and got clarification from Janet Parmenter in Human Resources. Janet’s supervisor is Deb Talbot in case she isn’t available if you want to talk to someone that knows the proper procedures and Janet isn’t available. The employee must do the additional work assigned above their work level for 20 business days before a temporary pay increase is processed. The increase is a 10% increase over their current pay for the duration of the temporary assignment. I will return from my short vacation on July 31, 2017 if you need further explanation or help in this matter. As of June 31, 2017, I could NOT find the procedures for Open Range temporary assignments on the Human Resources website as it should be. The University Staff Senate will discuss this this fall and hopefully get it resolved as all Open Range procedures and forms are supposed to be available on the Human Resources website.”

Open Range members need to meet with USS Policy Review Committee to get their policy on temporary assignment and extra pay put where all can find it. This includes Human Resources.

Professional Panel, Toberman -- no report

Satellite Campus Reports:

Alton Campus, Candela:

Parking lot construction continues, with the completion still estimated for when the dental students return on August 7th.

East St. Louis Center, Jason -- attached

Standing Committees:
University Policy and Budget Committee (UPBC), Manning, Holbert —
Manning: nothing to report on UPBC. They have not met since early July 2017. The first Fall
meeting will be on August 25 and then on September 8. These are tentative and I already have
commitments scheduled which I cannot get out of. Someone else will need to report to you
about those meetings.

University Center Board (UCB), Milcic – no report

Public Relations, Dusenbery — no report

Policy Review, Milcic – no report

Scholarship/Fundraising, Hunter — no report

Parking and Traffic, Dusenbery, Ormesher — http://www.siue.edu/parking/Minutes.shtml

ICAC, Intercollegiate Athletic Committee:
The ICAC hasn’t met since the spring semester ended, and probably won’t meet again until the end
of August at the earliest. So, there is essentially no new business to report.
ESLC Report
Staff Senate Meeting-August 3, 2017

ESLC:

- The Learning Resource Center (LRC) continues to offer workshops and professional development opportunities to the surrounding communities. The LRC launched a new website that will keep visitors abreast of current workshops/events/activities. On the website, you will find Room Reservation forms and the monthly calendar: http://www.siue.edu/learning-resource-center/index.shtml

- The SIUE East St Louis Charter High School will welcome one of the most sought after educators in America, Dr. Steve Perry, to the ESLC on Monday, August 7, 2017. RSVP required, seating limited (flyer attached).

- ESLC Kindergarten Camp offered school readiness opportunities to 40 kindergarten bound students. The primary focus of the camp was to offer pre-school services to children who are scheduled to enroll in kindergarten in the fall, but for a variety of reasons has no experience in a pre-school setting. The program was conducted from June 12-July 11, 2017 at the Gordon Bush Elementary, East St Louis, IL.

SIUE Head Start/Early Head Start:

- Early Head Start offer education, health, nutrition, and family services year-round to 131 children and families. Services are offered in managed centers, Home-based and to Expectant Families. The 2016-2017 program year will end on August 31, 2017.

- Head Start staff will participate in professional development and family orientation beginning September 1, 2017.

- Head Start will kick off the 2017/2018 school year on September 12, 2017. Services will be provided to 1,417 children and families.

- The Head Start program will provide internship opportunities for student teacher candidates from the SIUE School of Education. Candidates will be placed in Early Head Start classrooms beginning September 2017.

Submitted by, Carolyn L. Jason,

Senator, ESLC Campus
SIUE East St. Louis Charter High School

Welcomes

Dr. Steve Perry
Educator  Speaker  Author

August 7, 2017
9:30 a.m. – 11:30 a.m.

at the
East St. Louis Higher Education Campus
601 James R. Thompson Boulevard
Building D, Multipurpose Room
East St. Louis, IL 62201-1129

Limited seating.

Please RSVP by calling the school
(618)482-8370
Or email
domccoy@siue.edu

Dr. Steve Perry
New York Times Bestselling Author

"PUSH HAS COME TO SHOVE"
Getting Our Kids the Education They Deserve

Dr. Steve Perry

This executive-and-patriotic's gift provides a

Page 14 of 15
Thad Duhigg resigned as the faculty representative from the Faculty for Collective Bargaining Scholarship Committee due to increased time commitments elsewhere. While the Scholarship Handbook references the Staff Senate membership requirements to be on the committee, it does not reference a requirement for the faculty representative. It is recommended that a request be sent to the Faculty Senate requesting a replacement faculty member to sit on this committee.

I was unable to complete my work on the committee and scholarship documents for the August meeting, however I should have it complete by the September meeting for review and to begin the adoption process.

There were 10 eligible candidates for the Fall Staff Senate Scholarship. The selection committee is scheduled to meet prior to the Staff Senate meeting. Pictures are scheduled to be taken with the winners at the September Staff Senate meeting.

The Fundraising Committee was unable to find a date during the fall semester at the Meridian Ballroom for the employee banquet, so we are looking at moving the event to Spring. The dates being considered are March 6, March 15, and April 10. If you know of any events that conflict with these dates, please inform the committee ASAP so we can book the venue. In lieu of the banquet in Fall, the Committee will be looking at smaller fundraising events for the Fall semester.