I. Staff Senate 2017 Fall Scholarship Presentation: student awardees Grace McBride (grandmother, Sandy Compton), Jack Desse (grandfather Gary Smith not present) and Margaret Haas (mother, Stacey Haas) were presented certificates and had their pictures taken with Chancellor Pembrook, Staff Senate President Gretchen Fricke and Scholarship Chair Anne Hunter. The Chancellor thanked the Senate for making scholarships available for students.

Call to Order: The regular Staff Senate meeting was called to order at 9:12 a.m. on September 7, 2017 in the International Room, Morris University Center by Gretchen Fricke, president.

Present: Balai, Bartholomew, Dickey, Dusenbery, Ferrell, Fricke, Hamil, Hunter, Ormesher, Schoenborn, Toberman, Van Meter, Woods, Candela, Jason, Pulley, Cobetto, Daggett, Kruse

Excused: Manning, Milcic, White

Absent: Schilling

II. Approval of Minutes
   A. August 3, 2017-Approved as submitted
   B. August 3, 2017 Special-Approved as submitted

III. Reports
   A. Staff Senate President – Gretchen began by expressing gratitude for Kirt’s service as president the past year. Her first meeting with the Chancellor is September 19. Her report is filed with the minutes with all other reports.
   B. Ex-Officio Reports
      1. SUCSAC: Michael Pulley provided a handout and went through each section. The handout is filed with the minutes. Michael requested feedback by next Thursday on the definitions of Civil Service and professional staff employees. Michael reported that there are different opinions as to whether the furlough rules should become permanent. The H. R. group would like it to become permanent while others are torn. He talked about the discharge rule that makes it impossible to remove an employee. As in the past, the Merit Board has difficulty meeting quorum; therefore, business is delayed.
      2. Personnel/VC Administration Designee (Senkfor): No report.
      3. SURS (Murphy): No report
   C. Panel Reports
      1. Negotiated and Prevailing (Milcic): No report
      2. Open Range (Schoenborn): A report was submitted and it is filed with the minutes.
      3. Administrative Staff (Toberman)
   D. Satellite Campus Reports
      1. Alton (Candela)
      2. E. St. Louis (Jason)
   E. Standing Committees
      1. Elections Committee (Fricke, Toberman)
      2. UPBC (Manning, Holbert)
      3. UCB (Milcic)
University Staff Senate  
September 7, 2017, 9:00 a.m.  
International Room, Morris University Center  
Unapproved Minutes

4. Public Relations Committee (Dusenbery)
5. Policy Review Committee (Milcic)
6. Scholarship Committee /Fundraising Committee (Hunter)
7. Parking & Traffic Committee (Dusenbery, Ormesher)  
   [http://www.siue.edu/parking/Minutes.shtml]
8. ICAC, Intercolligate Athletic Committee (Welter, Schmoll, Schram, McIlhagga)
9. UQC (University Quality Council) (Ormesher)
10. USS Constitution, Bylaws Committee (Schoenborn)
11. Goals Committee

F. Other Reports
1. Past President: Kirt Ormesher gave a review of the past year accomplishments.
2. President Elect: Anne Hunter submitted a report and it is filed with the minutes. 
   A suggestion to record presentations and have a library of them was made and noted.

IV. Unfinished Business
A. New Employee Outreach: Gretchen provided a draft handout of some welcome letters for new employees and explained how to use them. She welcomed discussion and received positive feedback. Bill Dusenbery agreed to take this endeavor as part of the Public Relations Committee duties.

V. New Business
A. Nominations for Negotiated & Prevailing Senate Seat vacated by President-elect Hunter – None at this time.
B. Nominations for Treasurer/Scholarship Chair/Fundraising Committee Chair vacated by President elect Hunter: 
   Mark Ferrell nominated Collin Van Meter to be the next Treasure/Scholarship Chair/Fundraising Committee Chair. His name will go on the executive committee agenda and the October Senate agenda for ratification.
C. Nominations from Panels for Public Relations Committee:  
   Professional Staff Panel – Angie White  
   Open Range – Terri Svehla  
   Civil Service – Vivian Rodgers  
   One Staff Senate member – Mark Ferrell  
   These will be ratified at Exec Board and announced at Oct 5 meeting

D. Proposed changes to the by-laws regarding dates (Melanie S.): **FIRST READING**
   Melanie moved to revise the SIUE University Staff Senate by-laws, Article II, Section 38 by striking out “**September 1 of each year**” and insert “**at the start of the academic school year**” after “**Newly elected officers will assume responsibility**”.

   Bill Dusenbery seconded.
University Staff Senate  
September 7, 2017, 9:00 a.m.  
International Room, Morris University Center  
Unapproved Minutes

There was discussion.

Ian Toberman moved to amend the motion to strike out “at the start of the academic school year” and insert “August 1 of each year”.

Bill Dusenbery seconded. Discussion

Collin Van Meter moved to amend the amendment (secondary amendment) by inserting “July 1” in front of “of each year”.

Mark Ferrell seconded.

The president restates the motion to strike out “August 1” and insert “July 1” in front of “of each year”.

Melanie read the motion with the secondary amendment. Gretchen called the vote for the secondary amendment to the original motion to insert “July 1”: approved unanimously.

Original motion is still on the floor.

A vote was taken on the original amendment that includes the secondary amendment to insert “July 1” in front of “of each year”. The president called for the vote. Approved unanimously.

Bill Dusenbery passed out ballots to senators to vote on the original motion.

The recording secretary did a roll call to establish presence of a quorum:

Balai 1  
Bartholomew 2  
Dickey 3  
Dusenbery 4  
Ferrell 5  
Hamil (Proxy to Ferrell) 6  
Milacic – absent  
Schilling – absent  
Schoenborn 7  
Toberman 8  
Van Meter 9  
White – absent  
Woods 10  
Candela 11  
Jason 12

Quorum was established with 12 eligible members present which included 1 proxy out of 15 senators, Point of Order: Ian pointed out that the vote cannot take place until next meeting according to the bylaws. The first proposal will be an item on next month’s agenda.

Call for discussion: none

E. Proposed changes to the Bylaws, Article II Section 41 regarding dates (Melanie)  
FIRST READING
Melanie Schoenborn moved to revise the SIUE University Staff Senate by-laws, Article II, Section 41 by striking out “September 1 through August 31” and insert “July 1 through June 30” after “The Staff Senate year will be from”

Collin Van Meter Seconded.

The motion was approved unanimously and will also be an action item on the October 5 agenda.

Ian pointed out that Article 8 of bylaws states that a revision must be introduced at one meeting and voted on at the following meeting.

F. Proposed changes to the by-laws regarding committee reports (Melanie S.):

FIRST READING
Jackie Candela moved to revise the SIUE University Staff Senate by-laws, Article IV, Section 2 by striking out “reading” and inserting “submission of written reports” after in front of “of all committee meetings...”

Bill Dusenbery seconded.

President restates the motion as to strike out “reading” and insert “submission of written reports” in front of “of all committee meetings...”

The motion was approved unanimously and will also be an action item on the October 5 agenda.

Melanie provided a copy of the revised approved Constitution including the chancellor’s approval for everyone’s packet.

VI. Announcements
A. Board of Trustees Meeting - September 14, (Thursday), School of Dental Medicine, Alton.
B. New Employee Orientation – September 29 Gretchen requested volunteers to sit at the table and hand out Staff Senate water bottles.
C.

VII. Public Comments: Kirt explained the salary increase proposal that is on the BoT agenda. There was discussion. Questions were asked and some answered. Anne noted that the language is legalese regarding the raises. A side letter would be sent to unions with closed contracts.

VIII. Future Agenda Items: Healthcare issues including denied service. April 10, 2017 – Employee Banquet

IX. Adjournment: The meeting was adjourned at 11:09 (Toberman/Ferrell)
1. Executive Committee
   - July 7, 2017 – SUCSS Office, PAA Discussion and recommendation
   - July 13, 2017 – Carbondale, PAA Discussion and recommendation

2. State Universities Civil Service Advisory Committee
   - July 13 – 14, 2017 – Carbondale
   - October 18 – 19, 2017 Northern Illinois University

3. Council of Councils
   - October 19 – 20, 2017 Northern Illinois University

4. Merit Board
   - August 16, 2017 – Cancelled due to lack of quorum
   - September 19, 2017 – Currently scheduled

5. Special Meeting with Chair Cole
   - August 25, 2017 – U of I Extension Office, Bourbonnais, IL
   - September 15, 2017 – Governor’s State University

70/36e. Coverage
§ 36e. Coverage. All employees shall be covered by the University System described in Sections 36b to 36e, inclusive, of this Act, except the following persons:

(1) The members and officers of the Merit Board and the board of trustees, and the commissioners of the institutions and agencies covered hereunder;

(2) The presidents and vice-presidents of each educational institution;

(3) Other principal administrative employees of each institution and agency as determined by the Merit Board;

(4) The teaching, research and extension faculties of each institution and agency;

(5) Students employed under rules prescribed by the Merit Board, without examination or certification.
1. **Chancellor’s Meeting**
   a. First meeting – September 19.

2. **Board of Trustees**
   a. Next meeting on September 13 in Alton

3. **Committees serving on as USS President:**
   a. **Diversity Council (July 28, 2017)**
      i. 2017-18 Champion for Diversity Award, due date for nominations Sept 18
      ii. Fall Open Forums, 1:30-3:00, topics TBD
          1. Friday, Sept 8
          2. Friday, Sept 29
          3. Friday, Oct 13
          4. Friday, Oct 27
          5. Friday, Nov 3
          6. Friday, Dec 1
      iii. Oct 3 – BOT diversity award and lecture at SIUC (evening)
   iv. **Would Staff Senate be interested in sponsoring a staff professional development event on Implicit Bias (attitudes and stereotypes that affect our understanding/actions/decisions in an unconscious manner)?**
   b. **MLK Jr. Celebration Planning Committee**
      i. No information yet

4. **Council of Councils**
   a. Dekalb, October 19-20

5. **Other Items of interest**
   a. Would staff be interested in sponsoring an event on mindfulness for self-care/stress relief put on by a faculty member in the SEHHB?
University Staff Senate
September 7, 2017, 9:00 a.m.
International Room, Morris University Center
Unapproved Minutes

Ex Officio:

SUCSAC, Pulley – No report
Personnel/VC Administration Designee, Senkfor – No report
SURS, Murphy – No report

Panels:

Negotiated and Prevailing Panel, Milicic – No report
Open Range, Schoenborn – No report
Professional Panel, Toberman – No report

Satellite Campus Reports:

Alton Campus, Candela –
Work on the parking lots is still ongoing. Most lots have been reopened, but not all. The annual Give Kids a
Smile day will be held on Columbus Day – Monday, October 9th, and the SDM is also planning a similar event for
veterans that will take place the morning of Thursday, November 9th. This is a new program and is still in the
planning stages.

And for the first time in about 5 years, the SIUE Employee of the Month was from the SDM – Julie Devine in the
Business Office. We are all very happy for her.

East St. Louis Center, Jason – See attached

Standing Committees:

Elections Committee, Fricke/Toberman – No report

University Policy and Budget Committee (UPBC), Manning, Holbert, Ormesher – No report, refer to Chancellor’s
email

University Center Board (UCB), Milicic – No report

Public Relations, Dusenberg – No report

Policy Review, Milicic – No report

Scholarship/Fundraising, Hunter – See attached

Parking and Traffic, Dusenberg, Ormesher – http://www.siue.edu/parking/Minutes.shtml

ICAC, Intercollege Athletic Committee, Welter, Schmoll, Schram, McIlgarra – See attached

University Quality Council, Ormesher – No report

USS Constitution, Bylaws Committee, Schoenborn – see attached

Goals Committee – No report
<table>
<thead>
<tr>
<th>Committee</th>
<th>Description</th>
<th>Operating Paper</th>
<th>Term</th>
<th>Current</th>
<th>Term expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Appreciation Event Committee</td>
<td>This committee reviews and approves events hosted by the University</td>
<td>Staff Senate President</td>
<td>1 year</td>
<td>Gretchen Frick</td>
<td>30-Jun-18</td>
</tr>
<tr>
<td>Honorary and Distinguished Service Awards</td>
<td>This committee nominates and selects recipients for the Honorary Awards</td>
<td>One staff member to be appointed by the Staff Senate President</td>
<td>1 year</td>
<td>Tristan Wolvrak</td>
<td>30-Jun-18</td>
</tr>
<tr>
<td>Committee</td>
<td>Committee nominees will be selected by the Staff Senate President</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ICAC (Intercollegiate Athletic Committee)</td>
<td>The committee will consider issues related to intercollegiate athletics</td>
<td></td>
<td></td>
<td>Michelle Welker</td>
<td></td>
</tr>
<tr>
<td>MLK, Jr. Celebration Planning Committee</td>
<td>Plans and coordinates events for Martin Luther King Jr. Celebration</td>
<td>Staff Senate President</td>
<td>1 year</td>
<td>Gretchen Frick</td>
<td>30-Jun-18</td>
</tr>
<tr>
<td>Parking &amp; Traffic Committee</td>
<td>The purpose of this committee is to ensure the safety and convenience of the entire</td>
<td></td>
<td></td>
<td>Laura Scaturo</td>
<td>Varies</td>
</tr>
<tr>
<td>University community</td>
<td>University community must be safe and accessible.</td>
<td></td>
<td></td>
<td>Bill Doornaert</td>
<td></td>
</tr>
<tr>
<td>Policy Review Committee</td>
<td>The purpose of this committee is to review and approve policies</td>
<td>Policy Review Chair, Open Range Panel member, Professional Staff member, Negotiated Professional Panel member</td>
<td>2 year term, unlimited</td>
<td>John Miclewicz</td>
<td></td>
</tr>
<tr>
<td>UCB (University Center Board)</td>
<td>The University Center Board is an advisory body</td>
<td>One Staff Representative</td>
<td>Two year term with possibility of renewal every two years</td>
<td>John Miclewicz</td>
<td></td>
</tr>
<tr>
<td>University Diversity Council</td>
<td>The University Diversity Council consists of 18 members and will include</td>
<td>Staff Senate President</td>
<td>1 year</td>
<td>Gretchen Frick</td>
<td>30-Jun-18</td>
</tr>
<tr>
<td></td>
<td>representatives from all constituent groups (Faculty, Staff, Student,</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>University). Members will be appointed by the Staff Senate and the</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Manager of the University Diversity Council.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Committee Name</td>
<td>Description</td>
<td>Chair</td>
<td>Meeting Date</td>
<td>Term End Date</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------</td>
<td>---------------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>University Staff Senate</td>
<td>The University Planning and Budget Council (UPBC) is a constituency-based group of 16 members that advise the Chancellor on matters related to the budget and allocation of future resources. The UPBC meets regularly to plan for the University's financial growth and development. Two staff members appointed by the Staff Senate and the past President of the University Staff Senate serve as the Senate President and the Senate President. The Senate President represents the Senate on university committees and serves as an advisor to the Chancellor.</td>
<td>See staggered terms.</td>
<td>See staggered terms.</td>
<td>See staggered terms.</td>
<td></td>
</tr>
<tr>
<td>University Quality Council (UQG)</td>
<td>The University Quality Council (UQG) is vital to creating and maintaining quality improvement for SAE. The council provides ongoing vision, guidance, and support related to issues of quality and continuous improvement. Staff Senate Past President serves as the Chair.</td>
<td>Kirt Ormscher</td>
<td>30-Jun-18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Surveillance Advisory Committee</td>
<td>Attorney Committee will assist the Vice Chancellor for Administration in balancing the concerns related to the use of surveillance technology and the related expenses. Staff Senate appointed members may serve in this capacity.</td>
<td>N/A</td>
<td>Mark Ferrell</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ad Hoc Committees</td>
<td>Committee for Higher Administrator Performance Appraisal (CHAPA)</td>
<td>Standing committee of UPBC</td>
<td>Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dean Search Advisory Committee</td>
<td>Called by Provost</td>
<td>One Professional Staff or Civil Service member chosen by the University Staff Senate President serves as the Chair and designee until end of search</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ESLC Report

Staff Senate Meeting—September 7, 2017

ESLC:

- August 21, 2017-The Learning Resource Center (LRC) in partnership with Constellation Energy hosted a campus wide STEM Day and the Solar Eclipse Celebration. The STEM Day Celebration honored all programs and things STEM while celebrating the historical Solar Eclipse Event. Children, families, Charter School students, community members, as well as local middle school student were all in attendance. There were bounce houses, food trucks, refreshment stations, over 1000 solar eclipse safety glasses were distributed along with a whole lot of STEM activities!

- September 5, 2017-SIUE East St Louis Center for the Performing Arts will offer an After-School program. The East St. Louis Center for the Performing Arts provides performing arts classes to students and community members to develop local talent and to cultivate a love of the arts. Classes often culminate in musical and theatrical productions.

- September 12, 2017-Chancellor’s Q & A is scheduled from 9 a.m.-10 a.m.-ESLC

- September 12, 2017-Head Start will begin the 2017/2018 school year.

- September 12, 2017-The Head Start program will partner with the SIUE School of Education to provide internship opportunities for student teacher candidates. Candidates will be placed in Early Head Start classrooms where they will work with children from 6 weeks to 3 years of age.

- Grant funded programs on the ESLC have transitioned to the Office of Academic Affairs reporting to Provost Denise Cobb.

Submitted by, Carolyn L. Jason,

Senator, ESLC Campus
**University Staff Senate Report**  **August 2017**

<table>
<thead>
<tr>
<th>Panel/Committee Name: Scholarship/Fundraising Committees</th>
<th>Panel/Committee Chairperson: Anne Hunter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee Membership:</td>
<td></td>
</tr>
<tr>
<td>Fundraising Committee — Vicki Daggett, Gretchen Fricke, Carolynn Jason, Janice Kolkovich, Mary Kay Rehkemper, Tracy Wall</td>
<td></td>
</tr>
<tr>
<td>USS Scholarship Committee — Todd Bartholomew, Jan Caban, Danita Mumphard</td>
<td></td>
</tr>
<tr>
<td>USS Scholarship Selection Committee — Terry Downey, William Dusenberg, Gail Erb, Jeff Lesicko, Danita Mumphard, Erica Vandiver</td>
<td></td>
</tr>
<tr>
<td>FCB Scholarship Committee — Terry Downey, Bill Dusenberg, Gail Erb, Jeff Lesicko, Danita Mumphard</td>
<td></td>
</tr>
<tr>
<td>Panel/Committee Charge: to raise and distribute funds for the USS Scholarship and distribute FCB Scholarship</td>
<td></td>
</tr>
<tr>
<td>Person submitting report: Anne Hunter</td>
<td>Contact Information: 3050</td>
</tr>
</tbody>
</table>

**REPORT**

The Meridian Ballroom has been reserved on April 10, 2018 for the SIUE Employee Banquet. The Fundraising Committee will be working on the details.

The 2017 Fall Staff Senate Scholarship awardees are Margaret Haas ($1000), daughter of Stacey Haas, Technical Services in Lovejoy Library; Jack Desse ($500), grandson of Gary Smith retired from the School of Dental Medicine; and Grace McBride ($500), granddaughter of Sandy Compton retired from the School of Nursing.

Norris Manning resigned as the Scholarship Selection Committee Chair after many years of service. His dedication and service is greatly appreciated, and his presence will be sorely missed by the committee.
University Staff Senate
September 7, 2017, 9:00 a.m.
International Room, Morris University Center
Unapproved Minutes

Intercollegiate Athletics Advisory Committee Report

Meeting Update August
Meeting Date: Friday, September 1, 2017 at 11am
Submitted on behalf of: Doug McInhagg, Kevin Schmoll, James Schram, and Michelle Welter

Minutes from the April 28, 2017 meeting were approved

The committee held elections for the ICAC Chair for the 2017-2018 academic year. Per ICAC Bylaws, the Chair must be an SIUE Faculty member. Bob Dixon was elected chair.

A discussion was held regarding the appeals process for student athletes. No formal action was taken.

Athletic Director Brad Hewitt provided his monthly report. One highlight from the 2016-2017 year is SIUE’s top 100 finish in the Learfield Directors’ Cup final standings (finishing 94th). The Learfield Directors’ Cup was developed as a joint effort between the National Association of Collegiate Directors of Athletics (NACDA) and USA Today. Points are awarded based on each institution’s finish in up to 10 men’s and 10 women’s sports in Division I. SIUE was ranked higher than all other Ohio Valley Conference, Missouri Valley Conference, and Southern Conference institutions (the three conferences our teams competed in during the 2016-2017 academic year). A few other interesting facts about this top 100 finish:

- SIUE is one of seven schools in the Ohio Valley Conference to be ranked in the standings. The next closest to SIUE was Murray State (130th)
- Only Northwestern (36th) and Illinois (38th), of the Big Ten Conference, fared better among institutions in the state of Illinois
- Only three non-football schools finished ahead of SIUE – Denver, Pepperdine and Providence
- The next closest Missouri Valley Conference school to SIUE was former MVC member Wichita State (139th)
- The next closest Southern Conference school to SIUE was Furman (98th)

The next meeting of the ICAC will be held on Friday, September 29, 2017
University Staff Senate
September 7, 2017, 9:00 a.m.
International Room, Morris University Center
Unapproved Minutes
Panel/Committee Name:
USS Constitution and Bylaws Committee

Panel/Committee Chairperson:
Melanie R. Schoenborn

Panel/Committee Membership (alphabetical order, please, indicate whether faculty, staff or student):

1) Gretchen Fricke, staff
2) Vicki Kruse, staff
3) Melanie R. Schoenborn, staff
4)
5)
6)  
7)  
8)  
9)  
10)  

Panel/Committee Charge: To keep the USS Constitution and Bylaws up-to-date with current practice and procedures of the USS

Person submitting report: Melanie R. Schoenborn  
Extension: 2329

Please use this sheet for your report. Use back if necessary. Return to University Governance Office (Box 1252 or vkruse@slu.edu) as soon as the report is complete.

REPORT
(Synopsis of matters/items considered and actions taken)

Vicki and Melanie met to revise the Bylaws by correcting the current copy submitted to the USS members at the August 2017 meeting. Vicki is putting the corrections into the Word document of the current Bylaws with tracking changes. Gretchen shared with us that we have additional changes to be considered by the USS as a whole and submitted suggested motions that I will submit at the September meeting from the Committee to then be discussed by the Senate as a whole. We are hoping to complete all the suggested changes with tracking for a first read at the October 2017 USS meeting.
REPORT

Pending the path of Hurricane Irma, I will be out-of-town from Sunday, September 10 to Sunday, September 17.

I will be putting together mini training sessions for Staff Senate members, which will be held after/in conjunction with Staff Senate Executive Committee meetings. My intent is to make PowerPoint presentations that can be reused going forward. The goal is to have each session run about 15 minutes. Topics for these sessions will include information about the Staff Senate, Staff Senate Committees, parliamentary procedures, the University organizational structure, and ways to get involved on campus. If you have suggestions for topics you would like to learn more about as they relate to Staff Senate, please let me know.

After further SharePoint training, the SSEC discussed our best use of SharePoint as a full Senate at this time as an informational repository. While it has the potential to encourage and consolidate discussion and planning, this is a realistic place for us to start. I will start working on a layout with a goal of having at least the framework in place by our next Staff Senate meeting in October. I would like to see it become a place to store and share files pertaining to the Staff Senate such as reports, resolutions, guiding documents, and current projects as well as hosting links for other SharePoint sites and University information. If you would like more information on SharePoint, Niki Glick in Instructional Design and Learning Technologies has been a valuable resource and conducted our training sessions.

SharePoint Home:
www.siu.edu/its/sharepoint (You can also access SharePoint from Office 365.)

SharePoint Quick Reference for Admins: