The regular meeting of the University Staff Senate was called to order at 2:33pm on Thursday, August 2, 2018 in the Friends Corner of Lovejoy Library by President Hunter.

Present: Anne Hunter, Gretchen Fricke, Ian Toberman, Jan Caban, Cindy Cobetto, William Dusenbery, Mark Ferrell, Sherie Gottlob, John Milcic, Wayne Mills, Melanie Schoenborn, Collin Van Meter, Angie White, Carolyn Jason
Absent: David Balai, Todd Bartholomew, Mike Hamil, Sha’Donna Woods
Guests: Anne Cavanaugh, Gary Dunn, Lydia Jackson, Michael Pulley, Paul Rose, Ginger Stricklin, Terri Svehla

Introductions were made by all present.

GUEST:
Interim Dean Lydia Jackson gave an overview of the Lovejoy Library renovations. The library is taking on a new image to promote a welcoming environment, with an open concept and collaborative space for user convenience. There will be an easier checkout system, quiet study rooms and an innovation lab with a maker space. Jackson encourages all faculty, staff and students to utilize the library in all facets of education. She shared information on future additions to the library including the completion of the shell for a coffee shop and the Faculty Development Center on the second floor.

APPROVAL OF MINUTES:
The minutes for the June 7, 2018 were approved as corrected.

REPORTS:

Officers:
The President reported that the revised Constitution and Bylaws had been approved by the Chancellor. Hunter announced that she has accepted the position of Office Support Specialist in the University Governance Office. Because of this move, she will be stepping down as President effective August 14, 2018. Gretchen Fricke will become the Acting President at that time per Article II, Section 37 of the USS Bylaws. Melanie Schoenborn quoted the relevant passage for reference.

No other officers had reports.

Staff Senate Committees:
The Public Relations Committee Chair Angie White reported that the work order for the Staff Senate website design would be put on hold so that it can be coordinated with the entirety of the University Governance site.
Scholarship Chair Cindy Cobetto reported that two scholarships, one for $1000 and one for $500, have been awarded for the Fall USS Scholarship. The presentation of the scholarships will take place at the September Staff Senate meeting.

Terri Svehla shared some tentative ideas for Fund-Raising Committee activities to generate additional revenue for the scholarship fund.

The Diversity Initiatives Committee does not have a chair yet, therefore there is no report.

John Milcic reported for the Policy Review Committee that the absence request forms have been updated for universal usage.

President Hunter reported that the ITS training sessions discussed by the Executive Board will be referred to the Staff Development and Well Being Committee once a chair is selected.

Elections and Operations Committee Chair Melanie Schoenborn recommended that the new Constitution and Bylaws be well-read by members.

University Committees:
William Dusenberg reported on behalf of the Parking & Traffic Committee that there has been a delay on kiosks to replace meters due to shipping delays. They are moving forward with other improvements. Parking passes will still be available as a monthly payment plan, however they can no longer be purchased pre-tax due to new federal regulations.

John Milcic reported that the next University Center Board (UCB) meeting is in September.

Gretchen Fricke reported that the next University Planning and Budget Council (UPBC) meeting is next Friday, August 10, 2018.

No other committees had reports.

UNFINISHED BUSINESS:
There was no unfinished business to be addressed.

NEW BUSINESS:
There was no new business to be addressed.

ACTION ITEMS:
President Hunter reviewed the new Bylaws with respect to Constituency Representatives and Panels. Constituency Representatives will be elected by the senators in each classification. The President, Past President, and President-Elect will be available to mediate.

The body recessed at 9:56am in order to allow Senators to caucus by constituency to elect their Constituency Representatives. The meeting reconvened at 10:08am.

The new Constituency Representatives were announced. Mark Ferrell was elected as the Negotiated and Prevailing Constituency Representative. Carolyn Jason was elected as the Administrative Staff Non-
Represented Constituency Representative. Melanie Schoenborn was elected as the Open Range Constituency Representative. The Administrative Staff Represented election will take place at a later date as one of the senators in that constituency was absent.

President-Elect Ian Toberman provided a handout (attached) explaining the staggering of terms recommended by the Executive Board. The new structure of terms will accommodate the 4-year terms introduced with the revised Constitution and Bylaws by creating a cycle of elections every two years. Collin Van Meter introduced written legislation for the new structure with a motion to adopt, seconded by William Dusenbery. There was discussion, and the motion was adopted unanimously by the body; the document is attached.

A revised Statement of Candidacy form was distributed. This will replace previous versions of the form and is required by anyone seeking an appointment as senator. The form is attached.

Collin Van Meter moved to approve $1500 from the appropriate fund for the Fall scholarship, seconded by William Dusenbery. The motion carried unanimously.

ANNOUNCEMENTS:
President Hunter encouraged all members to participate in Catch the Cougar Spirit on Friday, August 17, 2018.

The next SIUE 101 is Friday, August 24, 2018. Angie White stated that volunteers are always welcome.

President Hunter shared information about the upcoming SIUE Diversity Day inaugural event on October 16, 2018.

The Staff Senate Banquet fundraiser will be held on Thursday, April 18, 2019 in the Meridian Ballroom.

FUTURE AGENDA ITEMS:
No future agenda items were presented.

PUBLIC COMMENT:
Michael Pulley shared information as the SUCSAC representative about the new exemption procedure manual. Audits have been suspended until after October 2018, when the new manual and procedures go into effect. He also announced the Council of Councils annual event will be held at UIUC on October 3-5, 2018; the 2019 event will be held at the School of Medicine in Springfield on October 4-5.

ADJOURNMENT:
The meeting adjourned at 10:41am by motion of Collin Van Meter.

Submitted by Gail Hughes and Anne Hunter, University Governance
I. CALL TO ORDER

II. GUEST
   a. Lydia Jackson – Interim Dean of Library and Information Services

III. APPROVAL OF MINUTES

IV. REPORTS
   a. Officers:
      i. President
      ii. President-Elect
      iii. Past-President
      iv. Secretary
      v. Treasurer
      vi. Constituency Representatives
   b. Staff Senate Committees:
      i. Public Relations
      ii. Scholarship
      iii. Fund-Raising
      iv. Diversity Initiatives
      v. Policy Review
      vi. Staff Development and Well-Being
      vii. Elections and Operations
   c. University Committees:
      i. Honorary Degrees and Distinguished Service Awards Committee
      ii. Intercollegiate Athletic Committee (ICAC)
      iii. Parking & Traffic Committee
      iv. University Center Board (UCB)
      v. University Planning and Budget Council (UPBC)
      vi. University Quality Council (UQC)
      vii. Video Surveillance Advisory Committee

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

VII. ACTION ITEMS
   a. Implementing Revised Constitution & Bylaws
      i. Caucus to Elect Constituency Heads
      ii. Terms and Elections
      iii. Revised Statement of Candidacy
   b. USS Scholarship Funding for Fall 2018 Scholarship

VIII. ANNOUNCEMENTS
   a. Catch the Cougar Spirit – Friday, August 17
   b. SIUE 101 – Friday, August 24
c. SIUE Diversity Day – October 16
   d. Staff Senate Banquet – April 18, 2019

IX. FUTURE AGENDA ITEMS
X. PUBLIC COMMENT
XI. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, September 6, 2018 at 9:00am in the International Room, Morris University Center
<table>
<thead>
<tr>
<th>Seat</th>
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<th>Category</th>
<th>SY 18-19</th>
<th>SY 19-20</th>
<th>SY 20-21</th>
<th>SY 21-22</th>
<th>SY 22-23</th>
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<td>Todd Bartholomew</td>
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<td>Cindy Cobetto</td>
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<tr>
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<td>2020</td>
<td>EXTEND + 1</td>
<td>4 YEAR TERM</td>
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<tr>
<td>ALT CSNP/REP</td>
<td>Jackie Candela</td>
<td>ALT CSNP</td>
<td>2019</td>
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Totals in Each Year: 11, 5, 4, 9, or 11, 11, 11
Whereas, the terms for Staff Senators was previously set at three (3) years; and

Whereas, Article I, Section 6 of the newly passed and approved University Staff Senate By-Laws sets the terms for senators at four (4) years; and

Whereas, Article I, Section 6 requires the Staff Senate to establish a procedure to stagger the terms of senators; and

Whereas, Article I, Section 6 allows this procedure to be set through the regular business of the Staff Senate,

Therefore, be it resolved that the University Staff Senate passes the following conditions and procedures to implement staggered terms of Staff Senators.

1. Staggered terms will begin with the 2019-20 Senate Year, as defined in the By-Laws.
2. The election held in April 2019 will be the first election under which staggered terms are implemented.
3. The subsequent election will be held in April 2021, for Senate year 21-22, thus establishing a two-year cycle of Staff Senate elections.
4. Any position that is subject for election in 2019 will be contested in April 2019.
5. Any position that is subject for election in 2021 will be contested in April 2021.
6. Any previously anticipated election for April 2020 is cancelled. Any position that was set to expire in that year is extended for one additional year, and will be contested in April 2023.
7. Passage of the revised Constitution and By-Laws created vacancies in each of the four recognized constituencies, as well as within the Alton and East St. Louis campus representatives. Those vacancies will be filled according to the procedures outlined in Article I, Section 16b of the Staff Senate By-Laws. The terms of those vacancies are determined to be:
   a. For the Civil Service: Negotiated and Prevailing vacancy, the Senator will be appointed for a one-year term, subject to election in April 2019.
   b. For the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions vacancy, the Senator will be appointed for a one-year term, subject to election in April 2019.
   c. For the Administrative Staff: Represented vacancy, the Senator will be appointed for a one-year term, subject to election in April 2019.
   d. For Administrative Staff: Non-Represented vacancy, the Senator will be appointed for a three-year term, subject to election in April 2021.
   e. For the East St. Louis (Civil Service: Negotiated and Prevailing or Administrative Staff: Represented) vacancy, the Senator will be appointed for a one-year term, subject to election in April 2019.
   f. For the Alton (Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions or Administrative Staff: Non-Represented) vacancy, the Senator will be appointed for a three-year term, subject to election in 2021.
8. Implementation of this action creates two groupings of Staff Senators:

<table>
<thead>
<tr>
<th>GROUPING A: FIRST ELECTION IN 2019</th>
<th>GROUPING B: FIRST ELECTION IN 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senate Seat</td>
<td>Currently Held By</td>
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<td>____________</td>
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<tr>
<td>CSNP 1</td>
<td>Jan Caban</td>
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<tr>
<td>CSNP 2</td>
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</tr>
<tr>
<td>ALT CSNP/REP</td>
<td>Jackie Candela</td>
</tr>
</tbody>
</table>

9. Any future vacancy will only complete the term associated with the Senate Seat and Class. (For example, if a vacancy occurs in a Grouping A seat in 2020, the appointed Senator will serve until the Grouping A election in April 2023).

10. The University Governance Secretary, along with the President-Elect and Election Committee is responsible for maintaining an accurate listing of this class system and election dates.
# UNIVERSITY STAFF SENATE

## STATEMENT OF CANDIDACY

<table>
<thead>
<tr>
<th>Candidate Name</th>
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<tbody>
<tr>
<td>Constituency</td>
<td>Contact Phone</td>
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<tr>
<td>Department</td>
<td>Contact E-Mail</td>
</tr>
<tr>
<td>Campus</td>
<td>Date Submitted</td>
</tr>
</tbody>
</table>

Please declare your intended candidacy. You may only choose one.

- [ ] I am running for one of the Constituency Seats (not linked to any campus).
- [ ] I am running for one of the Constituency Seats for the East St. Louis Center campus.
- [ ] I am running for one of the Constituency Seats for the Alton campus.

Candidate Statement: Candidates are allowed to submit a statement of up to 250 words that will be published as part of the election materials. You can submit it below or attach an additional sheet. Your name, department, constituency membership, and other relevant identifiers will already be stated in the election materials, and thus do not need to be re-stated in the Candidate Statement. Otherwise, this statement may include any information the candidate believes to be relevant to this election. **ANY WORDS BEYOND 250 WILL BE DELETED BEFORE PUBLICATION.**

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## ELIGIBILITY & NOMINATION

To be eligible for election to the University Staff Senate, an employee must be a full-time employee on a permanent or term contract and a member of one of the four employee classifications represented by the Staff Senate (Civil Service: Negotiated and Prevailing; Civil Service: Open Range/Confidential, Managerial and Supervisory Exclusions; Administrative Staff: Represented, or Administrative Staff: Non-Represented). The employee must have completed at least one year of employment by the start of the Senate Year. I declare that I meet the election requirements outlined above.

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Classification</th>
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This statement of candidacy must be supported by two employees in the same employee classification.