The regular meeting of the University Staff Senate was called to order at 9:00am on Thursday, January 3, 2019 in the International Room of the Morris University Center by Acting President Fricke.

Present: Gretchen Fricke, Ian Toberman, Collin Van Meter, David Balai, Jan Caban, Anne Cavanaugh, Darryl Cherry, William Dusenbery, Sherie Gottlob, John Milcic, Anne Hunter (ex officio)
Excused: Angie White, Mark Ferrell, Melanie Schoenborn, Carolyn Jason, Jackie Candela, Cindy Cobetto, Mike Hamil
Guests: Shane Kessinger
Absent: Nancy Boomershine, Wayne Mills, Michael Pulley (ex officio)

APPROVAL OF MINUTES:
The minutes for the December 6, 2018 meeting could not be approved as quorum was not met. They will be placed on the agenda for the February 7, 2019 meeting.

REPORTS:
The Fundraising Committee reported that the donation request letters for the banquet went out to area business and organizations. The ad letter is available for distribution.

The Policy Review Committee submitted the minutes from their December meeting.

Next month quarterly reports should be submitted. Toberman will send out reminders.

UNFINISHED BUSINESS:
Discussion about a Chair for the Diversity Initiatives Committee is on hold.

There was discussion about using Zoom to broadcast meetings. We are still limited on technology to allow people to participate, but it would allow for people to listen. A test attempt will take place for the February Executive Board meeting.

Committee Chairs have been charged with convening to review the basic operating processes templates and report any proposed additions at the February meeting.

NEW BUSINESS:
Pulley was absent, so the Civil Service discussion was tabled to a future date.

Van Meter put forward a proposal to reallocate seats in the Professional Staff constituency for a first reading and is attached. Toberman provided background on the need for the change, and any reallocation must be done by the February meeting per our Bylaws. The second reading will take place in February. There was discussion about the logistics and the potential realignment of some Professional Staff to Civil Service.
Dusenbery made a motion seconded by Balai to run the 2019 Senate Election electronically starting at noon on April 3 and run through 6pm April 10. There was discussion about electronic methods and making sure that people know about the elections. It will be announced earlier this year, however there is no way to make people read the notice. The vote was tabled to the February meeting.

**ACTION ITEMS:**
The ratifications of appointment are postponed to the February meeting as quorum was not met.

**ANNOUNCEMENTS:**
Announcements were discussed as listed on the agenda.

**FUTURE AGENDA ITEMS:**
There were no future agenda items.

**PUBLIC COMMENT:**
There was no public comment

**ADJOURNEMENT:**
The meeting adjourned at 9:34am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
International Room, MUC
January 3, 2019 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS
   a. Officers
   b. Staff Senate Committees
   c. University Committees
   d. Ex-Officio
IV. UNFINISHED BUSINESS
   a. Chair Appointment for Diversity Initiatives Committee
   b. Zoom conferencing discussion
   c. Committee Charges and Operating Guidelines
V. NEW BUSINESS
   a. Civil Service System Update – Mike Pulley
   b. Constituency Representation
   c. Elections
VI. ACTION ITEMS
   a. Ratification of Appointment – Ken Holbert to NREP2 Vacancy, Shane Kessinger to CSNP6 Vacancy, and Rachel Garrett to CSNP4 Vacancy
VII. ANNOUNCEMENTS
   a. Vice Chancellor Rich Walker and Craig Holan – January 17 SSEB Meeting
   b. Bob Vanzo and Tony Langendorf regarding the changes to Lot A; Faculty Ombuds Seran Aktuna and Nicole Klein - February 21 SSEB Meeting
   c. Staff Senate Banquet – April 18, 2019
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, January 17 in the Magnolia Room, Morris University Center
Next regularly scheduled meeting will be Thursday, February 7, 2019 at 9:00am in the International Room, Morris University Center
SPONSORSHIP AND AD SUBMISSION FOR THE SIUE UNIVERSITY STAFF SENATE SCHOLARSHIP BANQUET

Sponsorships for the Scholarship Banquet are available in three tiers: bronze, silver, and gold. Bronze sponsor benefits include a full-page ad in the program, two tickets to the event, a special table tent at the event, and recognition in the program. Silver sponsors receive all the bronze level benefits as well as a digital and banner ad at the event and two additional tickets to the event (for a total of four). Gold Sponsors receive all the silver level benefits as well as recognition on the front cover of the event program, will be included in all advertising and promotions for the event, a banner ad on the stage, and four additional tickets to the event (for a total of 8/full table).

You may also purchase ad space in the event program. The advertisements can be informational or offer coupons/discounts to attendees. The donation cost for ad space is $20 for a quarter page ad (3.75” x 2.25” vertical or 4.5” x 1.85” horizontal), $45 for a half page ad (3.75” x 4.5”), and $75 for a full page ad (4.5” x 7.5”).

To sponsor the event or purchase an ad, please send your payment along with this form to the SIUE Staff Senate, Attn: Scholarship Committee, Campus Box 1252, Edwardsville, IL, 62026. Checks should be made out to SIUE Foundation. Please send image files for the ad to Anne Hunter at anhunte@siue.edu. Ads must be submitted by April 2. Sponsorships are requested by March 15.

1. I would like to sponsor the SIUE University Staff Senate Scholarship Banquet.
   - [ ] I am enclosing $300 for a Bronze Sponsorship.
   - [ ] I am enclosing $500 for a Silver Sponsorship.
   - [ ] I am enclosing $1000 for a Gold Sponsorship.

2. I would like to reserve ad space in the 2019 SIUE Staff Senate Scholarship Banquet program.
   - [ ] I am enclosing $20 for a quarter-page ad.
   - [ ] I am enclosing $45 for a half-page ad.
   - [ ] I am enclosing $75 for a full-page ad.

3. I will be making a donation to the banquet. Please list my name in the program as:

   [ ] I am enclosing my donation.

   [ ] I need my donation to be picked up. Please call me at ___________________ to make arrangements.

Name and Address: ___________________________________________________________
Report and minutes for the December 11th 2018 meeting of the Staff Senate Policy Review Meeting

Section I: Charge
Committee discussed

Section II: Committee Representation
Jan Caban – Civil Service Negotiated and Prevailing
Cindy Cobetto – Administrative Staff Represented
Kelly Thompson Hess – Civil Service Non Represented
Sarah Laux – Civil Service Open Range
John Milic – Committee Chairperson
Angela White – Administrative Staff Non Represented

Section III: Committee Size
Committee approved the current size

Section IV: Attendance
Committee discussed

Section V: Reporting Responsibility
The committee has regular scheduled meetings on the First Tuesday of every even numbered month at 1pm
Other meetings are called on an as needed basis
Some meetings are done by email

Section VI: Meeting Procedures
The committee will meet plenty of times throughout the year
The committee will use email for some of their meetings
The committee chair will take the report and minutes to University Governance

Section VII: Additional Processes and Procedures
Angie White had a question – What if HR Director isn’t meeting with us about staff concerns? What do we do?
WHEREAS, Article III, Section 2 of the University Staff Senate Constitution authorizes the creation of a set of By-Laws that govern allocation of Senator seats across employee classifications; and

WHEREAS, Section 2 of the University Staff Senate By-Laws require any allocation amendments to be completed by the February meeting of the Staff Senate; and

WHEREAS, the most recent election eligibility numbers indicate that there were:
- 614 Civil Service: Negotiated and Prevailing employees;
- 411 Civil Service: Open Range employees;
- 251 Administrative Staff: Non-Represented employees; and
- 172 Administrate Staff: Represented employees; and

WHEREAS, the current By-Laws allocate 4 Senator seats to the Administrative Staff: Represented classification and 2 Senator seats to the Administrative Staff: Non-Represented classification; and

WHEREAS, the Staff Senate wishes for its membership to be as inclusive and balanced as is feasible;

THEREFORE, I MOVE TO AMEND:

Section 1.A.1.c and Section 1.A.1.d of the University Staff Senate By-Laws to read as follows:

Section 1. The Staff Senate will be composed of twenty-two (22) voting members allocated in the following manner:

A. Employee Classification Constituencies

1. General Membership
   a. Eight (8) elected members from the Civil Service: Negotiated and Prevailing classification
   b. Four (4) elected members from the Civil Service: Open Range/Confidential, Managerial, and Supervisory Exclusions classification
   c. Four (4) Three (3) elected members from the Administrative Staff: Represented classification
   d. Two (2) Three (3) elected members from the non-represented Administrative Staff: Non-Represented classification

I also move that, upon ratification of this amendment, the Administrative Staff: Represented seat that was scheduled for election in April 2019 be abolished, and that the Administrative Staff: Non-Represented seat be subject to a regular election in April 2019.

Passage of this amendment must following the rules outlined in Article VIII, namely that it must receive 12 affirmative votes for implementation.