The regular meeting of the University Staff Senate was called to order at 9:00am on Thursday, March 7, 2019 in the International Room of the Morris University Center by Acting President Fricke.

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

APPROVAL OF MINUTES:
The minutes for the February 7, 2019 meetings were approved as written.

REPORTS:
Acting President Fricke provided an update. The Staff Senate was asked to provide names for the Presidential Search Committee, and they will select two to serve on the committee. Gary Dunn and Mike Pulley were submitted for Civil Service, and Gretchen Fricke and Cindy Cobetto were submitted for Professional Staff.

The MUC Board is looking for feedback on Fixins. There will be an open meeting on March 21 at 2:30pm.

There have been issues with getting election information in the e-Today, but the information should be up on the screens already. Personalized email notices will be sent to everyone eligible to run. There is a website up where people can be directed for information. The deadline for submissions is March 20.

There are two disciplinary hearings in progress for Open Range.

The School of Pharmacy Dean Search is wrapping up campus candidate interviews this week, and the committee will be forwarding its recommendation within two weeks.

A report from the Parking and Traffic Committee was uploaded to SharePoint and is attached.

UNFINISHED BUSINESS:
Information on the 2019 elections was provided in monthly updates.

Updates to the committee charges and operating guidelines will go to the Executive Board. Realistically the goal is to have them in place before the next fiscal year.

NEW BUSINESS:
There is a proposed policy to address professional development around diversity for the University community that was taken on by the Diversity Council. It is being reviewed by the Chancellor. There
have been issues in the past with people being unable to attend due to a lack of release time, and there has also been confusion when people were told they did not have to take personal time and then later told they would need to in order to attend.

It was noted that one of the advantages of working at a University is being able to take advantage of what the community has to offer. People want to go through training and learn more about cultures that they do not know well, and being asked to take personal time for something that is professional development seems wrong. This policy would give everyone the right to attend at least one event each academic year.

There was a discussion about options that were considered, the request to make sure that it specifically included staff, and a desire to allow employees to attend more than one event. Various concerns were discussed including making sure that a supervisor cannot single out individuals or designate what events people can attend, how it will affect employees at Alton and East St. Louis, and the need for long-term event planning and event frequency. Frustrations that the policy is needed were discussed; people have been told that if diversity is not in their job title then they do not need to attend diversity events, and there seems to be a perception that lower tier employees do not need the training even though they are often the ones who interact directly with students. A need for supervisor training was also discussed.

Toberman also shared upcoming changes to the Diversity Council and his concerns that it diminishes the staff voice. He continues to push to make sure that voice is not lost.

Schoenborn made a motion to create a general statement letter of support for the proposed policy as it was submitted with a few minor wording additions, and it was seconded by White. The motion was adopted unanimously.

Cherry made a motion to submit a written letter of Staff Senate concerns to the Diversity Council as discussed at this meeting, and it was seconded by Mills. The motion was adopted unanimously.

Gottlob shared the Alton campus involvement in Diversity Day. Fricke recommended “Born a Crime” by Tervor Noah as a resource, and Schoenborn will add the book to the library purchase list.

ANNOUNCEMENTS:
Policy changes were provided as an informational item. The Conflicts of Interest and Commitment policy wording changes say employees, but the wording is not consistent as it references faculty only in more than one place. There was a discussion of our Policy Review Committee being left out of discussions, and meetings with the Director of Human Resources keeps getting put off. Fricke will look into Staff Senate representation on the University Policy Council. The University Policy on Pets and Animals was reviewed, and there was a brief discussion. Fricke will send corrections and suggestions regarding both policies to Bob Vanzo.

The ad hoc committee for the Ombuds Proposal will be Carolyn Jason, Dawn Aldrich, and Jessa Knust. There will be three representatives from the BFSA as well. They will work together under a charge to get the committee going forward.
The Staff Senate representative on the Director for East St. Louis search committee will be Tristin Wollbrink.

There was a brief discussion about the Board of Trustees. The Chair is now J. Phil Gilbert instead of Amy Scholar. The allocation study came back, but it was vague and raised more questions than it answered. Much of the discussion took place in closed session, so the next step is uncertain. Carbondale was approved to get a Nursing program, which will result in a closed program for Edwardsville. Marsha Ryan and Tom Britton were removed from the Board, and those positions have not yet been reappointed. The next meeting takes place on March 28 in Springfield.

A Social Security representative will visit campus on April 3. A flyer was distributed and is attached.

The SIUE Faculty and Staff Appreciation Day will take place on April 17. The theme for the day is a luau.

Updates on the Staff Senate Scholarship Banquet were provided. The event will take place on April 18, and Senators are asked to attend as well as donate an item for an alcohol package to be raffled off. Tickets are on sale through April 11.

FUTURE AGENDA ITEMS:
Balai shared a constituent issue in which the employee was sick for 5 days in a row and was unable to get a slip from a doctor as it changed during the course of the absence. FMLA paperwork was sent to the employee, and the employee was warned that he would be placed on unpaid leave. There was a discussion that an employee cannot be compelled to complete FMLA paperwork, and Human Resources also told the employee that if they came in briefly or used an amount of vacation time it would be a way around completing the paperwork. Bob Thumith will be invited to speak and clarify FMLA. It was noted that this was another issue with supervisors not receiving adequate training.

PUBLIC COMMENT:
There was no public comment.

ADJOURNEMENT:
The meeting adjourned at 10:33am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
International Room, MUC
March 7, 2019 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. MONTHLY UPDATES
   a. Officers
   b. Staff Senate Committees
   c. University Committees
   d. Ex-Officio
IV. UNFINISHED BUSINESS
   a. 2019 Elections
   b. Committee Charges and Operating Guidelines
V. NEW BUSINESS
   a. Proposed Policy to Address Professional Development Around Diversity
VI. ACTION ITEMS
   a. Letter of Support for Policy to Address Professional Development Around Diversity
VII. ANNOUNCEMENTS
   a. Policy Changes
      i. Conflicts of Interest and Commitment 1Q9
      ii. University Policy on Pets and Animals
   b. Administrative Staff Represented Constituency Representative Appointment – Cindy Cobetto
   c. Ad Hoc Committee for Ombuds Proposal
   d. Board of Trustees Meeting – March 28 in Springfield
   e. Social Security Representative Visit – April 3, 2019
   f. SIUE Faculty and Staff Appreciation Day – April 17, 2019
   g. Staff Senate Banquet – April 18, 2019
   h. Faculty Senate President Sorin Nastasia and Black Faculty & Staff Association President Lakesha Butler – April 18 SSEB Meeting
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, March 21 in the Magnolia Room, Morris University Center
Next regularly scheduled meeting will be Thursday, April 4, 2019 at 9:00am at the School of Dental Medicine, Alton
TO: Ian Toberman, President Elect, University Staff Senate
FROM: Laura Scaturro, Chair, Parking & Traffic Committee
        Kim Olson, Chair, Policy Committee, Parking & Traffic Committee
        Bill Dusenbery, Chair, Appeals Committee, Parking & Traffic Committee
        Dave Balai, Member, Parking & Traffic Committee
Date: January 29, 2019
Subject: Quarterly Committee Report to the University Staff Senate

The University Staff Senate is well represented on the Parking & Traffic Committee. We are committed and engaged in serving not only the staff, but the faculty and students with our diligence in carrying out the mission of the Parking & Traffic Committee:

*The purpose of the Parking and Traffic Committee is to consider the need, convenience, and safety of the entire University community related to traffic flow and parking. This will include consideration of the planning of appropriate facilities, the development of appropriate regulations and review of enforcement procedures. The committee shall conduct appeal hearings relating to enforcement of parking regulations and policies. The committee shall also respond to written complaints from the University community.*

Please find attached the meeting minutes from the Parking & Traffic Committee for September 2018-December 2018. The meeting minutes are posted at the following URL on a monthly basis:
http://www.siu.edu/parking/Minutes.shtml

Following are a few examples of items the Parking & Traffic has discussed this past quarter:

- Lot A Redesign Concepts were shared with the committee. The committee has been concerned with the interactions between pedestrians, vehicles and bicycles at the Lot A entrance for several years and are excited about the renovation.
- Traffic and parking along the roadway on North University Drive during cross country events was discussed. This resulted in No Parking signs placed along the road-side and the hosting organization(s) paying to have a police presence during events.
- Revisit Service Permit allocations – reduced by 12 in FY19.
- Pay-for Parking spaces created in Lot A. Whoosh App continues to be popular and was 14% of transactions in Pay-for-Parking spaces across campus in November.
- Over 2,300 individuals on our Facebook page.

Attachments (4)
# UNIVERSITY STAFF SENATE

## COMMITTEE ACTION QUARTERLY REPORT

<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Parking &amp; Traffic Committee</th>
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<tbody>
<tr>
<td>Report Submitted By</td>
<td>Laura Scaturro/Kim Olson/William Dusenbery</td>
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<tr>
<td>Role/Position</td>
<td>Chairs</td>
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<td>Quarter Submission</td>
<td>Aug</td>
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What is the general charge of the committee on which you sit? (This can be repeated from report to report).

Please see the attached memo. Thank you.

### Major Activities or Actions Since the Last Quarterly Report


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<th>Activities or Actions Under Consideration or in Development</th>
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<th>Areas of Particular Concern or Interest Relevant to the Staff Senate</th>
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<tr>
<td>Upcoming Lot A Renovation, May 2019. This will be a major project and will affect a number of faculty and staff who park in Lot A.</td>
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<td>Immediate Next Steps</td>
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<th>Questions, Challenges, and Resources Needed from Executive Board</th>
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<th>Requested Action Items</th>
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<th>Other Notes/Comments</th>
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MINUTES FROM THE
PARKING AND TRAFFIC COMMITTEE MEETING

September 14, 2018

Members Present: Laura Scaturro, Bill Dusenbery, Ryan Fries, Junvie Pailden, and David Balai
Ex-Officio Members Present: Tony Langendorf, Robert Vanzo, Craig Holan, and Diane Chappel
Members Absent: George Pelekanos, Matthew Petrocelli (excused), Kris Magee (excused), and Kim Olson
Ex-Officio Members Absent: Lisa Johnson, Lori Anderson, (excused), and Michael Schultz (excused)

The monthly Parking and Traffic Committee Meeting convened on Friday, September 14, 2018, at 10:00 a.m. in the Magnolia Room of the Morris University Center. Laura Scaturro presided as Chair.

Minutes from the meeting of August 10, 2018, were presented. There was no quorum.

COMMITTEES

A. Appeals: Bill Dusenbery reported two appeals were heard and denied.
B. Policy Committee: No report.
C. Senate Reports:
   Student Senate: No report.
   Faculty Senate: No report.

Staff Senate: Bill Dusenbery reported Anne Hunter has now taken the position as Governance Secretary and Gretchen Fricke is the acting Staff Senate President.

CORRESPONDENCE

Correspondence: No correspondence to discuss.
OLD BUSINESS

A. Initiatives Assigned to Facilities Management or Telecommunication:

1. High Mount Parking Lot Lights – Employ Oates to assess structural integrity of selected lights. This will be continuing until the light poles are replaced.

2. Install 35-40 new signs in various locations to coincide with new multi-space kiosks that are being installed. This project has been completed.

3. Install metal disks in middle of Lot E for carpool signs. This project has been completed.

4. Remove meter poles from Lot E, Lot F, VCF and Lot A. Tony reported that single space meter poles are being removed today. Codes on the new Parkeon machines are not working yet. He will send an email to Dean’s secretaries so they can pass information to offices in their respective areas. The new machines should be up and working next week.

B. Motorist Assistance, Citation, Towing Monthly Report, and Moving Violation Statistics:
A copy of this report was provided to all committee members for their review. Tickets are down. We are short PSA’s. There are not as many tickets written and not as many people driving vehicles to campus. Tony ran a report of people with over $200 in tickets; and, there were only five (5) people on the list.

C. Campus Construction Update – Facilities Management: Facilities Director, Craig Holan stated there were difficulties with people due to the active construction site. Next week, piling and the tower will be added. There will be a construction barrier going up with scaffolding inside Founders Hall. The asbestos situation is minimal and mostly encapsulated. The East St. Louis road repair came out great. Bill Dusenbery questioned whether the railroad tracks would remain. Craig explained they are going to try to remove them at a later date. The bike rack by Art and Design is a bright red. The Dental Grad Clinic project is moving forward. There will be tear down of a section of the building, and the new Grad section along with the surgery wing will be added. We are also working on developing a shed standard, which will include regulations on portable buildings, not long term buildings. We currently have a few on campus.

D. Rave Guardian Mobile App: No report.

E. Whoosh App – Update: Tony Langendorf reported 12 percent of transactions and 17 percent of revenue for the month of August. Revenue was $17,651, with 2,204 users.

F. Enterprise – Car Share Program: Tony reported for August there were 24 members and 5 percent utilization. Enterprise met with the International students in early September. They will be meeting with Housing on September 25th. The Agreement between SIUE and Enterprise will expire in May, 2019. Tony reported that carpooling is around six or eight people.
NEW BUSINESS

A. Right Turn Lane off East University Drive onto Route 157: Bob announced that plans are moving forward on the right turn lane off of East University Drive onto Route 157. Craig added that IDOT requested authorization to conduct a survey. The lane is on our property and will need to meet with our standards.

B. Fall Parking Lot Census: Tony reported that Lot E is full. Next time the lottery is drawn, it may be reduced for Lot E. Mike Schultz requested a Cougar Village Lot Census. Tony sent him a response. Lot F is pretty full. There were 259 students who signed up for Lot A and 28 students signed up for the Evergreen Hall lottery. The lots have not filled this year, even with 13,800 students enrolled. Tony stated the "no-ticketing" fee per hour is $75.00. He would like to raise this amount, as it has been the same for some time. This request will go to the Policy Committee.

C. Lot A Concepts: Tony handed out the concept for re-doing Lot A, when it is time to resurface the lot. The concept shows a smoother flow leaving the Vadalabene Center and heading to campus and addresses pedestrian safety. Craig had suggested a roundabout, and one will be added. There will be an additional 40 spaces. It has also been shown that roundabouts greatly reduce accidents. The renovation of Lot A will begin the day after commencement in May, 2019. Further discussion was held concerning more details of the Lot A Concept.

D. Operating Papers: Bob reported that the Operating Papers for the Committee need to be revised and brought up to date. This matter will go to the Policy Committee. Bill Dysenbery will be added to the Committee to assist in revising the papers.

Tony brought up the issue of our electronic signs which are set up for $50 per sign. Renting these signs brings in revenue, however, it does not cover costs for set up and wear and tear on the signs. Tony would like to raise the rental of the electronic signs. Craig suggested working towards an innovation grant, and making it a joint effort between Parking and Facilities in order to obtain monies for some permanently located electronic signs. Further discussion was held. This matter will also be discussed by the Policy Committee, as to the increase in the rental rate of the electronic signs.

Tony also brought up the issue of raising rates for lot buyouts of parking lots. This matter will go to Policy Committee also.

ANNOUNCEMENTS

Everyone wished Bob Vanzo a Happy Birthday!

ADJOURNMENT
The meeting adjourned at 11:30 a.m. The next meeting will be on Friday, October 12, 2018, at 10:00 a.m. in the Magnolia Room of the MUC.
MINUTES FROM THE
PARKING AND TRAFFIC COMMITTEE MEETING

October 12, 2018

Members Present: Laura Scaturro, Bill Dusenbery, Ryan Fries, Junvie Pailden, George Pelekanos, Matthew Petrocelli, Kim Olson, and David Balai

Ex-Officio Members Present: Tony Langendorf, Robert Vanzo, Craig Holan, and Diane Chappel

Members Absent: Kris Magee (excused)

Ex-Officio Members Absent: Lisa Johnson, Lori Anderson, (excused), and Michael Schultz (excused)

The monthly Parking and Traffic Committee Meeting convened on Friday, October 12, 2018, at 10:00 a.m. in the Magnolia Room of the Morris University Center. Laura Scaturro presided as Chair.

Minutes from the meetings of August 10, 2018, and September 14, 2018 were presented. Craig Holan requested to change first sentence under Old Business C. Campus Construction Update to read: “Facilities Director, Craig Holan, stated there were difficulties with the construction and remodeling in an occupied building.”

COMMITTEES

A. Appeals: Bill Dusenbery reported six appeals were heard. One was allowed and five were denied.

B. Policy Committee: Kim Olson reported that the Policy Committee met to discuss several issues. One issue was for a rate increase for use of the electronic signage. The electronic signs are being used for major events and outside events being held on campus. Tony Langendorf provides Parking Service Agents to transport the signs to a certain location and then the signs need to be programmed with the correct verbiage for the event. After the event, the signs need to be transported back to storage. This is becoming more frequent. The department is looking to go to more permanent signage in order to be able to program the signs remotely and have signs permanently placed in certain locations. They will be looking in to obtaining grant money to help fund the project. In the meantime, Tony would like to increase the rental rate for use of the signs from $50 to $100. A vote was held, and the motion was passed.
The committee also discussed no ticketing/buyouts of lots. Tony reported all
codes are working now. If there is an event on campus, each group is given a code, and
all charges under that code for parking are billed back to the department responsible for
the event on campus. A vote was held which accepted the proposed ticketing and lot
buyout increases. These increases will begin July 1, 2019. This new change will be
transmitted by email, Facebook, and to fiscal officers and Educational Outreach.

Kim also reported the committee reviewed the Operating Papers. Laura Scaturro
asked to defer the vote on changes to the Operating Papers until November's meeting.
She asked that members review the proposed changes before November's meeting.

C. Senate Reports:

Student Government: Mackenzie asked if an individual appeals a ticket and they win the
appeal, do they still have to pay the $5.00 partial payment. Bob Vanzo stated that if an
appeal is granted the $5 goes back to the person making the appeal. If the appeal is
denied, the $5 is applied toward the fine.

On Monday, October 22, 2018, at 6:00 p.m., Student Government will meet, and Bob
Vanzo and Tony Langendorf are invited to attend the meeting.

Faculty Senate: Junvie reported the Provost visited the Faculty Senate and advised the
change of language on the ACT and SAT scores has been published.

Staff Senate: Bill Duesenbery reported notifying the senate members that parking fees for
buyouts and no ticketing were reviewed.

CORRESPONDENCE

Correspondence: No correspondence to discuss.

OLD BUSINESS

A. Initiatives Assigned to Facilities Management or Telecommunication:

1. High Mount Parking Lot Lights – Employ Oates to assess structural integrity of
selected lights. This will be continuing until the light poles are replaced.

2. Remove meter poles from Lot E, Lot F, VCF and Lot A. This project has been
completed.

B. Motorist Assistance, Citation, Towing Monthly Report, and Moving Violation Statistics:
A copy of this report was provided to all committee members for their review. Tony reported citations are up this past month.

C. **Campus Construction Update – Facilities Management**

   Facilities Director, Craig Holan, reported the railroad tracks were removed at the East St. Louis Campus. Also, the multi-purpose room in Building D has been converted to a sports room at The East St. Louis Campus. On the Alton Campus, a water line will be installed under the new parking lot and connected with the city. The Graduate Dental Clinic is replacing a sewer line. On the Edwardsville campus, fall cleanup is beginning. The grass has not gone dormant at all this year and has created an excess of mowing. The next buildings to be retro-fitted with LED lighting are Dunham and Rendleman. The Faculty Development Center in the Library received bids, and work will begin in November, 2018. Starbucks and Chick Fil-A will be getting a facelift soon. Another vendor, Dunkin Donuts, will be locating in the Library. Founders Hall construction is ongoing. The towers are being torn down, and piers are being installed for earthquake protection. Renovations will continue, one building at a time with Founders Hall first, then Alumni, Peck Hall, Rendleman, Dunham and the Library.

D. **Rave Guardian Mobile App**

   No report.

E. **Whoosh App – Update**

   Tony Langendorf reported 3,176 transactions with 14 percent of transactions and 18 percent of revenue with 44 percent being credit cards and 55 percent cash for September, 2018. There were 73 percent electronic transactions.

F. **Enterprise – Car Share Program**

   No update.

G. **Operating Papers**

   Laura Scaturro suggested waiting until the November meeting to vote on the changes suggested for the Operating Papers.

H. **Rate Changes for Electronic Signs, etc.**

   This item is awaiting approval from the Vice Chancellor.

I. **Lot A – Final Design**

   A copy of the Lot A Design was distributed to the committee members for their review. Lot A will be redesigned to make the lot more accessible and safer. It has been 20 years since Lot A was resurfaced. This will also be our first attempt at a roundabout on campus. Craig Holan stated that concrete sidewalks will be placed around the parking lot tying into the existing sidewalks. The Nursing Simulation Building will be constructed north of Alumni Hall which will be part of the Allied Health Complex. Lot A will be redesigned and completed in 2019.

**NEW BUSINESS**

A. **University Vehicle Parking Spaces**

   Craig Holan reported that a number of University service vehicles are parking on the sidewalks. Craig has explained that those University vehicles are not to be driven through the Quad area and should be parked in the service vehicle designated areas in Lot C. He is asking for more space for service vehicles in Lot C. Service vehicles are also allowed to park at a meter without paying. Bob also stated that too many service permits
have been issued to certain offices. Tony and Bob will be reviewing the service permits issued and reduce the amount that are given out to offices. Craig stated he appreciated the opportunity to bring this issue to the Parking and Traffic Committee.

ANNOUNCEMENTS

David Balai brought up the issue of the cross country events and the parking issues that occur. Bob Vanzo stated he had another meeting with them last week. When those outside events occur, the organizations will have to pay for police and parking service agent assistance for the rest of this year and revisit the issue next year.

ADJOURNMENT

Bill Dusenbery made a Motion to Adjourn. David Balai second the Motion. All were in favor. The meeting adjourned at 11:45 a.m. The next meeting will be on Friday, November 9, 2018, at 10:00 a.m. in the Magnolia Room of the MUC.
MINUTES FROM THE
PARKING AND TRAFFIC COMMITTEE MEETING

November 9, 2018

Members Present: Laura Scaturro, Bill Dusenbery, Ryan Fries, George Pelekanos, Kim Olson, David Balai, Kristin Magee, Mackenzie Rogers, Michael James, and Stefan Jones

Ex-Officio Members Present: Tony Langendorf, Robert Vanzo, Craig Holan, Lori Anderson, and Diane Chappel

Members Absent: Junvie Paiden (excused), Matthew Petrocelli (excused), and Joe Paolucci

Ex-Officio Members Absent: Lisa Johnson (excused), and Michael Schultz (excused)

The monthly Parking and Traffic Committee Meeting convened on Friday, November 9, 2018, at 10:00 a.m. in the Magnolia Room of the Morris University Center. Laura Scaturro presided as Chair.

Minutes from the meeting of October 12, 2018, were presented. Craig Holan requested to change two sentences under Campus Construction Update – Facilities Management. The second sentence should read: “Also, the multi-purpose room in Building D will be converted to a sports room at The East St. Louis Campus.” The third sentence should read: “On the Alton Campus, a water line will be installed connecting with the City of Alton, avoiding the new parking lot.”

Bill Dusenbery made a Motion to approve the Minutes with the amendments. David Balai seconded the Motion. Minutes approved as amended

COMMITTEES

A. Appeals: Bill Dusenbery reported three appeals were heard and denied. A request for a Service Permit was granted. Bill also reported that a student appeared for one of the appeals and was very upset over receiving a ticket. His appeal was denied. Laura requested that an officer from the Police Department attend the Appeals Committee hearings. Bob Vanzo stated he would talk with the Chief and request that Lisa Johnson attend the Appeals Committee hearings as needed

B. Policy Committee: No report.

C. Senate Reports:

Student Government:

Faculty Senate: No report.
Staff Senate: No report.

CORRESPONDENCE

Correspondence: No correspondence to discuss.

OLD BUSINESS

A. Initiatives Assigned to Facilities Management or Telecommunication:
   1. High Mount Parking Lot Lights – Employ Oates to assess structural integrity of selected lights. This will be continuing until the light poles are replaced.

B. Motorist Assistance, Citation, Towing Monthly Report, and Moving Violation Statistics:
A copy of this report was provided to all committee members for their review. Tony reported October was the second month that citations went up. Scofflaws have also doubled. We are at full PSA staff now.

C. Campus Construction Update – Facilities Management: Facilities Director, Craig Holan, gave an update on all the major construction projects on campus to the members.

D. Rave Guardian Mobile App: No report. Website was down for maintenance.

E. Whoosh App – Update: Tony Langendorf reported 4,256 transactions with 14 percent of transactions for a total of $14,098 in revenue. There are 56 spaces now in lot A and would like to add 10-14 more spaces.

F. Enterprise – Car Share Program: No update.

G. Operating Papers: Laura Scaturro suggested waiting until the December meeting to vote on the changes suggested for the Operating Papers.

H. University Vehicle Parking Spaces: Parking spaces are reserved for University vehicles. Service permits are issued to use personal vehicles on University business. Craig has spoken to his employees and advised them not to drive through the Quad and to avoid parking on the sidewalks.

I. Fee Increases: All fee increase plans were discussed and approved by the Vice Chancellor for Administration. These new rates will begin July 1, 2019. There will be notifications published to alert affected parties.

NEW BUSINESS

A. Korte Stadium Parking Lot: No report.

B. Fee for Service Permits: Bob Vanzo reported Services Permits expired on October 31st. We revisited the number of Service Permits issued and reduced the number issued by 12. Bob Vanzo also reported he spoke
with the Vice Chancellor for Administration concerning charging a fee for Service Permits. The Vice Chancellor was not in favor of charging a fee.

C. **Amnesty Program for Late Fees:** Kalli Morris from Student Government appeared and presented her report in support of an amnesty program for citations. Bob asked Kalli to collect more information from Carbondale on how their program worked and whether they are funded debt. Kalli agreed to do more checking and would report back to Bob on Monday, November 12th. Further discussion was held. Bob stated that he would schedule a Policy Committee meeting after he receives further information from Kalli.

D. **Parking Income/Expenditure Statement:** Tony Langendorf provided a Parking Services Revenue Report for FY14-FY18 and a Parking Services Financial Report for FY16 and FY17 to the committee members. A discussion was held.

E. **Citation Trend:** Bob stated that the Committee has established a goal to reduce the number of citations, and that is being met. However, fewer citations mean permit prices will increase, unless we find money to offset the loss of citation revenue.

F. **2019 Parking and Traffic Meeting Dates:** The 2019 meeting dates were reported with the exception of December. The December 2019 meeting date will be scheduled after December 1, 2018. A complete list of the 2019 Parking and Traffic meeting dates will be prepared and sent to each Parking and Traffic member before the December 14, 2018 meeting.

**ANNOUNCEMENTS**

Ryan Fries stated there is a travel survey being conducted to determine how people get to the campus. This semester the students are also working on a traffic study concerning crash data for Stadium Drive and South University Drive, and Circle Drive and Northwest University Drive. If anyone would like to attend the presentations, they will be on Tuesday, November 13, 2018, at 6:00 p.m. in Room 2145.

**ADJOURNMENT**

Bill Dusenberg made a Motion to Adjourn. Ryan Fries seconded the Motion. All were in favor. The meeting adjourned at 11:30 a.m. The next meeting will be on Friday, December 14, 2018, at 10:00 a.m. in the Magnolia Room of the MUC.
MINUTES FROM THE
PARKING AND TRAFFIC COMMITTEE MEETING
December 14, 2018

Members Present: Laura Scaturro, Bill Dusenbery, Ryan Fries, George Pelekanos, Junvie Pailden, Kim Olson, David Balai, Kristin Magee, Mackenzie Rogers, and Stefan Jones

Ex-Officio Members Present: Tony Langendorf, Robert Vanzo, Craig Holan, and Diane Chappel

Members Absent: Matthew Petrocelli (excused), Michael James (excused), and Joe Paolucci

Ex-Officio Members Absent: Lisa Johnson (excused), Lori Anderson (excused), and Michael Schultz (excused)

The monthly Parking and Traffic Committee Meeting convened on Friday, December 14, 2018, at 10:00 a.m. in the Magnolia Room of the Morris University Center. Laura Scaturro presided as Chair.

Introduction of PSA’s, Parking Service employees, past members of the Parking & Traffic Committee, Phyllis Werner, Jim McDermott and Kirt Ormesher. Bob Vanzo thanked them for attending today’s meeting and for their hard work on a day to day basis. He also asked if they would keep the Committee apprised of issues/problems they deal with on a daily basis to determine if changes need to be made in our policies and procedures.

Minutes from the meeting of November 9, 2018, were presented. Bill Dusenbery made a Motion to approve the Minutes as written. Ryan Fries seconded the Motion. Minutes approved as written.

COMMITTEES

A. Appeals: Bill Dusenbery reported four appeals were heard and denied. Four requests for a Service Permit were discussed. Three were approved, and one was sent back for verification and resubmission.

B. Policy Committee: No report.

C. Senate Reports:

Student Senate: No report.

Faculty Senate: No report.

Staff Senate: David Balai reported there may be an effort to reclassify certain professional staff positions to civil service.
CORRESPONDENCE

A. **Ticket Forgiveness:** We presently void one ticket per year for failure to display. We are being asked to increase that number. This matter will be discussed by the Policy Committee.

B. **Event Notification:** Anne Werner is requesting that notice be given to employees if there are large events happening on campus that may impact certain lots and the ability to park in them. Tony stated his office will do a better job of informing members of the University Community.

C. **Break Parking:** Zachary Engelmann questioned why lots are enforced during break weeks when there are few vehicles parked in the lots. Tony stated that in the past no ticketing over break week was tried. However, Parking Services received complaints from green permit holders. Tony suggested the Policy Committee discuss break week parking and try to come up with a better plan. No matter the decision, it will need to be consistent with all break weeks. This will be sent to the Policy Committee for further discussion.

OLD BUSINESS

A. **Motorist Assistance, Citation, Towing Monthly Report, and Moving Violation Statistics:** A copy of this report was provided to all committee members for their review. Tony reported citations and scofflaws are up, which is the complete opposite of the last five years. He also reported a large number of students with parking debt exceeding $200. A discussion was held. Tony Langendorf will speak with Cathy Foland, Bursar, to determine the process of registering for classes with outstanding debt. Bob will also discuss the matter with Jim Klenke.

B. **Campus Construction Update – Facilities Management:** Facilities Director, Craig Holan, gave an update on all the major construction projects. Founders Hall is pushing ahead with the heavy construction part of the project. The sidewalks have been worked out in and around Lot A. Certain trees will have to be removed. There is however a plan to plant 100 trees across campus. Laura asked about the progress of the right hand turn lane. Craig stated that the Easement has been approved by the Board of Trustees.

C. **Operating Papers:** Bill Dusenbery made a motion to send the Operating Papers to the Vice Chancellor for his approval. All were in favor.

D. **Amnesty Program for Late Fees:** Bob Vanzo advised that after our November meeting, Kalli was going to contact Carbondale and determine whether they sold revenue bonds to fund parking construction and maintenance projects. This issue will be sent to the Policy Committee to discuss further. Mackenzie Rogers stated she would contact Kalli.

E. **Parking Lot Improvements Scheduled for Next Year:** Bob reported that all the parking board matters were approved by the Board at the November 13th meeting. So, construction is tentatively scheduled to begin the day after commencement in May. The Final approval by the Board will be in April, 2019. Tony reported there will be 870 spaces in the new Korte parking lot which will be paved and striped, with installation of lights and emergency phones. Ryan Fries suggested sending out a notice in advance when construction will begin in the parking lots.
NEW BUSINESS

A. 2019 Parking & Traffic Meeting Dates: The 2019 Meeting Dates were discussed and approved.

ANNOUNCEMENTS

In support of a traffic study conducted by engineering students, Laura Scaturro inquired about installing a 3-way stop sign where Northwest University Drive and North Circle Drive intersect. Ryan will present the traffic study to Bob so he can present it to Rich Walker and Craig Holan. Bob will contact Mike Schultz to see whether the bus shelter near that location will be removed.

ADJOURNMENT

Bill Dusenbery made a Motion to Adjourn. Dave Balai seconded the Motion. All were in favor. The meeting adjourned at 11:20 a.m. The next meeting will be on Friday, January 11, 2019, at 10:00 a.m. in the Magnolia Room of the MUC.
Proposed Policy to address professional development around diversity for the University community

Preamble: Southern Illinois University Edwardsville is committed to recognizing and valuing the contributions of the breadth of humankind. SIUE recognizes that each member of the University is responsible for contributing to an environment that is open, respectful, and welcoming. Such responsibility requires that all employees and students understand the history, importance, and aspects of diversity at SIUE and the community it serves. To this end, SIUE provides different professional development opportunities, including Diversity Day, workshops and cultural tours throughout the year for all SIUE employees and students. Increased participation and involvement in these professional development events is essential for employees to develop the knowledge and skills necessary to fulfill SIUE’s diversity and inclusion goals as outlined in the new 7-year Diversity and Inclusion Strategic Plan. This policy provides guidance to encourage such participation.

- All employees shall have the opportunity to participate in at least one University-sponsored diversity and inclusion event each academic year.
- Employees wishing to participate in an event that might require some adjustment of their regular work duties or schedule may request professional development release time. Employees requesting release time shall provide a statement to their immediate supervisors at least two weeks before the event. Such a statement shall include:
  - The nature and scope of the event and how it would aid professional development;
  - The scheduled date and time;
  - Suggested arrangements made for work to proceed while the employee is gone.
- Supervisors shall make concerted efforts to ensure staff members’ participation in diversity and inclusion events.

Process for delivery to University Policy Council

1. Associate Chancellor and Chair of the University Diversity Council will discuss with Chancellor Pembrook
2. Proposed policy to be discussed again in University Diversity Council on November 9, 2018
3. University Diversity Council Policy committee will take proposal to Expanded Chancellors Council in December
4. Proposal to come back to University Diversity Council for discussion and modifications if needed
5. Proposal to be shared with University Community for open dialogue
6. Proposal to be submitted to University Policy Council

Developed by the University Diversity Council on September 4, 2018
Discussed with Chancellor Pembrook on November 5, 2018
Conflicts of Interest and Commitment - IQ9

The teaching, research, and service mission of SIUE must be conducted in an objective manner, free from undue influence arising from private or other special interests. The purpose of this policy is to establish guidelines for recognizing, disclosing, and managing conflicts of interest and commitment.

The University and its employees often benefit from the employee's participation in both public and private outside activities. Employees must ensure that their outside obligations, financial interests, and activities do not conflict or interfere with their commitment to the integrity of the project, the sponsor, the University, and the public interest. This obligation pertains to both full-time and part-time employees.

This policy sets forth procedures and guidelines that are to be followed in resolving actual and potential conflicts of interest and commitment. This policy applies to all sponsored projects, employment outside SIUE, and volunteer activities. Certain provisions apply only to employees receiving funding from the Public Health Service (PHS) and other entities requiring financial conflict of interest disclosure. Additional guidance is provided on the Human Resources website.

I. General Principles
   A. Employees must arrange their external obligations and financial interests so as not to impede or conflict with their duties and responsibilities to the University.
   B. Unless otherwise exempted by existing university policies, employees must notify the University of potential conflicts of interest, including potential financial conflicts of interest, and conflicts of commitment by submitting the appropriate form or using the appropriate online portal.
   C. Employees must disclose potential financial conflicts of interest that could affect the design, conduct, or reporting of sponsored projects from entities that require disclosure of potential and actual financial conflicts of interest. The University will endeavor to keep disclosed financial information confidential.
   D. Employees may not maintain unacceptable conflicts of interests or commitment.
   E. No person employed by the University may have interests or commitments incompatible with the University. An interest incompatible with the University includes but is not limited to any commitment between an employee and external entity.
      1. that may restrict or impair the employee's ability to perform his/her activities at the University, or
      2. that results in the transfer or compromise of existing or potential university rights in intellectual property, or
      3. that utilizes university resources without prior written approval of the University.
   F. Charges of violations of this policy shall be carefully examined. Charges shall be processed in the normal reporting channels. Disciplinary sanctions may range from reprimands to dismissal, pursuant to University policies and any applicable bargaining agreements.

II. Conflicts of Interest
   A. A conflict of interest encompasses any situation in which an employee of the University uses or is in a position to use his or her influence or authority within the University to advance his or her own personal or financial interest or the personal or financial interests of his or her immediate family or an associated entity.
   B. An "associated entity" of any employee means any trust, organization or enterprise other than the University over which the employee, alone or together with his or her immediate family, exercises a controlling interest.
Regular review of policy. Input received from Legal Counsel and the Office of Technology Transfer. Additional input received from HR and Legal Counsel regarding "domestic partner" terminology.

C. "Business" means any corporation, partnership, sole proprietorship, firm, franchise, association, organization, holding company, joint stock company, receivership, business or real estate trust, or any other legal entity organized for profit or charitable purposes.

D. "Executive position" refers to any position which includes responsibilities for a material segment of the operation or management of a business, including serving on its Board of Directors.

E. The "family" of an employee includes his or her spouse, civil union or domestic partner, and other persons who are related to the employee biologically or by law.

F. Unacceptable conflicts of interest include but are not limited to:
   1. diverting to outside entities grant/contract support the University might otherwise expect
   2. using University and other public resources, including assigned time and facilities, for private gain without proper compensation to or consent from the University
   3. impeding the dissemination of research information or creative activities
   4. using a position of influence or authority to involve other employees or students of the University in non-university activities without the consent and supervision of the University
   5. using privileged information acquired in connection with the employee’s activities for personal gain or unauthorized use
   6. negotiating or influencing the negotiation of grants and contracts with organizations with which the employee has consulting or other significant relationships
   7. accepting gratuities or special favors from private organizations with which the University does or may conduct business
   8. extending gratuities or special favors to employees of an organization under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

III. Conflicts of Commitment

A. A "conflict of commitment" encompasses any situation in which outside activities undertaken by the individual are sufficiently demanding of the individual’s time and attention as to interfere or appear to interfere with his or her obligations to the University. A conflict of commitment may also occur if the individual is concurrently conducting activities sponsored by a federal, state, or local public agency or a private corporation.

B. Conflicts of commitment may arise between the individual and the University as a result of consulting agreements, grants and contracts with outside agencies, and individual or family involvement in private enterprises.

C. Under Illinois law and University Policy (Policy on Outside Employment for Faculty, Personnel Policies, SIU, II.26), all full-time faculty of the University are required to obtain the prior written approval of the Chancellor of the University or the Chancellor's designee before undertaking, contracting for, or accepting anything of value in return for project or consulting services from any external person or organization. Further, the law requires retrospective reporting, through the filing of an annual statement by the employee, indicating the amount of actual time spent on such outside research or consulting services.

D. There are two principles that broadly govern conflict of commitment:
   1. As an employee of the University, the individual’s commitment and obligation to the University must have priority over the commitments to outside interests.
Regular review of policy. Input received from Legal Counsel and the Office of Technology Transfer. Additional input received from HR and Legal Counsel regarding “domestic partner” terminology.

2. University resources may not be used either for personal gain, private gain, or in support of outside agencies, without proper approval of the University.

Unacceptable conflicts of commitment include but are not limited to the following:

3. **Commitment of Time**: Ordinarily, University employees are given the opportunity to pursue outside interests that are consistent with the mission of the University. However, if the time commitment to these activities becomes excessive, the educational mission of the University will suffer.

4. **Commitment of Resources**: Individuals who are engaged in non-university activities may not use university resources without prior approval of the University. Such resources include the use of university facilities (such as labs, classrooms, and meeting spaces) and university assets (such as instrumentation software, and computers). Facilities and other assets may be used in outside activities with the university's prior permission if the external or private entity agrees to provide suitable compensation to the University.

5. **Commitment of Other Individuals**: In general, individuals may not involve students in outside activities unless it can be demonstrated that participation in these activities affords a substantial educational benefit for the student. Cases involving use of students must be carefully monitored by the academic unit and not by the individual.

6. **Intellectual Properties**: No university employee may cede or transfer rights to patents, licenses, or copyrights of scholarly works owned by the University to any external agency. Patents or other proprietary rights must be shared by the University in accordance with arrangements set forth contractually and pursuant to the University’s Intellectual Property Policy.

7. **Use of the University’s Name**: The individual as well as outside entities may not use the university’s name without prior university approval.

E. Conflicts of commitment may also arise if the employee is simultaneously engaged in publicly and privately sponsored activities. In this case, it is the responsibility of the University to ensure that public funds designated for the activity are not channeled to private individuals or organizations and that results from publicly financed activities are appropriately disseminated. Examples of these types of conflict may include, but are not limited to, the following:

1. unnecessarily delaying or withholding from publication results of publicly supported activities while making the results available exclusively to a private organization
2. using public funds to conduct activities for private individuals or organizations
3. redirecting a sponsored project to serve the research or other needs of a private organization without disclosure to the University and to the sponsoring agency
4. purchasing major equipment, instruments, materials, or other items for the University from a family member or a private organization in which the investigator serves without the disclosure of such interest
5. consulting or holding grants or contracts with two or more entities without informing the other parties of concurrent commitments
6. transmission of government-sponsored work products, results, materials, records, or information that are not made generally available to a private individual or organization for personal gain (This requirement would not necessarily preclude appropriate licensing arrangements for inventions or
consulting on the basis of government-sponsored research results where there is significant additional work by the employee independent of the government-sponsored research.

7. using for personal gain or other unauthorized use of confidential information acquired in connection with the employee's government-sponsored activities. (The term "confidential information" includes but is not limited to medical, personnel, and security records of individuals; anticipated material requirements or price actions; possible new sites for government operations, and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.)

8. negotiating or influencing the negotiation of contracts relating to the employee's sponsored project between the University and private organizations with which the employee has consulting or other significant relationships.

9. accepting gratuities or special favors from private organizations with which the University does or may conduct business in connection with a sponsored project and extension of gratuities or special favors to employees of the sponsor under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.

IV. Distribution of Effort

A. The way in which an employee divides effort among the various job functions and responsibilities does not raise ethical questions unless the sponsor supporting a project misleads the employee in understanding the amount of intellectual effort an employee is actually devoting to the research in question. A system of precise time accounting is incompatible with the inherent character of the work of a faculty member because the various functions performed are closely interrelated and do not conform to any meaningful division of a standard work week. On the other hand, if the project agreement contemplates that an employee will devote a certain fraction of effort to the sponsored project or the employee agrees to assume responsibility in relation to such project a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.

V. Consulting for government agencies or their contractors

A. When an employee engaged in a government-sponsored project also serves as a consultant to a federal agency, his or her conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and all other provisions governing special government employees. (See, for example, the United States Office of Government Ethics.) When an employee consults for one or more government contractors or prospective contractors in the same technical field as his or her research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on the employee's other interests. In undertaking and performing consulting services, the employee must make full disclosure of such interests to the University and to the contractor insofar as they may appear to relate to the work at the University or for the contractor. Conflict of interest problems could arise, for example, in the participation of an employee of the University in an evaluation for the government agency or its contractor of some technical aspects of the work of another organization with which the employee has a consulting or employment relationship or a significant financial interest or in an evaluation of a competitor to such other organization.

VI. Sponsors Requiring Financial Conflict of Interest Disclosure (FCOI)

A. Certain sponsors, including the U.S. Public Health Service (PHS), which oversees agencies such as the National Institutes of Health, NIH, require the University and
Regular review of policy. Input received from Legal Counsel and the Office of Technology Transfer. Additional input received from HR and Legal Counsel regarding “domestic partner” terminology.

its employees to establish and follow guidelines for recognizing, disclosing, and managing actual and potential significant financial conflicts of interest in relation to the sponsored project. This policy promotes objectivity in research by establishing standards that provide a reasonable expectation that the design, conduct, and reporting of projects will be free from bias resulting from financial conflicts of interest.

B. Definitions

1. **Conflict of Interest** means a state of affairs in which an investigator or his or her immediate family has significant financial interests that could lead an independent observer to reasonably question whether the design, conduct, or reporting of the funded project might be influenced by the possibility of financial gain.

2. **Immediate family** for PLOI means an investigator’s spouse, civil union or domestic partner, and anyone who receives directly or indirectly more than half of his or her support from the investigator or from whom the investigator receives directly or indirectly more than half of his or her support.

3. **Investigator** means the project director or any other person regardless of title who is responsible for the design, conduct, or reporting of a project funded by the sponsor, which may include collaborators, subcontractors, and consultants.

4. **Institutional Responsibilities** means an investigator’s professional responsibilities on behalf of SIUE, including scholarship, consultation, teaching, professional practice, and university committee membership.

5. **Significant Financial Interest (SFI)** means one or more of the following interests of the investigator and those of his/her immediate family that reasonably appears to be related to the investigator’s institutional responsibilities. Remuneration includes salary and any payment for services not otherwise identified as salary as well as equity interest including stock, stock option, and ownership interest.

a. A SFI exists in relation to a publicly traded entity if the value of any remuneration received in the 12 months preceding the disclosure and the value of any equity interest in the entity totals to exceed $5000.

b. A SFI exists in relation to non-publicly traded entities when the value of remuneration exceeds $5000 or when the investigator and his/her family hold any equity interest or any intellectual property rights and interests. Note that there is no minimum value for equity interest in non-publicly traded entities.

c. A SFI includes any reimbursed or sponsored investigator travel related to his/her institutional responsibilities. Reimbursed or sponsored travel includes travel that is paid on behalf of the investigator but not reimbursed directly to the investigator.

The following are excluded from the definition of significant financial interests:

d. salary, royalties or other remuneration paid to SIUE by the investigator for appropriate grant and contract activity

e. intellectual property rights assigned to SIUE and agreements to share royalties related to those rights

f. income from investment vehicles such as mutual funds and retirement accounts as long as the investigator does not
Regular review of policy. Input received from Legal Counsel and the Office of Technology Transfer. Additional input received from HR and Legal Counsel regarding “domestic partner” terminology.

directly control the investment decisions made in these vehicles.
g. income from seminars, lectures or teaching engagements sponsored by STUE, a federal, state, or local agency or institution of higher education; or an academic hospital, medical center or research institute affiliated with a university.
h. income from service to advisory committees or review panels associated with the same agencies identified in item d above.

C. Financial Disclosure

The University must report promptly to the sponsor any conflicts of interest the University has identified, including those of its subrecipients and subcontractors, and provide assurance that the interests have been managed prior to expending any funds under an award if:

1. bias is found with the design, conduct or reporting of the project; or
2. an Investigator fails to comply with the University’s FCOI policy or a FCOI management plan; or
3. a FCOI management plan appears to have biased the design, conduct, or reporting of the funded project.

Any conflicts of interest identified in the disclosure process must be resolved before the University can approve the individual’s activity on the project. The University must complete and document retrospective reviews within 120 days of the University’s determination of noncompliance for SFIRs not disclosed in a timely manner or previously reviewed or whenever an FCOI is not identified or managed in a timely manner.

The University will comply with the sponsor’s public disclosure requirements. NIH’s online guidance regarding public accessibility via written response will be followed.

D. Procedures

Procedures for this Policy will be managed by the Graduate School in compliance with all state and federal rules and regulations. These procedures may be revised by the Graduate School as necessary. Additional guidance is provided on the Human Resources website.

E. Training

Each investigator must complete FCOI training prior to engaging in a project requiring FCOI disclosure. Investigators must complete training every 4 years and immediately when any of the following occurs:

1. the University finds the investigator noncompliant with its policy or a management plan, or
2. the investigator is new to the University, or
3. the University policy changes in a manner that significantly affects requirements.

F. Record Keeping

The University must maintain FCOI-related records for at least 3 years after the termination of the activity (date of the final financial report and progress report to the funding agency). Before destroying or disposing of any University records,
consult with the University's Office of Records Management for any additional State records retention requirements.

G. Sanctions

Charges of violations of this policy shall be carefully examined. Charges shall be processed in the normal reporting channels. Disciplinary sanctions may range from reprimands to dismissal, pursuant to University policies and any applicable collective bargaining agreements.

When the Department of Health and Human Services determines that a PHS/NIH-funded research project of clinical research whose purpose is to evaluate the safety of effectiveness of a drug, medical device, or treatment has been designed, conducted, or reported by an Investigator with a POCI that was not managed or reported by the University as required by regulation, the Investigator shall:

1. disclose the POCI in each public presentation of the results of the research;
2. request an addendum to previously published presentations.

VII. Permissible Activities (pending appropriate approval)

A. Employees may accept royalties for published works and patents and honoraria for papers and lectures subject to the "Policy on Use of Material from which Instructors May Profit," (University personnel policies II-37 in the faculty handbook).

B. Employees may accept payments as a consultant to an outside entity provided that the time commitment does not exceed unit and university policy (http://www.nie.edu/provost/fbh/7-7.shtml) and that the arrangement does not alter the faculty member's commitments to the University.

C. Employees may serve on boards and committees of outside entities that does not detract from the faculty member's obligation to the University.

VIII. University Responsibility

A. The University shall make known to the sponsor:

1. the steps it is taking to assure an understanding on the part the University administration and employees of the possible conflicts of interest or other problems that may develop in the foregoing types of situations
2. the organizational and administrative actions it has taken or is taking to avoid such problems, including:
   a. accounting procedures to be used to assure that sponsor funds are expended for the purposes for which they have been provided and that all services which are required in return for these funds are supplied
   b. procedures that enable it to be award of the outside professional work of staff members participating in sponsored projects if such outside work relates in any way to the sponsored project
   c. the formulation of standards to guide the individual University employees in governing their conduct in relation to outside interests that might raise questions on conflicts of interest
   d. the provision within the University of an informed source of advice and guidance to its employees for advance consultation on questions they wish to raise concerning the problems that may or do develop as a result of their outside financial or consulting interests as they relate to their participation in sponsored projects.
Regular review of policy. Input received from Legal Counsel and the Office of Technology Transfer. Additional input received from HR and Legal Counsel regarding “domestic partner” terminology.

Approved by Chancellor effective 9/9/15.
This policy was issued on September 10, 2015, replacing the September 15, 2014 version.
Document Reference: FQ
Origin: OC 3/12/04; GR 13/14-11; OC 9/9/15
Miscellaneous
University Policy on Pets and Animals - 6F1

1. No animals are permitted in University buildings or facilities, with the exception of the following: service animals for persons with disabilities; animals used by law enforcement or emergency personnel in the exercise of their official duties; animals used in academic programs for teaching or research; animals used in University sponsored or approved programs; or animals approved pursuant to University Housing resident guidelines, including emotional support or therapy animals for residents with disabilities. Approved emotional support or therapy animals are not permitted in any University buildings other than Housing units, and must be approved in advance pursuant to the University Housing Emotional Support Animals Procedures, which may be found at http://www.siu.edu/housing/options/special-living-accommodations.shtml.

2. All animals brought onto any campus must be leashed or caged, unless inside of a Housing unit, and under the constant supervision and control of their owner or other responsible individual. Animals that are unleashed, or unattended if leashed, on University property may be impounded.

3. Animals shall not be disruptive to academic, programmatic, or administrative functions (e.g., barking inside of a building). In the event that an animal is disruptive, an opportunity to regain control will be offered. If the disruption continues, the owner may be asked to remove the animal from the premises, as discussed in Paragraph 2 below.

4. The owner or individual responsible for an animal’s presence on any campus shall be responsible for the removal and sanitary disposal of any excrement deposited by the animal on University property.

5. The owners of animals brought onto any campus are strictly liable for any damage to property or injury to persons caused by their animals.

6. If applicable, all animals brought onto any campus must be vaccinated and/or licensed as required by state or local laws.

7. In the event that an owner is unable to maintain control of their animal, or the animal poses an immediate risk or danger to itself, people, or property, University personnel may ask the owner to remove their animal from the premises or immediate area. In the event that an animal is excluded from an event due to the animal’s behavior, the owner will be offered the opportunity to return to the event or building without the animal, and to receive reasonable assistance in order to participate.
Persons wishing to report a loose or unattended animal, or those who wish to inquire about an animal that may have been impounded should contact the University Police at 618-650-3324. Individuals with questions regarding the implementation of this policy should contact the Office of the Vice Chancellor for Administration at 618-650-2536.
SAVE THE DATE

SOCIAL SECURITY REPRESENTATIVE SCOTT MARTIN WILL BE ON CAMPUS

WHEN
April 3, 2019
11:45am - 1:00pm
presentation begins at 11:45
drop-ins welcome

WHERE
Morris University Center
International Room

To view your latest statement
create an account at:

MYSSA.GOV

How your benefits will be affected if you receive a Pension

Number of credits needed to receive benefits

RETIREMENT ESTIMATOR—IMMEDIATE AND PERSONALIZED ESTIMATES

Medicare

Sponsored by SIUE Staff Senate