The regular meeting of the University Staff Senate was called to order at 9:30am on Thursday, April 2, 2020 via Zoom by President Ian Toberman.

Present: Ian Toberman, David Balai, Angie White, Collin Van Meter, Cindy Cobetto, Domonique Crosby, Mark Ferrell, Melanie Schoenborn, Denyse Anderson, Jan Caban, Anne Cavanaugh, Darryl Cherry, William Dusenbery, Anthony Fearon, Ken Holbert, Anne Hunter (ex officio), Carolyn Jason, Shane Kessinger, John Milicic, Jennifer Zurliene

Excused: Gretchen Fricke

Absent: Brittany Logan

Guest: Amy Bodenstab, Kade Cole, Josie DeGroot Brown, Mike Hamil, MaKesha Harris, Rachel Garrett, Asha Kansal, Karen Kaufman, Kimberly McClellan, Margaret Montibeller, Jason Muffley, Melissa Ringering, Theresa Rohrbach, Amanda Russell, Laura Scaturro, Alina Schnietz, Virginia Stricklin, Tristin Wollbrink

APPROVAL OF MINUTES:
Approval of the minutes for the March 5, 2020 regular meeting were postponed until the May meeting.

PUBLIC COMMENT AND OPEN Forums:
Toberman met with the Chancellor and they discussed how things are converting to online and off-site and the challenges in making those changes. While graduation ceremonies will not be in-person the goal is to make it as meaningful for students as possible. The official announcement about an April 30 date for stay-at-home was reviewed.

There was a discussion of communications as it relates to staff. Some of the early messages were confusing, but the Chancellor was unavailable for some of the earliest ones and it has improved since then. There were issues at the East St. Louis campus with information coming from center directors and managers changing drastically, and Dr. Timothy Staples had to craft a statement and send it out directly because managers were changing the information. Another major concern was that alternate work schedules and leave time was left up to individual supervisors. There was confusion on what was considered essential services, and guidance on whether someone was expected to return to work was lacking in many cases.

Early communications in regards to staff were confusing, came out late, and made staff members they were not important since faculty and students did not have to come to campus but staff were expected to be there. The COVID-19 website for SIUE was used, but the format was just a list of existing policies for staff members. Messages gave an expectation of extending grace to students and faculty coping with changes, but this did not include staff. This has created bad feelings for some, and this has been
communicated to the Chancellor. It was noted that the situation was fluid and some components were waiting for legislation, and while there was a reference point with existing policy there was no precedent. Toberman suggested that there would need to be a review once normalcy returns in order to review what worked and what did not as well as good practices and things that need to change for the future.

Discussion about the transition and current needs took place. Many staff do not have equipment to work from home and others are using their personal computers and cell phones. Microsoft Teams is available to all SIUE employees, and a phone number can be assigned to receive calls through the program. For East St. Louis programs some families and staff do not have equipment, and there is a need to get into buildings and arrange for laptops and tablets to be distributed so communication and work can continue.

There was a discussion of areas like trades, dining services, and dental clinics who are unable to work from home. The East St. Louis and Edwardsville dental clinics have been shut down, and the Alton clinic is open for emergencies only for about two hours a day. Parking Services has not had any communication since employees were sent home, but they are supposed to stay on call and must answer if called in or they will not be paid. Housing still has residents, primarily in Cougar Village. Crafts are working from home as on call for emergencies. Building Service Workers were told they could take time off but were being assigned duties; their union worked to make sure they could stay home. Dining Services has had no additional communication and will be told what happens after April 7.

There has been no discussion of furloughs, however enrollments will be down and some students will be doing online instruction instead of on campus. Those who are typically furloughed over the summer may want to check and see if they qualify for unemployment right now. Exigency has not been discussed.

Employees are still on payroll, but overloads and extra help are not being done. Leave time taken can still be entered, but time cards will be resolved later. A request to extend the deadline to use excess vacation will be made. There is a placeholder emergency leave category in CougarNet, but it is not currently being used.

As long as work is being done employees should not have to work on the same schedule as if they were physically in the office, and staff can report issues to the Constituency Representatives if there are issues that come up. A suggestion for work-from-home guidance was made and will be passed on.

ANNOUNCEMENTS:
Nominations for Senate Officers as well as Constituency Representatives is open and will remain open until the June meeting. Submissions should be sent to staffsenate@siue.edu.

FUTURE AGENDA ITEMS:
The fundraiser scheduled for October needs to be evaluated as donations are going to be problematic at this time.
The Constitution and Bylaws will be looked at to include revisions to allow electronic meetings and voting. A first read will be presented at the next in-person meeting.

**ADJOURNMENT:**
The meeting adjourned at 11:01am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
siue.zoom.us/j/725674767
April 2, 2020 – 9:30am
AGENDA

I. CALL TO ORDER

II. APPROVAL OF MINUTES

III. PUBLIC COMMENT

IV. OPEN FORUM

V. ANNOUNCEMENTS
   a. Nominations for Senate Officers 2020-2021

VI. FUTURE AGENDA ITEMS

VII. ADJOURNMENT