The regular meeting of the University Staff Senate was called to order at 9:01am on Thursday, April 1, 2021 via Zoom by President David Balai.

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

Excused: Doug James

Absent: Collin Van Meter, Jennifer Zurliene

Guests: Jamie Ball, Angie Bayer, Kelsey Cutright, Ryan Donald, Gretchen Fricke, Rachel Garrett, Jamie Grapperhaus, Laura Jacobs, Dan Mahony, Michelle Nickerson, Michael Schultz, Kara Shustrin, Ginger Stricklin

GUEST:
SIU System President Dr. Dan Mahony was a guest speaker and shared information on his background as an introduction. Strategic planning has been the focus for the system, and six goals have been identified. He also shared that the Governor put forward a flat budget at the appropriations hearings.

He created a staff advisory committee for the system, which most recently participated in the search committee for the system Vice President for Antiracism, Diversity, Equity and Inclusion. One goal of the committee is to create a professional development policy across the system that is flexible and accommodates employees without requiring them to use vacation time. The committee will also look at ways to recognize service as part of employee evaluations. He noted that he had been a staff member before and understands that there can be a disconnect when staff are not involved in discussions.

Dr. Mahony will be teaching an online course for both Edwardsville and Carbondale. There is a desire to get back to in-person classes when possible, but there is still uncertainty right now. He has been in contact with Dr. Ngozi Ezike at the Illinois Department of Public Health, and universities will need to maintain flexibility.

Balai thanked Dr. Mahony for his effort to involve staff, noting that it has not been done historically. The floor was opened for questions.

A system committee has been established to look at a work-from-home policy that gives guidance and flexibility while also making it fair and equitable. Tonya Genovese was appointed as the replacement for Amy Scholar on the SIU Board of Trustees. When asked about the East St. Louis Center, Mahony
recognized that it is underutilized and expressed a desire to incorporate it more fully into the SIU system. Issues with advancement opportunities for staff members was acknowledged, and he would like to provide opportunities for people to move into new roles and increase chances to engage in professional development.

**APPROVAL OF MINUTES:**
Minutes for the March 4, 2021 regular meeting was approved as written.

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

**ACTION ITEMS:**
There was a motion and second to appoint David Balai to the Parking and Traffic Committee to fill the remainder of the term vacated by Laura Scaturro. The appointment was made by President Elect Ferrell. It was noted that there will be two openings available for two-year terms starting in September 2021. The appointment was approved unanimously.

The University Planning and Budget Council (UPBC) submitted revisions to their operating papers for approval. They were last updated in 2013, and are currently out-of-date for constituency representation and practice. The Graduate Council and Black Faculty and Staff Association were integrated into the membership, and a process for adding any future constituency groups was included. The membership was adjusted to re-establish the balance of staff and student voices to historical percentages. The approval process for amendments was also adjusted. The floor was opened to questions. All represented groups were consulted, and changes have been made with their consent. If approved by all bodies, the operating papers would go to the Chancellor for final approval and take affect next fiscal year. There was a motion and second to approve the operating papers, and they were approved unanimously.

**UPDATES:**
The Public Relations Committee is preparing for the upcoming Social Security Administration webinar. Recordings of the second part of the wellness webinar were sent out to attendees.

Ferrell will extend virtual meetings of the Staff Senate through the end of December. The Civil Service Negotiated and Prevailing election is contested and will be conducted from April 7-14. He met with Dr. Jessica Harris, the new Vice Chancellor for Equity, Diversity and Inclusion, and shared that she is very understanding of the staff perspective.

Anderson sent out updates to the Negotiated and Prevailing Constituency and expressed excitement that there are five candidates for the open Senator positions. The Policy Review Committee is scheduled to meet with Bob Thumith on April 6, and she forwarded responses to the questions asked by the Staff Senate. There was a brief discussion about the Employee Excellence Program, and it was noted that supervisors are expected to do the work but it has not happened in the past.

The summer Staff Senate Scholarship was announced. The deadline for applications is April 30, 2021.
Balai shared information from his meeting with the Chancellor which included vaccine eligibility for higher education, the current status of progress toward the bridge phase of Restore Illinois, and the approval of the University of Illinois COVID test. Commencement will be held in-person at Korte Stadium, with inclement weather plans for a stage crossing in the Vadalabene Center. SIUE will receive approximately $24-25 million in CARES Act funds, with about $18 million going to students. The Committee for Higher Administrator Performance Appraisal (CHAPA) will implement a mid-point review to bridge the 6-year gap in appraisals. The Chancellor’s Council has approved a vacation extension through late fall.

COVID testing will use the University of Illinois test going forward. The cost of the test is $20 each compared to the current $75 each, however we will have to provide the labor cost of administering the University of Illinois test. Total costs are still unknown as insurance offsets some of the cost.

There was a discussion of the Faculty and Staff Appreciation Day. Each employee will receive a mask and a t-shirt. There will also be a virtual happy hour. The Chancellor’s Council did not take any of the recommendations of the committee, and Ferrell noted that those suggestions were equitable for employees across all campuses and shifts.

Fearon shared that outside food for things like parties, retirements, and potlucks has not been allowed due to COVID and asked when that restriction would be lifted. The Centers for Disease Control (CDC) policy determines campus policy. Crosby shared information she received that there would not be any outside food allowed until Phase 5 because it is considered an unmasking issue.

The University Center Board (UCB) reported that sales are still down 50%. Springboard will be held in person, and Dining Services will start adding things back into The Wok area. They are looking closely at fees. Kessinger brought up morale issues in the Morris University Center (MUC), and it was not well received at the UCB meeting. Policies at the MUC are different than other areas on campus, including use of leave and pay status.

There was a discussion about interpersonal and ethical issues, including sharing information in a timely and appropriate manner. There have been instances where action was not taken because information was not available, and it was noted that it is those who have been in a position for a long time who get to determine policy. Cherry recommended the book “Caste: The Origins of our Discontents” by Isabel Wilkerson. Jason suggested additional ethics trainings scenarios as a way of bolstering communication.

Cherry is waiting until Dr. Harris has given direction on what she would like to do before moving forward with Diversity Committee initiatives.

The ICAC is proposing new policies for transgender student athletes and is cleaning up gendered language. They are working on a fan code of conduct. There is still an issue with a shortage of female athlete positions, but the university is not able to start a new team on campus at this time. All 16 teams are playing during the spring semester.
The School of Nursing Search Committee has selected co-chairs, but interviews will likely not start until fall. The committee will focus on establishing rubrics and a job description for the rest of spring and summer.

UNFINISHED BUSINESS:
There was no unfinished business.

NEW BUSINESS:
Pumping rooms for new mothers was discussed. There are places on campus that have been used for this purpose, but they have not been clearly identified or accessible. Units have been taking care of employees on an as-needed basis. There is no consistency to the approach, and it is not available to campus guests. Representative Katie Stuart is going to be proposing a bill that will require a room in every public building. Jamie Ball suggested a wellness room that would be primarily for lactation but could also be a place for other medical or wellness needs. Ferrell suggested speaking with Craig Holan in Facilities Management to see if this is being incorporated into the remodeling plan for campus. It was noted that satellite buildings and campuses need to be included. Balai will contact Holan to see about additional messaging for the location in the Morris University Center.

ANNOUNCEMENTS:
Announcements were reviewed as listed on the agenda.

Nominations for officers will open at the May meeting; new Senators can run for these positions, and a person can self-nominate or nominate another person.

FUTURE AGENDA ITEMS:
Crosby was recommended as the Staff Senate representative on the System Strategic Plan Goal 5 Committee, which will be voted on by the Executive Board.

ADJOURNMENT:
The meeting adjourned at 11:06 am.

Submitted by Anne Hunter, University Governance
STAFF SENATE MEETING
Zoom Meeting ID: 924-7748-1076, Password: chimega
April 1, 2021 – 9:00am
AGENDA

I. CALL TO ORDER

II. GUEST
   a. Dr. Dan Mahony, SIU System President

III. APPROVAL OF MINUTES

IV. PUBLIC COMMENT

V. ACTION ITEMS
   a. Parking and Traffic Committee Appointment – David Belai
   b. University Planning and Budget Council Operating Papers

VI. MONTHLY UPDATES
   a. Officers
   b. Constituency Representatives
   c. Staff Senate Committees
   d. University Committees
   e. Search Committees
   f. Ex-Officio

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS
   a. Pumping Room Discussion

IX. ANNOUNCEMENTS
   a. Staff Senate Scholarship Application Period – April 1-30
   b. Staff Senate Elections – April 7-14
   c. COVID Town Hall – April 9 at 8:30am
   d. Social Security Webinar – April 20 from 11:30am – 1:00pm
   e. Board of Trustees Meeting – April 29

X. FUTURE AGENDA ITEMS

XI. ADJOURNMENT

Next meeting of the Staff Senate Executive Committee will be Thursday, April 15, 2021 at 9:00am
Next regularly scheduled meeting will be Thursday, May 6, 2021 at 9:00am
OPERATING PAPERS
UNIVERSITY PLANNING AND BUDGET COUNCIL
Southern Illinois University Edwardsville

I. Membership

A. The University Planning and Budget Council [UPBC] will consist of a maximum of 16 members, 13 of whom are voting members.

1. Voting Members

   The voting members are:
   a. five faculty members appointed by the Faculty Senate to three-year, staggered terms.
   b. two staff members appointed by the Staff Senate to three-year, staggered terms.
   c. two students appointed by the Student Senate to one-year terms. The Student Senate president may not be one of the Student Senate appointments.
   d. the immediate past presidents of the Faculty and Staff Senates until the current president is replaced.
   e. the president of the Student Body for a one-year term.
   f. an academic dean chosen by the academic deans for a three-year term.

   The Faculty, Staff and Student Senates will appoint representatives to the Council from their respective constituencies. Faculty and staff shall not be appointed for more than two successive, three-year terms.

   Council members need not be members of the senate that appoints them. Council members who are not duly elected members of their constituency senate will become ex-officio members of their respective senates for the duration of their terms on the UPBC.

2. Non-Voting Members

   The Chancellor, the Budget Director, and the Chair Designate of the Council will be ex-officio and non-voting members of the Council. The ex-officio members are invited to participate in discussions but will not be permitted to make or second motions or to vote.

3. Substitutes

   Council members are not permitted to send substitutes to a meeting when they are absent. However, if a past president of the Faculty or Staff Senate or the current president of Student Government is unable to attend UPBC meetings for an entire semester due to unavoidable scheduling conflict, then the body which they represent shall have the right to nominate a semester-long substitute in their absence.

II. Officers

   A. The chair of the University Planning and Budget Council will serve three years, subject to
annual review by the Council, and with the concurrence of the Chancellor of the University; this term is non-recurring.

The chair shall be selected by a committee consisting of the Faculty, Student, and Staff Senate presidents, subject to the concurrence of the Chancellor.

The chair will be counted as one of the representatives of whatever constituency he or she represents and will vote along with the other representatives to the Council.

The clerical work of the Council shall be the responsibility of the chair.

B. During the second year of the chair’s term, a chair-designate will be selected by the three senate presidents, subject to the concurrence of the Chancellor. If this person is not a member of the Council, he or she will participate on the Council as an ex-officio member beginning on July 1 and continuing until he or she becomes chair. If this person is a member of the Council, the head of whatever constituency she or he represents shall appoint another member of that constituency to serve the balance of the chair-designate’s term.

III. Responsibilities and Functions

A. The University Planning and Budget Council has the responsibility for advising the Chancellor of the University concerning university planning. Its functions include:

1. scanning the demographic, social, political, organizational, and technological environments for factors that can have an impact on the functioning and welfare of the university community.

2. identifying threats and opportunities.

3. addressing the university’s strengths and weaknesses.

4. helping to establish the functions of planning, including the identification of the university’s goals and values and its strategic directions and priorities.

5. recommending allocation of resources and reallocation of resources, including salaries, consistent with the university’s values, goals, and priorities. Any structures for the periodic review of resources and resource allocation to credit and non-credit producing units shall be approved by the Council.

6. advising the Chancellor on all matters relating to planning and maintaining constant contact with and input to the planning process of the university.

B. Advice will be conveyed both by means of meetings with administrators and by means of formal policy recommendations. In the latter case, the recommendations will be forwarded to the Chancellor of the University for approval and to the three constituency bodies for their review. Normally, the Chancellor shall allow the constituency bodies 30 calendar days to forward their reactions to the Chancellor’s office before deciding to accept or reject any recommendation. In situations requiring less than 30 days, the Chancellor will consult with constituency heads before making a decision.

C. The Council will also review recommendations related to planning and budget that may be adopted by any of the constituency bodies.

D. Minutes and announcements of the Council meetings will be forwarded to the Chancellor of the University, the line officers reporting to the Chancellor, and each of the constituency heads, as well as all Council members.
IV. Committees

A. Standing Committee

The standing committee of the UPPC will be the Committee for Higher Administrator Performance Appraisal (CHAPA).

This committee will establish procedures for evaluating the work performance of the Chancellor, as well as the line officers reporting to the Chancellor, and will monitor the implementation of such procedures.

The committee will consist of five faculty representatives, four staff representatives, and two student representatives appointed by the constituency senate presidents from their respective constituencies. Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms. Student representatives to this committee will serve one-year terms. The chair of the University Planning and Budget Council will designate one member of the committee as its chair.

The chair of the committee will be responsible for the operation of the committee and for making regular reports to the Council.

B. Ad Hoc Committees

The University Planning and Budget Council shall appoint ad hoc committees as needed. Such committees may be appointed at the discretion of the chair or at the direction of the Council. The chair of such a committee may be selected by the chair of the Council or by the members of the committee. The three constituency groups shall be represented as appropriate to the charge of the committee. The membership of any committee shall be confirmed by the Council.

V. Meetings

The University Planning and Budget Council shall meet at least twice each month during the academic year and additionally at the call of the chair or by petition of at least three regular members of the Council. Notice of the time, place, and agenda of all meetings of the Council shall be delivered to all members of the Council, the Chancellor of the University, and, in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.

The chair shall prepare the agenda of meetings. Council members may place items on the agenda by request to the chair.

A quorum shall consist of at least half of the total voting membership of the Council.

In the absence of the chair, the Council shall select a voting member to serve as the chair for that particular meeting.

The Council may invite any person or persons to the meeting when this will assist the Council with its duties.

A maximum of 15 minutes shall be allotted at the beginning of the meeting for public comment; no individual speaker shall be allowed to speak for more than 5 minutes. Anyone wishing to address the Council must notify the chair at least 48 hours in advance of the meeting.

VI. Amendments
These operating papers may be amended by a two-thirds majority of the voting members at a Council meeting, provided previous notice of the text of the amendment has been circulated to all members at least one week prior to that meeting. To become effective, such changes must be approved by all three constituency groups and the Chancellor of the university.

Originally Approved:

University Planning and Budget Council, 5/7/91
Faculty Senate, 5/16/91
Staff Senate, 6/20/91
Student Senate, 5/31/91
President Lazerson, 6/26/91

First Revised Version Approved:

University Planning and Budget Council, 9/9/94
Faculty Senate, 11/17/94
Staff Senate, 11/17/94
Student Senate, 11/18/94
President Belck, 12/7/94

Second Revised Version Approved:

University Planning and Budget Council, 9/8/95
Faculty Senate, 9/21/95
Staff Senate, 10/5/95
Student Senate, 12/8/95
Chancellor Belck, 1/31/96

Third Revised Version Approved:

University Planning and Budget Council, 11/22/96
Faculty Senate, 12/2/96
Staff Senate, 6/29/98
Student Senate, 6/29/98
Chancellor Werner, 6/29/98

Fourth Revised Version Approved:

University Planning and Budget Council, 10/26/01
Faculty Senate, 2/7/02
Staff Senate, 1/10/02
Student Senate, 2/22/02
Chancellor Werner, 8/30/02

Fifth Revised Version Approved:

University Planning and Budget Council, 1/27/06
Staff Senate, 3/02/06
Faculty Senate, 4/06/06
Student Senate, 4/07/06
Sixth Revised Version Approved:

    University Planning and Budget Council, 4/2/10
    Faculty Senate,
    Staff Senate,
    Student Senate, 4/23/10
    Chancellor Vandegrift,

Seventh Revised Version Approved:

    University Planning and Budget Council, 11/2/12
    Faculty Senate: 2/11/13
    Staff Senate: 12/8/13
    Student Senate: 2/19/13
    Chancellor Furst-Bowe: 3/12/13
OPERATING PAPERS
UNIVERSITY PLANNING AND BUDGET COUNCIL
Southern Illinois University Edwardsville

1. Membership

1.a. Constituencies

i. From the Faculty Senate: four members appointed for three-year staggered terms.

ii. From the Staff Senate: two members appointed for three-year staggered terms.

iii. From the Black Faculty and Staff Association (BFSA): two members appointed for three-year staggered terms.

iv. From the Student Senate: two students appointed for one-year terms.

1.b. Constituency Executive Representatives

i. Each CBE recognized constituency is entitled to one non-voting representative on UPBC.

2. The Faculty Senate

3. The Gradute Council

4. The Black Faculty and Staff Association

5. The Student Senate

ii. In cases where a faculty or staff constituency has a position of past president or similarly named, that person will hold the position on UPBC for one academic year. If no such position exists, the president/Chair of the constituency group will appoint a representative for the one-year term.

iii. The executive representative for the Student Senate will be the Student Senate President, unless that group specifically appoints a different person.

1.c. Non-Constituency Representatives

i. One academic dean chosen by the academic deans for a three-year term.

ii. Union representative(s) pursuant to the terms of the applicable collective bargaining agreement.

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Deleted: Oct 2020

Deleted: 8th Revision
March 19, 2021

Revised: March 12, 2021

Deleted: Sept 2020

Deleted: Oct 2020

Deleted: March 12, 2021

Deleted: Oct 2020

Deleted: March 12, 2021

Deleted: Oct 2020

Deleted: March 12, 2021
2. Non-Voting Members

a. The Chancellor, the Budget Director, and any Chair-Designee of the Council serve as ex-officio members of the Council. They hold all rights and privileges of the Council, except for the right to make formal motions, second, vote, or any other electoral activities.

b. Additional ex-officio members may be added to the Council at the request of the Chancellor or the Chair. The Council must approve any requests in scheduled business meetings.

B. The following rules will govern the appointment of representatives.

1. Representatives to the Council are made by the respective constituencies according to their rules, but must adhere to the guidelines outlined in Article 1.

2. Representatives may not be appointed for more than two successive terms.

3. Representatives must belong to the constituency/classification for the position they hold. Except where noted, Council members need not be elected or appointed members of the actual Senate, Council, or Association that appoints them. Council members who are not current members of their Senate, Council, or Association must be added to their respective bodies as ex-officio members for the duration of their appointment to UPBC.

C. Council members are not permitted to send substitutes to a meeting when they are absent. If a voting representative is unable to attend UPBC meetings for an entire semester due to an unavoidable scheduling conflict, then the appointing body may select a semester-long substitute in their absence.

D. An appointing body has the right to remove or recall their representatives to the Council. Any action must follow the rules established by the body in their operating papers. A Constituency Executive Representative may only be removed from the Council if the person is removed from their position in the appointing body.

E. If for any reason (including, but not limited to retirement, resignations, change in employment status or classification, or removal by the appointing body) a vacancy occurs in a voting seat, the original appointing body may appoint a representative to complete the remainder of the term vacated. If the remaining term is more than one year long, it will count as one of the representative’s terms as outlined in Section B of this Article.

F. If a new constituency is recognized according to the statute, they will be entitled to immediately appoint one voting member to the Council to serve for no more than two years or until this Council amends its membership policy.
G. If a constituency loses its University recognition, any current appointments to the Council will immediately end, unless such de-recognition is being contested or appealed.

II. Officers

A. The chair of the University Planning and Budget Council will serve three years, subject to annual review by the Council, and with the concurrence of the Chancellor of the University; this term is non-renewing.

The chair will be elected as one of the representatives of whatever constituency he or she represents and will vote along with the other representatives to the Council.

The clerical work of the Council shall be the responsibility of the chair.

B. During the second year of the chair’s term, a chair-designee will be selected by a committee consisting of the heads of the University recognized constituency group, subject to the concurrence of the Chancellor. If this person is not a member of the Council, the designee will participate on the Council as an ex-officio member beginning on July 1 and continuing their term as chair beginning on July 1 of the next year. If this person is a member of the Council, the appropriate constituency head will appoint a replacement to serve the balance of the chair-designee’s term.

III. Responsibilities and Functions

A. Responsibilities: The University Planning and Budget Council has the responsibility for advising the Chancellor of the university concerning university planning. Its functions include:

1. Scanning the demographic, social, political, organizational, and technological environments for factors that can have an impact on the functioning and welfare of the university community.

2. Identifying threats and opportunities.

3. Addressing the university’s strengths and weaknesses.

4. Helping to establish the functions of planning, including the identification of the university’s goals and values and its strategic directions and priorities.

5. Recommending allocation of resources and reallocation of resources, including salaries, consistent with the university’s values, goals, and priorities.

6. Advising the Chancellor on all matters relating to planning and maintaining constant contact with and input to the planning process of the university.

7. Serves as the University Building and Facility Naming Committee when
the need for such a committee arises according to SIUE policy 6.A1.

B. Function

1. The primary way the council fulfills its responsibilities is by receiving annual budgetary proposals from the Vice Chancellors, and from any other person/officer as deemed necessary by the Chancellor or requested by the UPBC.

2. Advice will be conveyed both by means of meetings with administrators and by means of formal policy recommendations. In the latter case, the recommendations will be forwarded to the Chancellor of the University for approval and to any University approved constituency groups for their review. Normally, the Chancellor shall allow the constituency bodies 30 calendar days to forward their reactions to the Chancellor’s office before deciding to accept or reject any recommendation. In situations requiring less than 30 days, the Chancellor will consult with constituency heads before making a decision.

3. The Council will also review recommendations related to planning and budget that may be adopted by any of the constituency bodies.

4. Minutes and announcements of the Council meetings will be forwarded to the Chancellor of the University, the Vice Chancellors, and each of the constituency heads, as well as all Council members.

IV. Committees

A. Committee for Higher Administrator Performance Appraisal (CHAPA)

1. The Committee for Higher Administrator Performance Appraisal (CHAPA) is a permanent committee of the Council. This committee is responsible for evaluating the work performance of the Chancellor, and Vice Chancellors according to the performance guidelines provided by the Chancellor or President in the case of the Chancellor evaluations.

2. Each University-recognized constituency is entitled to representation on CHAPA. Seats are allocated in the following manner:
   a. Faculty Senate: 2 representatives
   b. Graduate Council: 1 representative
   c. Staff Senate: 2 representatives
   d. Student Senate: 2 representatives
   e. Student Faculty and Staff Association: 2 representatives

Commented [PAS]: Includes appointments of recognized constituency bodies

Commented [PA4]: Clarification of the current function of UPBC

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3. Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms. Student representatives will serve one-year terms.

4. The chair of the University Planning and Budget Council will designate one member of the committee as its chair. The chair of the committee will be responsible for the operation of the committee and for making regular reports to the Council.

B. Ad Hoc Committees

1. The University Planning and Budget Council shall appoint ad hoc committees as needed. Such committees will be appointed at the discretion of the chair or at the direction of the Council. The chair of such a committee may be selected by the chair, and confirmed by the Council.

2. The membership of any committee should at least be inclusive of three types of groups represented on the Council (faculty, staff, student) and, when deemed necessary, inclusive of the University-recognized constituency bodies.

V. Meetings

A. The University Planning and Budget Council shall meet at least six (6) times during the academic year and additionally at the call of the chair or by petition of at least three members of the Council. Notice of the time, place, and agenda of all meetings of the Council shall be delivered to all members of the Council, the Chancellor of the University, and, in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.

B. The chair shall prepare the agenda of meetings. Council members may place items on the agenda by request to the chair.

C. A quorum shall consist of at least half of the total voting membership of the Council. If a position is unfilled, it will not be included in any determinations of quorum or voting.

D. In the absence of the chair, the Council shall select a voting member to serve as the chair for that particular meeting.

E. The Council may invite any person or persons to the meeting when this will assist the Council with its duties.

F. A maximum of 15 minutes shall be allotted at the beginning of the meeting for public comment; no individual speaker shall be allowed to speak for more than 5 minutes. Anyone wishing to address the Council must notify the chair at least 24 hours in advance of the meeting.

VI. Amendments

These operating papers may be amended by a two-thirds majority of the voting members at a Council
meeting, provided previous notice of the text of the amendment has been
circulated to all members at least one week prior to that meeting. Any
proposed changes must be submitted to all University-recognized
constituency for review.

B. Any changes in Article I must be affirmatively approved by each
   University-recognized constituency.

C. Any other changes to these operating papers are assumed to be
   approved by each University-recognized constituency, unless notice is
   provided to the Council Chair that the constituency has not endorsed the
   proposed changes, within 30 days of their notification of such changes.
   No constituency has the right to veto any proposed changes.

D. To become effective, such changes must be approved by the
   Chancellor of the University, taking into consideration the approvals,
   rejections, or considerations of the constituency groups.

Originally Approved:

University Planning and Budget Council, 5/7/91
Faculty Senate, 5/16/91
Staff Senate, 6/20/91
Student Senate, 3/31/91
President Latterson, 8/28/91

First Revised Version Approved:

University Planning and Budget Council, 9/30/94
Faculty Senate, 11/17/94
Staff Senate, 1/4/95
Student Senate, 11/16/94
President Beld, 12/7/94

Second Revised Version Approved:

University Planning and Budget Council, 9/8/95
Faculty Senate, 9/21/95
Staff Senate, 10/5/95
Student Senate, 12/8/95
Chancellor Beld, 1/31/96

Third Revised Version Approved:

University Planning and Budget Council, 11/22/96
Faculty Senate, 12/2/96
Staff Senate, 1/29/98
Student Senate, 6/28/98
Chancellor Warner, 6/29/98

Fourth Revised Version Approved:

University Planning and Budget Council, 10/26/01
Faculty Senate, 2/7/02
Staff Senate, 1/10/02
Student Senate, 2/22/02
Chancellor Wexler, 8/30/02

Fifth Revised Version Approved:

University Planning and Budget Council, 1/25/06
Staff Senate, 3/22/06
Faculty Senate, 4/16/06
Student Senate, 4/30/06

Sixth Revised Version Approved:

University Planning and Budget Council, 4/2/10
Faculty Senate,
Staff Senate,
Student Senate, 4/23/10
Chancellor Vanderslice,

Seventh Revised Version Approved:

University Planning and Budget Council, 11/2/12
Faculty Senate: 2/11/13
Staff Senate: 2/28/13
Student Senate: 2/28/13
Chancellor Furt-Kealy: 3/12/13

Eighth Revised Version Approved:

University Planning and Budget Council, 4/18/201
Faculty Senate,
Staff Senate,
Student Senate,
Chancellor PenBrook,
I. Membership

A. The University Planning and Budget Council (UPBC) is composed of the following voting and non-voting members.

1. Voting Members
   a. Constituencies
      i. From the Faculty Senate: four members appointed for three-year staggered terms
      ii. From the Staff Senate: two members appointed for three-year staggered terms.
      iii. From the Black Faculty and Staff Association (BFSAs): two members appointed for three-year staggered terms.
      iv. From the Student Senate: two students appointed for one year terms.
   
b. Constituency Executive Representatives
      i. Each SIUE recognized constituency is entitled to one executive representative on UPBC
         1. The Faculty Senate
         2. The Graduate Council
         3. The Staff Senate
         4. The Black Faculty and Staff Association
         5. The Student Senate
      
         ii. In cases where a faculty or staff constituency has a position of past president (or similarly named), that person will hold the position on the UPBC for one academic year. If no such position exists, the president/chair of the constituency group will appoint a representative for the one-year term.
      
         iii. The executive representative for the Student Senate will be the Student Senate President, unless that group specifically appoints an different person.
   
c. Non-Constituency Representatives
      i. One academic dean chosen by the academic deans for a three-year term
      ii. Union representative(s) pursuant to the terms of the applicable collective bargaining agreement
2. Non-Voting Members

a. The Chancellor, the Budget Director, and any Chair-Designee of the Council serve as ex-officio members of the Council. They hold all rights and privileges of the Council, except for the right to make formal motions, second, vote, or any other electoral activities.

b. Additional ex-officio members may be added to the Council at the request of the Chancellor or the Chair. The Council must approve any requests in scheduled business meetings.

B. The following rules will govern the appointment of representatives.

1. Representatives to the Council are made by the respective constituencies according to their rules.
2. Representatives may not be appointed for more than two successive terms.
3. Representatives must belong to the constituency/classification for the position they hold. Except where noted, Council members need not be elected or appointed members of the actual Senate, Council, or Association that appoints them. Council members who are not current members of their Senate, Council, or Association must be added to their respective bodies as ex-officio members for the duration of their appointment to UPBC.

C. Council members are not permitted to send substitutes to a meeting when they are absent. If a voting representative is unable to attend UPBC meetings for an entire semester due to an unavoidable scheduling conflict, then the appointing body may select a semester-long substitute in their absence.

D. An appointing body has the right to remove or recall their representatives to the Council. Any action must follow the rules established by the body in their operating papers. A Constituency Executive Representative may only be removed from the Council if the person is removed from their position in the appointing body.

E. If for any reason (including, but not limited to retirement, resignations, change in employment status or classification, or removal by the appointing body) a vacancy occurs in a voting seat, the original appointing body may appoint a representative to complete the remainder of the term vacated. If the remaining term is more than one year long, it will count as one of the representative’s terms as outlined in Section B of this Article.

F. If a new constituency is recognized according to the statute, they will be entitled to immediately appoint one voting member to the Council to serve for no more than two years or until this Council amends its membership policy.
G. If a constituency loses its University recognition, any current appointments to the Council will immediately end, unless such de-recognition is being contested or appealed.

II. Officers

A. The chair of the University Planning and Budget Council will serve three years, subject to annual review by the Council, and with the concurrence of the Chancellor of the University, this term is non-recurring.

The chair will be counted as one of the representatives of whatever constituency he or she represents and will vote along with the other representatives to the Council.

The clerical work of the Council shall be the responsibility of the chair.

B. During the second year of the chair’s term, a chair-designee will be selected by a committee consisting of the heads of the University recognized constituency groups, subject to the concurrence of the Chancellor. If this person is not a member of the Council, the designee will participate on the Council as an ex-officio member beginning on July 1 and continuing their term as chair begins. If this person is a member of the Council, the appropriate constituency head will appoint a replacement to serve the balance of the chair-designee’s term.

III. Responsibilities and Functions

A. Responsibilities: The University Planning and Budget Council has the responsibility for advising the Chancellor of the university concerning university planning. Its functions include:

1. Scanning the demographic, social, political, organizational, and technological environments for factors that can have an impact on the functioning and welfare of the university community.

2. Identifying threats and opportunities.

3. Addressing the university’s strengths and weaknesses.

4. Helping to establish the functions of planning, including the identification of the university’s goals and values and its strategic directions and priorities.

5. Recommending allocation of resources and reallocation of resources, including salaries, consistent with the university’s values, goals, and priorities.

6. Advising the Chancellor on all matters relating to planning and maintaining constant contact with and input to the planning process of the university.

7. Serving as the University Building and Facility Naming Committee when the need for such a committee arises according to

B. Function

1. The primary way the council fulfills its responsibilities is by receiving annual budgetary proposals from the Vice Chancellors, and from any other person/office as deemed necessary by the Chancellor or requested by the UPBC.

2. Advice will be conveyed both by means of meetings with administrators and by means of formal policy recommendations. In the latter case, the recommendations will be forwarded to the Chancellor of the University for approval and to any University approved constituency groups for their review. Normally, the Chancellor shall allow the constituency bodies 30 calendar days to forward their reactions to the Chancellor's office before deciding to accept or reject any recommendation. In situations requiring less than 30 days, the Chancellor will consult with constituency heads before making a decision.

3. The Council will also review recommendations related to planning and budget that may be adopted by any of the constituency bodies.

4. Minutes and announcements of the Council meetings will be forwarded to the Chancellor of the University, the Vice Chancellors, and each of the constituency heads, as well as all Council members.

IV. Committees

A. Committee for Higher Administrator Performance Appraisal (CHAPA)

1. The Committee for Higher Administrator Performance Appraisal (CHAPA) is a permanent committee of the Council. This committee is responsible for evaluating the work performance of the Chancellor, and Vice Chancellors according to the performance guidelines provided by the Chancellor or President (in the case of the Chancellor evaluations).

2. Each University-recognized constituency is entitled to representation on CHAPA. Seats are allocated in the following manner:
   a. Faculty Senate: 2 representatives
   b. Graduate Council: 1 representative
   c. Staff Senate: 2 representatives
   d. Black Faculty and Staff Association: 2 representatives
   e. Student Senate: 2 representatives

3. Faculty and staff will serve staggered three-year terms and will not be appointed to more than two successive three-year terms. Student representatives will serve one-year terms.

4. The chair of the University Planning and Budget Council will designate one member of the committee as its chair. The chair of the committee will be responsible for the operation of the committee and for making regular reports to
the Council.

B. Ad Hoc Committees

1. The University Planning and Budget Council shall appoint ad hoc committees as needed. Such committees will be appointed at the discretion of the chair or at the direction of the Council. The chair of such a committee may be selected by the chair and confirmed by the Council.

2. The membership of any committee should at least be inclusive of three types of groups represented on the Council (faculty, staff, student) and when deemed necessary, inclusive of the University-recognized constituency bodies.

V. Meetings

A. The University Planning and Budget Council shall meet at least six (6) times during the academic year and additionally at the call of the chair or by petition of at least three members of the Council. Notice of the time, place, and agenda of all meetings of the Council shall be delivered to all members of the Council, the Chancellor of the University, and, in compliance with the Illinois Open Meetings Act, made available to the public at least 48 hours in advance of the meeting.

B. The chair shall prepare the agenda of meetings. Council members may place items on the agenda by request to the chair.

C. A quorum shall consist of at least half of the total voting membership of the Council. If a position is unfilled, it will not be included in any determinations of quorum or voting.

D. In the absence of the chair, the Council shall select a voting member to serve as the chair for that particular meeting.

E. The Council may invite any person or persons to the meeting when this will assist the Council with its duties.

F. A maximum of 15 minutes shall be allotted at the beginning of the meeting for public comment; no individual speaker shall be allowed to speak for more than 5 minutes. Anyone wishing to address the Council must notify the chair at least 24 hours in advance of the meeting.

VI. Amendments

A. These operating papers may be amended by a two-thirds majority of the voting members at a Council meeting, provided previous notice of the text of the amendment has been circulated to all members at least one week prior to that meeting. Any proposed changes must be submitted to all University-recognized constituencies for review.
B. Any changes in Article I must be affirmatively approved by each University-recognized constituency.

C. Any other changes to these operating papers are assumed to be approved by each University-recognized constituency, unless notice is provided to the Council Chair that the constituency has not endorsed the proposed changes, within 30 days of their notification of such changes. No constituency has the right to veto any proposed changes.

D. To become effective, such changes must be approved by the Chancellor of the University, taking into consideration the approvals, rejections, or considerations of the constituency groups.

Originally Approved:

University Planning and Budget Council, 5/7/91
Faculty Senate, 5/16/91
Staff Senate, 6/20/91
Student Senate, 5/31/91
President Belck, 6/26/91

First Revised Version Approved:

University Planning and Budget Council, 9/9/94
Faculty Senate, 11/17/94
Staff Senate, 11/17/94
Student Senate, 11/18/94
President Belck, 12/7/94

Second Revised Version Approved:

University Planning and Budget Council, 9/8/95
Faculty Senate, 9/21/95
Staff Senate, 10/5/95
Student Senate, 12/8/95
Chancellor Werner, 1/31/96

Third Revised Version Approved:

University Planning and Budget Council, 11/22/96
Faculty Senate, 12/2/96
Staff Senate, 6/29/98
Student Senate, 6/29/98
Chancellor Werner, 6/29/98

Fourth Revised Version Approved:

University Planning and Budget Council, 10/26/01
Faculty Senate, 2/7/02
Staff Senate, 1/10/02
Student Senate, 2/22/02
Chancellor Werner, 8/30/02

Fifth Revised Version Approved:

University Planning and Budget Council, 1/27/06
Staff Senate, 3/2/06
Faculty Senate, 4/06/06
Student Senate, 4/07/06

Sixth Revised Version Approved:

University Planning and Budget Council, 4/2/10
Faculty Senate,
Staff Senate,
Student Senate, 4/23/10
Chancellor Vandegrift,

Seventh Revised Version Approved:

University Planning and Budget Council, 11/2/12
Faculty Senate: 2/11/13
Staff Senate: 12/8/13
Student Senate: 2/19/13
Chancellor Furst-Bowe: 3/12/13

Eighth Revised Version approved:

UPBC: 3/5/2021
Faculty Senate:
Staff Senate:
Student Senate
Chancellor:
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- RETIREMENT ESTIMATOR—IMMEDIATE AND PERSONALIZED ESTIMATES
- Medicare

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