STAFF SENATE EXECUTIVE MEETING
Approved Minutes
March 20, 2014

The regular meeting of the Staff Senate Executive Committee was called to order on March 20, 2014 at 9:01 a.m. in the International Room, Morris University Center by Michelle Welter, President.

Present: Becherer, Cobetto, Dusenbery, Welter, Kruse (recording secretary)

Excused: Bartholomew, Caupert, Hamil

Guest Speaker: Sherrie Senkfor, Director of Human Resources was available for an open discussion for questions, concerns and feedback on the Conflict of Interest and Conflict of Commitment Policy Draft. Sherrie provided handouts of the Audit Report of Southern Illinois University Review of Conflict of Interest Policies and Procedures, SIU Board of Trustees Section C. Conditions of Employment, University of Illinois-Conflict of Interest (Civil Service), University of Illinois Policy 16 Conduct and Discipline, SIU Conflict of Interest Policy and Southern Illinois University School of Medicine Policy on Conflict of Interest and Conflict of Commitment. The Policy Review Committee attended the meeting to answer any questions, also. Sherrie began by giving some history on her preliminary work on the policy draft.

Questions/Concerns:

1) Why divide Professional staff who are Civil Service and those who are not?
2) Did Internal Audit recommend that employees have to seek permission for concurrent employment and other involvement with organizations?
   a. No specific answer was given.
3) Do not like the idea that the supervisor can possibly require an employee to work on a weekend if they know you have another commitment just because they can.
4) Sherrie will not have employees disclose income of employee’s second job as required by some policies.
5) Sherrie assured the executive committee that if the employee is not a decision maker, the policy doesn’t affect you when you are involved in an organization such as Sierra Club or if you are Civil Service and patronize or work for a business or institute which are vendors or have contracts with SIUE.
6) A question was asked about whether consulting on the side or serving on a Board voluntarily would be things that would require an employee to disclose and seek approval
   a. It was determined that it would be because it could cause a conflict of commitment if it interfered with your duties on the job.
7) Why is Auditing now finding this?
8) Can we include Staff Senate or H. R. instead of just the Directors as someone to involve in the appeal process?
   a. No clear answer, yet.
9) Does an employee need approval from their director before accepting any concurrent job?
   a. It was decided that the way it read now, that yes they would.
10) Could the approval be delayed in case someone has been offered a job and could lose it because of the time it would take for the appeal process in case the disclosure was disapproved by their director?
   a. There was discussion that maybe that would need to change in order to give an employee seeking concurrent employment time to have approval of that employment.
   b. Could there be a delayed approval/disapproval process? This would be in order to have time for the employee to acquire a second job and learn whether it was acceptable to his director and the Ethics Officer if an appeal was needed.

11) Sherrie assured that appeals can move along in speedy manner with timelines/deadlines?

12) Should an employee understand that no response is a YES?
   a. It was discussed and decided that it would not be a good idea to understand it that way because someone could be out of the office and not receive any communications about an appeal or concern until they return to the office. This would be very inconvenient.

13) A question was asked about how much of this has Sherrie seen come across her desk? There were only two issues mentioned that she knew of:
   a. Attending classes during work time
   b. Only 1 formal complaint, conflict of commitment

14) The Ethics Act and training cover purchasing, contracts and political concerns really well.

15) What about people applying for a job at SIUE? Are they going to have to answer these questions before they take a job at SIUE or will there be transparency in communicating this policy and its requirements of an employee before the applicant accepts a job offer at SIUE?
   a. Sherrie said no, that the applicant who is offered a job will take the Ethics training 30 days after hired and that the policies are on the Web site.

16) Are you going to include some of these policies with employees on New Employee Orientation?
   a. Sherrie said that if it was a recommendation of the Staff Senate, they may start including policy in the New Employee Orientation. At this time no policies are covered.

17) Sherrie would like for the Staff Senate to send any recommendations on things that they think Human Resources can do better. She is open to suggestions.

18) Someone asked when is next Policy Review Committee meeting?
   a. Policy Review committee just met a few weeks ago about this policy and will meet again at least two months from now

Sherrie is part of the H.R. Advisory Group which meets about policy and policy changes.

After the Q & A session, Sherrie suggested for the Senate to send her some recommendations and expressed her commitment to work with everyone on this policy. Michelle will get feedback from the whole Senate for the Policy Review Committee to send to Sherrie. Michelle expressed the Senate’s appreciation to Sherrie for coming to the meeting.

A discussion ensued about using personal vehicle during work hours doing work things and the possibility of an accident.

The discussion of the Conflict of Interest / Commitment continued after Sherrie left.
Michelle called a break at 10:35 a.m.

The meeting resumed at 10:41 a.m.

Consideration of the Minutes: The February 20, 2014 minutes were approved as submitted (Dusenbery/Cobetto).

New Business

Lobby Day will be on April 2 for the Staff Senate Executive Committee and Faculty Senate Executive Committee to go to Springfield the same day that the students are going. There will be a training session held for students and Michelle will share materials from that to the Staff.

SSEC meeting in April discussion

Bill Dusenbery made a motion for the Staff Senate Executive Committee to not meet April 17 since the Board of Trustees Meeting is rescheduled for that day. Cindy Cobetto seconded. The motion passed.

April Meeting: The April meeting is in Alton at the School of Dental Medicine. Michelle will follow-up with the invite of Andrew Lenhardt, Human Resources to make sure he is able to attend the meeting in Alton. Andrew is going to talk about the electronic hiring process.

Agenda items for April Staff Senate meeting

- Provost Candidates visits for Senate attendance (1:15 p.m. to 2:00 p.m.): March 27, March 31, April 7 and April 27

Open discussion about pension and retirement

Unfinished Business

Lobby Day 2014 – a discussion was held under New Business

Review of Constitution, By-laws and Operating Papers: Michelle tabled until next meeting

SUCS Audit: Keith Becherer summarized what he learned at the meeting with the SUCS representative. Attendance was low.

Open for Discussion about no one showing up at meetings that are provided for sharing concerns.

Adjournment: The meeting was adjourned at 11:03 a.m. (Dusenbery/Cobetto).

Approved as submitted May 15, 2014 by the Staff Senate Executive Committee

Vicki Kruse/University Governance