The regular meeting of the Staff Senate Executive Committee was called to order at 9:04 a.m., February 16, 2017 in the International Room, Morris University Center by Kirt Ormesher, president.

**PRESENT:** Cobetto, Dusenbery, Fricke, Milcic, Ormesher, Schoenborn, Toberman, Kruse

**EXCUSED:** Hunter, Manning

**ABSENT:** Pulley, Holbert

**GUESTS:** Bartholomew

**APPROVAL OF MINUTES:** The minutes for the January 19, 2017 meeting were approved with additional corrections (Dusenbery/Schoenborn).

**UNFINISHED BUSINESS**

1. Healthcare/ad hoc committee
   a. Kirt reported from Sherrie to not violate HIPPA when collecting information
   b. Discussion

2. Resolution for the 20 Hour Student Worker Rule
   a. Kirt provided a handout of a Student Government Resolution
   b. Bill *motioned* to bring to full Senate, Ian seconded the motion.
   c. Discussion
      i. A suggestion was made to change “as well as” to “and” in paragraph
      ii. “Therefore”
   d. Kirt will take feedback to Student Government President.
   e. Once they pass the resolution, it will come to Senate as endorsement. **Motion carries**

3. Nametags-handout
   a. Kirt talked to Kim Durr. She Requested research of number of senator turnover.
   b. What do you want on the nametags?
      i. University Staff Senate *Name*
      ii. Council of Council Pin. SS Wordmark with University name tag
      iii. Melanie suggested putting holes in the nametag to attach pins
      iv. Election—after election or now?
   c. Motion- would like to have name tags.
      i. Melanie *motioned* to okay it with Kim Durr about modification of current name tags to add holes for attaching pens of organizations. Bill Seconded. **1 Opposed.**
      **Motion carried.** Kirt will follow up after he speaks to Kim Durr.

4. Meeting With H.R. Gretchen submitted a report. The report is filed with the minutes
   i. Brown Bag-Good idea. Cindy Cobetto will coordinate a brown bag with H.R.
      Send suggestions to her
      1. Have representative from Morneau Shepell
      2. Suggested to have a computer screen to show everyone.
ii. New Employee Orientation/handout

iii. Training for managers; Gretchen and Kirt will take feedback to Sherrie Senkfor

iv. Katie Stuart

1. Gretchen checked with Ethics about Katie Stuart. We can bring her in to answer questions, inform and meet and greet. Bill Dusenbery, Public Relations chair, moved to Committee for planning and will follow up at the March Senate meeting. Gretchen will forward email from Michelle Taylor (Ethics) to Bill.

5. Staff Senate Shirts
   a. Kirt discussed the style of the shirt and what color stripes. Black with red stripe, red with white stripes or red with gray stripes were options. It was discussed that whatever style is picked, it is important that it is offered in both male and female cuts. The distributor of the shirts will bring sizes to the next meeting. Other designs discusses were a charcoal colored shirt with a red SIUE logo.

6. SIU System Council of Councils
   a. Received results. After a few minutes of review, there was a discussion. Good questions on the survey.

7. Provost Search
   a. Staff Senate wants to be heard about the Provost Search.

A break was called at 10:17 with a move to limit discussion to 5 minutes each after break. This motion was approved and the meeting was brought back to order at 10:21

8. Diversity Strategic Plan Feedback.
   a. Turn in to Gretchen by February 23

NEW BUSINESS

1. New Employee Orientation (table vs folder or both).
   a. Can the Staff Senate be a part of it? Table or information?
   b. Discussion
      i. Both would be good. Do it in a rotation so that all Senators are trained. Training would be a bad use of time. One sheet of paper with information on it about the Staff Senate would be good. It could include: a “Did You Know?” section, a list of senators and panels, what SS offers, links to the University Governance website. It should be on a colored sheet of paper.

2. “Did You Know?” Outreach
   a. A monthly email from Kirt highlighting a certain fact about benefits.
   b. Potential topics include: The SIUE employee benefits page, bicycle rentals, the apps to put money on cougar cards.
   c. Kirt is interested in hearing fresh topics but doesn’t want people “answering back.” Maybe later in other ways.
   d. Send emails with “Did You Know?” items to Kirt for next meeting.

3. Diversity Seat
   a. The SIUE Student Government has added one to their operating papers.
   b. Discussion
i. 2 points. Structure of Senate. The larger issue is that we are out of wack. The second issue is the problem with defining the position.

ii. Diverse issues need more awareness and to embrace those different from us. Could be anyone who is sensitive to issues.

iii. Possibly find someone on Staff Senate that is on Diversity Council?

iv. Kirt asked about Diversity Council Operating Papers

v. Melanie Recommended Ombuds service.

REPORTS

1. Policy Review Committee
   a. Posted all revised policies
   b. New Drafts. Civil Air Patrol Leave, Level 3 Disaster Service Volunteer Leave and Election Judge Leave, Volunteer Leave — “students?”
   c. Absent request forms are still being revised. Trying to put all on one page. Maybe use codes.
   d. Q. Bereavement leave is on web site. Child changed to 2 weeks.

2. Scholarship/Fundraising Committees - No Report

3. Provost VC Search - Discussed earlier in the meeting

4. Elections Committee
   a. Phil Brown is working with Maracus. May have list soon from Phil for election.
   b. File by March 8th and send out.

OTHER

1. Presidents Report
   a. Training in April. Will bring up again

ANNOUNCEMENTS- None

FUTURE AGENDA ITEMS

-Melanie mentioned working on the Constitution and By-Laws

-March 2 Bob Vanzo presenting the Volunteer Policy. Melanie asked to see it a week ahead of the meeting to get feedback ready. Kirt reported that Bob will talk about it but doesn’t want feedback

-Non-Solicitation Policy- if ready, Bob will cover it, also

-Ask Vanessa Brown to come to the meeting in May

ADJOURNMENT: The meeting adjourned at 10:52am (Schoenborn/Milcic).

Approved as submitted March 16, 2017
Vicki Kruse/University Governance
SIUE
University Staff Senate

Meeting with Human Resources

February 14, 2017

Present: Jayne Defend, Gretchen Fricke, Kirt Ormesher, Sherrie Senkfor

We met to discuss the following items. The meeting was very positive and productive.

- Benefits Fair:
  - Jayne and Sherrie provided the following explanation for why the Benefits Fair was cut:
    - HR had lost several staff members, one of whom was responsible for coordinating the benefits fair.
    - Low attendance, less than 10% of employees attended.
    - The ethics requirement was posing problems on what SIUE could ask and who could be included (greater community, not just SIUE employees).
    - Staff representing statewide benefits would not attend.
    - HR discussed doing forced overtime to run the fair but decided it wasn’t worth the effort due to the low attendance.
  - All of the benefits can be viewed on the HR website
    - [http://www.siue.edu/humanresources/benefits/index.shtml](http://www.siue.edu/humanresources/benefits/index.shtml)
  - CMS website can give information on specific benefits.
  - Discounts and discount codes may be found at:
    - [http://www.siue.edu/humanresources/discounts.shtml](http://www.siue.edu/humanresources/discounts.shtml)
    - Cougarnet
      - Employment → Benefits and Deductions → Employee Discounts
  - HR would be happy to host a brown bag for USS to discuss benefits and known discounts.
    - I.e. – you can get reimbursed up to $200 every 3 years for joining a weight management program.
  - Discussed having some type of handout available at the employee recognition event in April.
    - ACTION ITEM: Kirt will mention this in his next meeting with the Chancellor.

- New employee orientation
  - Jen Oates-Blair, joatesb@siue.edu
  - USS could host a table at the breakout session from noon to 1.
  - USS could include something that would go into the folder that new employees receive.
  - Held last Friday of each month.
    - No November meeting but early December
    - No June meeting
    - Cancelled if less than 15
  - ACTION ITEMS:
    - Attend Feb 24, noon – 1?
    - Decide if we want to attend and/or provide materials for the folder
• Develop some talking points and determine a rotation of senators if we decide to attend in person.

• **Manager Training**
  o A list of training goes out every few months to deans and directors.
  o Topics include:
    ▪ Attendance Management Strategy
    ▪ Coaching, Counseling and Progressive Discipline
    ▪ Employee Excellence Program
    ▪ Interviewing Skills for Managers
    ▪ Labor Relations 101
    ▪ Managing the Probationary Employee
  o HR’s trainer position was lost in the budget cuts but they are always looking for ways to provide more training to staff and managers, specifically.

• **“Did you know” feature.**
  o HR was supportive of the idea.

• **Katie Stuart**
  o Sherrie encouraged us to talk with the Ethics manager on bringing Katie to campus.
  o **ACTION ITEM:** Gretchen has reached out to Michelle Taylor.