STAFF SENATE EXECUTIVE COMMITTEE
International Room, Morris University Center
March 16, 2017 – 9:00 a.m.
Approved Minutes

A. The regular meeting of the Staff Senate Executive Committee was called to order at 9:08 a.m., March 16, 2017 in the International Room, Morris University Center by Kirt Ormesher, president.

PRESENT: Cobetto, Dusenbery, Fricke, Milcic, Ormesher, Schoenborn, Toberman, Pulley, Kruse
EXCUSED: Hunter
GUESTS: Bartholomew

B. APPROVAL OF MINUTES: February 16, 2017 approved as submitted (Dusenbery/Schoenborn).

C. UNFINISHED BUSINESS
   1. Discussion about Healthcare/ad hoc committee (joint with faculty) – no updates
   2. Resolution – 20-hour student worker rule – the 20-hour week has been changed to 28-hour week year round, but more updates to come.
   3. Staff Senate nametags – no updates
   4. Staff Senate Shirts: Kirt suggested one tax-free order once a year. There was a discussion. John Milcic will see about getting more sample sizes. There are three shirts in the Governance conference room for trying on for size. Ian will have details for the May meeting.
   5. SIU System Council of Councils Survey (results/report)
      i. Carbondale has results, may postpone until summer and will contact Kirt when their plans become firm. He will follow-up with the senate. Michael Pulley announced the annual Council of Councils is at Northern Illinois University, October 12, 13, 2017
   6. New employee orientation (table vs. folder or both)
      i. Who should work on this: Administrative staff panel will organize. Gretchen is working on a promotional item to give to approximately 20 to 30 new employees at each orientation. Rachael will talk about the information piece for their folder later on the agenda. There was a discussion.
   7. “Did you know” outreach
      i. Topics: there was discussion and a suggestion for the first one:
         1. List three benefits of working here followed by a link to the Human Resources web page with a comprehensive list of benefits. Kirt will move with it after he runs it by the Chancellor at their next meeting.
   8. Diversity Seat
      i. Tabled until next meeting after Kirt gets clarification from the Chancellor
D. NEW BUSINESS

1. Discussing reports at Exec level. It was decided to encourage written reports be submitted ahead of the meetings, then senators can ask questions or the chair can add any additional business not mentioned in the reports in the interest of saving time.

2. How to engage panels
   i. There was a discussion and it was decided to assign work to panels and committees to do outside of Senate meetings. Policy changes can be discussed at panel level before brought to senate.
   ii. Regarding elections, a number of staff put in their candidacy form for Panels. So, the Panels membership will be increased for next term. Gretchen reported that there is a contested election at the East St. Louis Center. The election will be ran as an online pilot. Cindy reminded Gretchen that she and Mark Ferrell had originally volunteered for the elections committee if needed.

E. REPORTS

1. Policy Review Committee: John Milcic
   i. John will submit his report by email and only report on additional updates at meetings
   ii. Electricians won the grievance recently filed for breach of contract for sick leave issues. The grievance was won per their contract and not from the proposals or work of the Staff Senate. Gretchen asked if there was an address — list serve for committees to use for committee work. Yes. USSenate@siue.edu Vicki will email the link to Gretchen.
   iii. Currently working on creating a universal sick leave form for all employees. Gretchen asked if there was an address
   iv. Bereavement leave is more than the day of the funeral

2. Elections Committee: Gretchen Fricke and Ian Toberman reported above under New Business.

F. OTHER

1. Volunteer Policy: Melanie Schoenborn reported that Legal considered changes to the volunteer policy that she suggested last meeting. New forms added online to replace the incorrect versions. “Employee” and “staff” have different definitions

2. President’s Report
   i. Ken Holbert, Executive Director for School of Dental Medicine, will address the senate in Alton, April 6. Gretchen will run the meeting in order for Kirt to attend the BOT meeting. There is a transportation sign-up sheet.
   ii. Refreshments planned
   iii. New Employee Orientation handout: Rachael took questions and feedback for editing.

3. Gretchen asked if there was an address — list serve for committees to use for committee work. Yes. USSenate@siue.edu Vicki will email the link to Gretchen.
G. ANNOUNCEMENTS - None

H. FUTURE AGENDA ITEMS - None

I. PUBLIC COMMENT: No one from the public in attendance

J. ADJOURNMENT: The meeting adjourned at 10:52 a.m. (Dusenbery/Schoenborn).

Approved as amended April 20, 2017
Vicki Kruse/University Governance