The regular meeting was called to order at 9:02 by Fricke, president. Quorum was established.

Present: Dusenbery, Fricke, Milcic, Ormesher, Schoenborn, Toberman, Van Meter,

Excused: Hunter, Pulley

Absent: Manning

GUEST: Rich Walker, Vice Chancellor for Administration gave an overview of initiatives and work coming out of his office. Walker moved to challenges and asked for any feedback. There was a discussion. Any further questions can be sent to Walker or Fricke. Areas Walker wants to hear about are safety, classroom, common areas, students, accreditation and what his employees have done lately to make a positive difference in the life of a student. There was a discussion.

APPROVAL OF MINUTES: October 19, 2017 approved as submitted.

REPORTS (only if updates are needed prior to full senate meeting) One report submitted and highlighted under Unfinished Business – Panel Structure. The report is filed with the minutes.

UNFINISHED BUSINESS
Panel Structure: Schoenborn submitted a report of research she gathered from about structures of other Senates and Councils from other universities around the state of Illinois while attending the Council of Councils. After the report was presented, Fricke asked if the current panel structure is working. There was a discussion and one outcome from the discussion was that the panel chairs will meet with panel members and create some discussion items for their panels to gather information to help determine what changes may help constituents understand the staff senate and shared governance. Will follow up at the January executive board meeting. This item will be unfinished business on next agenda.

Diversity training: Fricke met with Venessa Brown. Fricke explained that a diversity training and awareness training is being developed by her for staff. Timeline for implementation would possibly be spring. There was a discussion.

NEW BUSINESS:
Diversity Officer: Fricke gave a summary of the possible position and some ways the Senate could include in the membership. There was a discussion. Fricke will follow up at next meeting with a draft plan.

New Senator Training canceled and will be included at the next meeting.

ANNOUNCEMENTS
SIUE 101, Dec 1, Jan 26, Feb 23, March 30 – Svehla will be in touch with senate members to represent the Senate at the a table at the New Employee Orientation.
Chancellor Pembrock guest at December 21 meeting (check to see if AV equipment is needed)
Provost Cobb guest at January 18 meeting

FUTURE AGENDA ITEMS
Fricke will send announcements inviting constituents to a senate meeting especially when guests are invited.
December – review survey results (themes, what to do next, etc.)
Ormesher requested to meet with Fricke about winter breaks and consistency from year to year.

PUBLIC COMMENT
Collin Van Meter is possibly running for the SURS board and could be collecting 400 signatures from employees who are SURS members. According to Ethics rules, he is in accordance to collect the signatures at SIUE (it is not political activity).

ADJOURNMENT
The meeting adjourned at 11:00 a.m. (Ormesher/Milcic).

Approved as submitted January 18, 2018
University Governance
Panel/Committee Name: Constitution and Bylaws
Panel/Committee Chairperson: Melanie R. Schoenborn
Panel/Committee Membership: Melanie R. Schoenborn, Vicki Kruse
Panel/Committee Charge: Council of Councils attendees to take the item regarding Panel Structure (ours vs. faculty senate) to the conference this year for ideas and suggestions then report to the executive committee in November
Person submitting report: Melanie R. Schoenborn
Contact Information: mschoen@siue.edu or extension 2329

REPORT
UNIVERSITY STAFF SENATE INFORMATION FOR CONSTITUTION AND BYLAWS COMPARISONS

NIU - [http://www.niu.edu/osc/aboutosc](http://www.niu.edu/osc/aboutosc) left column has Constitution and Bylaws separately. No mention of panels in this Constitution but this body only represents “operating staff” non-academic employees as the history states and is civil service jobs. There are other bodies that represent non-civil service staff; one is “Administration Professionals Advisory Council”. There is a “University Council that the President of the University Staff Council attends along with an additional member who is ex-officio.

UI Springfield – [http://www.uis.edu/csac](http://www.uis.edu/csac) left column has heading Governance; the Constitution and Bylaws are within this separately. No mention of panels in their Constitution but this body only represents civil service there are other bodies that represent non-civil service staff and their President represents them on the “General University Employee Advisory Committee,” according to the Bylaws.

UI Chicago – [https://sac.org.uic.edu](https://sac.org.uic.edu) in the pull down menu “About SAC” is their mission statement and below that is a link to their Council Constitution and Bylaws which has a note that the Bylaws are currently being updated. They represent only the civil service with their being at least two other Councils all a part of “University Employees’ Advisory Committee,” this from the Constitution and Bylaws treated as one document with a contents page to find things.

UIUC – [sacuiuc@illinois.edu](mailto:sacuiuc@illinois.edu) their Council exists under the Human Resources and their fore the website is for Human Resources and then on the left column lists the Constitution and Bylaws as one document in a PDF. It is similarly set-up to SIUE:

“Article IV ELECTED COUNCIL REPRESENTATIVES
Section 1. Elected Representation on the Council shall be based upon employee groups according to the following current Equal Employment Opportunity (EEO) codes: EEO Codes 1 and 3 – Executive, Administrative and Managerial, and Professional Non-Faculty; EEO Code 5 – Clerical and Secretarial; EEO Code 4 – Technical and Paraprofessional; EEO Code 6 – Skilled Crafts; and EEO Code 7 – Service/Maintenance.
Section 2. There shall be eight elected employee representatives from the following employee groups: one (1) from EEO Codes 1 and 3 (Executive, Administrative, and Managerial, and Professional Non-Faculty); three (3) from EEO Code 5 (Clerical and Office Support); one (1) from EEO Code 4 (Technical and Paraprofessional); one (1) from EEO Code 6 (Skilled Crafts); and two (2) from EEO Code 7 (Service/Maintenance). Section 3. Members elected from the EEO employee groups shall comprise the Executive Board of the Council.”
No panels are mentioned. This only represents the Civil Service staff and there is no mention of representation on a larger staff council body.

EIU – [http://castle.eiu.edu/council](http://castle.eiu.edu/council) left column has heading “Current Council Constitution and Bylaws (pdf)” as one document. The Council represents civil service employees (for non-negotiated employees). There are no panels but the representation is like this:

“ARTICLE IV - MEMBERSHIP
Section 1. Qualifications All permanent and continuous non-union, non-academic employees of the university, excluding off-campus contract appointments, shall be members of the Organization.

Section 2. Districts Campus Districts in the Organization shall be as follows: District I President, Vice President for Academic Affairs, Vice President for University Advancement District II Vice President Business Affairs District III Vice President Student Affairs

ARTICLE V - CIVIL SERVICE COUNCIL The governing body of the organization shall be called the Civil Service Council (for non-negotiated employees) hereinafter referred to as The Council.

Section 1. Representation a. Membership of the Council shall be composed of 1 person per 20 constituents elected from each district, with a minimum of one person with exempt status (salaried) and one with non-exempt status (hourly) as listed under Qualifications, Article IV, Section 2. b. Alternate members of the Council shall be composed of one person from each district as listed under Qualifications, Article IV, Section 2.

Northeastern - https://www.neiu.edu/about/university-leadership/shared-governance

A. “CIVIL SERVICE COUNCIL -- The Civil Service Council is an elected group of Civil Service employees who represent the interests of this constituency. The Council discusses, advises, and makes recommendations to the administration on issues pertaining to the welfare of all Civil Service employees. It also ensures that their constituency is represented on certain University councils and committees.” unable to locate a website for this Council or its Constitution and Bylaws. They have a Faculty Senate, an Administrative Professional Council, A University Diversity Council, and a newly formed (2013) University Advisory Council but the make-up of the later is not defined on this website which includes all shared governance.

Western - http://www.wiu.edu/vpas/civil_service_employees_council/ left column under “Public Files” then after the Minutes, Agendas, and Treasurer’s Reports comes a heading “Other Documents” which lists “CSEC Constitution and By-Laws (as of May 2014) the make-up is as follows:

“Article III – Membership Groups
Section 1 Representation on the Civil Service Employees Council shall be based upon employee groups.

Section 2 There shall be six recognized groups, namely: (1) administrative and professional; (2) clerical; (3) service and technical; (4) union and prevailing; (5) secretarial; (6) Western Illinois University Quad Cities Campus employees.

Article IV – Membership and Qualifications
Section 1 Membership of the Council shall be composed of persons elected from each of the recognized employee groups, with group (6) having at least one elected member but no more than three elected members. Groups 1-5 shall have 3 members representing their group. When possible all groups shall be represented on the Revision on June 2010, Revised September 5, 2013, Revised May 1, 2014 council by members from their group. If interest is lacking from group members someone may be appointed/elected to represent those groups who did not show interest in being on the council. The council must always consider with membership the potential of members to be in person at the CSEC monthly meeting. The Civil Service Employees Council must have a quorum present at the physical meeting location to be in compliance with the Open Meetings Act to conduct voting and business.

All are civil service employees some are represented by a union and there are no panels mentioned.

Illinois State - https://cscouncil.illinoisstate.edu/ under the “About” tab on their website you find the “Policies” on the right column with By-Laws and Constitution documents separate. Civil Service employees are represented according to the Constitution and according to the Bylaws are made-up as follows:

“Article IV – Representation
Section 1 - Constituency Groups
Membership of the Civil Service Council will be based on the following constituency groups.
Group I Group II Group III Group IV Group V (these are separated by symbols but do not link nor
Section 2 - Change of Constituency Group If a Council member’s Civil Service appointment changes to another constituency group during his/her term of office due to reclassification, transfer, or promotion, that Council member’s status on the Council will remain unchanged.

They use a committee system that is broken into internal Committees and those that have Representative(s) for External Committees. There is no mention of panels. The Chairperson is a representative on the Academic Senate of the University according to the Bylaws.

Governor’s State – [http://www.govst.edu/About/Board_of_Trustees/Civil_Service_Senate/](http://www.govst.edu/About/Board_of_Trustees/Civil_Service_Senate/) left column list Civil Service Senate under the Board of Trustees, under the heading “Policies, Procedures and Regulations” there are hotlinks that include the Civil Service Employee Handbook and one for the Civil Service Senate Bylaws. The Bylaws document is actually the Constitution and Bylaws of the Civil Service Senate. This represents the civil service employees. President of this Senate represents the membership on the “Coordinating Council.” No panels are mentioned in either document. There are Faculty and Student Senates as well.

B. SIUC – [http://cscouncil.siu.edu](http://cscouncil.siu.edu) right column “Highlights” lists the Bylaws but doesn’t go anywhere also in the “Highlights” is the PDF of the Bylaws as of February 2012. “The constituency is subdivided into sectors consistent with the university administrative structure at the time of the election. The Council shall be composed of one (1) representative for each 100 civil service employees within a sector at the time of election. (51 rounds up, 50 and fewer rounds down) The sectors shall be divided into the Provost and Vice Chancellor for Academic Affairs and the Auxiliary Services (Student Center, Student Health Service, Recreational Sports and Services and University Housing). All other civil service employees shall be in the General Sector.” -- from the Bylaws. There is a Range Employees Committee. As I understood, this Committee would be like the Open Range Panel but a Standing Committee within the Council. There is no Constitution; only a Bylaws that are part of the university’s “SIU Employees Handbook” which is also accessible under the “Additional Links” listed in the right column. The SIU Constituency groups are: Administrative/Professional Staff Council, Civil Service Council, Faculty Senate, Graduate Council, Graduate and Professional Student Council, and Undergraduate Student Government.

C. SIU Springfield/Medical Campus – I have a printed copy of their Constitution and Bylaws. Only SIUS/M employees can view their governance section of their website. Civil Service Staff represent their Council. They exist under the Dean of the Medical School. They do not have panels. They have two ex-officio members on the SIUC Civil Service Council.