The regular meeting of the University Staff Senate Executive Board was called to order at 9:01am on Thursday, September 20, 2018 in the Magnolia Room of the Morris University Center by Acting President Fricke.

Present: Gretchen Fricke, Ian Toberman, Angie White, Collin Van Meter, Melanie Schoenborn, Sha’Donna Woods
Absent: Mark Ferrell (excused), Carolyn Jason
Guests: None

APPROVAL OF MINUTES:
The minutes for the August 16, 2018 meeting were approved as corrected.

REPORTS:
There were no reports.

UNFINISHED BUSINESS:
The issue with selecting the Administrative Staff Represented Constituency Head has been resolved, and Sha’Donna Woods has assumed the role.

Angie White will follow up with Carolyn Jason about the Administrative Staff Non-Represented Senator vacancy. Darryl Cherry will be submitting paperwork for the Administrative Staff Represented Senator vacancy. The Civil Service Negotiated and Prevailing seat is still vacant.

Mike Pulley and Anne Hunter were appointed as ex-officio for the Staff Senate Executive Board in addition to the previous appointment as ex-officio for the Staff Senate.

President Fricke has contacted Kim Durr about the Degree Completion Award and information is currently being researched.

NEW BUSINESS:
Ratifying committee appointments was added to the agenda under Action Items.

Ian Toberman presented draft forms for committee reports. The forms are intended to work for both University and internal committees. Quarterly reports will be required, and updates can be presented at any time. There was discussion and agreement to combine them into one form. Toberman will revise the forms and send to the members of the Executive Board for review prior to presenting them at the regular Staff Senate meeting.

The size and membership of internal committees was discussed. It was agreed that the minimum committee size would be three. The discussion was tabled until the October Executive Board meeting.
A discussion on operating guideline documents that include participation language will also be discussed at that time.

**ACTION ITEMS:**
Dean search committee appointments were ratified. Melanie Schoenborn was appointed to the Library and Information Services Dean search committee. Gary Dunn was appointed to the School of Pharmacy Dean search committee. Angie White was appointed to the School of Education, Health and Human Behavior Dean search committee. Gretchen Fricke will serve on the Associate Provost search committee.

The SIUE Strategic Plan Committee will include an appointment from the Staff Senate as well as appointments from Faculty Senate, the Black Faculty and Staff Association, Graduate Council, and Student Government. This appointment will require a significant time investment as well as supervisor support.

Ian Toberman moved to go into closed session, which was unanimously approved.

Collin Van Meter moved to modify the appointment for the Associate Provost search committee to list Sha'Donna Woods as an alternate. The motion was adopted unanimously.

Ian Toberman moved that the appointment for the Strategic Planning Steering Committee be made at the discretion of the Acting President of the University Staff Senate. The motion was adopted unanimously.

No recommendations were presented for the Chair of the Diversity Initiatives Committee or the Chair of the Staff Development and Well-Being Committee. Discussion will be moved to the regular Staff Senate meeting.

**ANNOUNCEMENTS:**
Collin Van Meter shared information from the Chancellor’s Q&A session, and there was discussion. President Fricke added that invitations have been extended to System President Dorsey and our Chancellor to attend a future Staff Senate meeting. Other announcements were read from the agenda.

**FUTURE AGENDA ITEMS:**
No future agenda items were presented.

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

**ADJOURNMENT:**
The meeting adjourned at 10:10am.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS
IV. UNFINISHED BUSINESS
   a. Recognition of Constituency Heads
   b. Staggering of terms – recommendations from Constituency Heads for vacancies
      i. Civil Service Negotiated Prevailing Senator, term ending 2019
      ii. Civil Service Open Range Senator, term ending 2019
      iii. Administrative Staff Represented, term ending 2019
      iv. Administrative Staff Non-Represented, term ending 2021
      v. East St. Louis Represented Senator, term ending 2019
      vi. Alton Non-Represented Senator, term ending 2021
   c. Establishing additional Ex-Officio members for the 2018-2019 year
V. NEW BUSINESS
   a. Committee Reports and Updates Discussion
   b. Committee Membership and Size Discussion
VI. ACTION ITEMS
   a. Appointment of Chair of Diversity Initiatives Committee
   b. Appointment of Chair of Staff Development and Well-Being Committee
VII. ANNOUNCEMENTS
   a. Council of Councils Conference, hosted by UIUC – October 4-5
   b. SIUE Diversity Day – Tuesday, October 16
   c. Staff Senate Banquet – April 18, 2019
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, October 18, 2018 at 9:00am in the Magnolia Room, Morris University Center
Next regularly scheduled Staff Senate meeting will be Thursday, October 4 at 9:00am in the Illinois Room, Morris University Center
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