UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING
Magnolia Room, Morris University Center
December 20, 2018 – 9:00am
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:00am on Thursday, December 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, Mark Ferrell, Melanie Schoenborn, Anne Hunter (ex officio)
Absent: Carolyn Jason
Guests: Cindy Cobetto, Terry Downey, John Milcic

GUEST:
There were no scheduled guests.

APPROVAL OF MINUTES:
The minutes for the November 15, 2018 meeting were approved as written.

REPORTS:
Treasurer Van Meter reported that he contacted the Foundation regarding Staff Senate funds. The Senate can fundraise for any fund, and we determine what fund the money goes into. The Jesse B. Harris fund total of $25,000 belongs to the three designated beneficiaries; we receive 1/3 of it as well as 1/3 of earnings. Earned interest will go directly into the scholarship fund, and no action is needed by the Senate.

President Fricke reported that there is a budget for all of University Governance that covers all constituency groups rather than an individual budget for the Staff Senate. We average about $200 a month, and additional purchases can be approved by request. Also, the Degree Completion Award is still being discussed in the Chancellor’s Office.

There were no other reports.

UNFINISHED BUSINESS:
The current vacancies of the Staff Senate were reviewed. Two Statements of Candidacy were submitted for the Negotiated and Prevailing vacancies. Shane Kessinger was recommended for the longer term (CSNP6) as his form was submitted first, and Rachel Garrett was recommended to fill the CSNP4. Ken Holbert submitted a form for the NREP2 vacancy. These will be announced for ratification at the January meeting. The REP1 and ESL CSNP/REP vacancies are still open.

Discussion of committee membership and size has been given to the committees along with the charge of creating operating guidelines. Recommendations will be reviewed at the January Executive meeting and can be formalized at the February Staff Senate meeting.
Toberman spoke with one of the Administrative Staff Represented Senators, but he still needs to speak to the other about the Constituency Representative vacancy. It may be necessary for the Executive Board to make the determination. This will be revisited at the January Executive Board meeting.

The Staff Senate representative on the Associate Provost Search Committee, Sha’Donna Woods, has resigned from the University. President Fricke will check and see where the committee is in the process and make a new appointment.

NEW BUSINESS:
John Milicic provided a constituency report for Negotiated and Prevailing. The Executive Board moved to go into closed session.

Mike Pulley was absent so the Civil Service discussion will take place at a later date.

There was a discussion regarding equal representation on the Staff Senate. There is an imbalance, primarily in Administrative Staff. February is the deadline to make any changes in representation numbers per our Bylaws. Toberman suggested Administrative Staff representation be changed to 3 for non-represented and 3 for represented; total numbers can be reevaluated once it has been determined what employees will be moved into the Open Range classification. This would be a fix for the 2019 election. The Elections and Operations Committee will discuss and make sure a motion is presented at the January Staff Senate meeting.

ACTION ITEMS:
Anne Cavanaugh was appointed to the Homecoming Committee. Cindy Cobetto accepted the role of Fundraising/Banquet Chair.

ANNOUNCEMENTS:
The announcements were reviewed as written on the agenda.

FUTURE AGENDA ITEMS:
There were no future agenda items discussed.

PUBLIC COMMENT:
There was no public comment.

EXECUTIVE SESSION: It was moved and seconded to go into Executive Session.

ADJOURNMENT:
The meeting adjourned at 10:56am.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER
II. GUEST
III. APPROVAL OF MINUTES
IV. REPORTS
V. UNFINISHED BUSINESS
   a. Filling of Vacancies
      i. Civil Service Negotiated Prevailing Senator (CSNP4), term ending 2019
      ii. Civil Service Negotiated Prevailing Senator (CSNP6), term ending 2021
      iii. Administrative Staff Non-Represented (NREP2), term ending 2021
      iv. Administrative Staff Represented (REP1), term ending 2019
      v. East St. Louis Represented Senator (ESL CSNP/REP), term ending 2019
   b. Committee Membership and Size
   c. Committee Operating Guidelines
   d. Administrative Staff Represented Constituency Representative
VI. NEW BUSINESS
   b. Civil Service Updates – Mike Pulley
   c. Constituency Representation
VII. ACTION ITEMS
   a. Appointment to Homecoming Committee – Anne Cavanaugh
VIII. ANNOUNCEMENTS
   a. Vice Chancellor Rich Walker and Craig Holan – January 17 SSEB Meeting
   b. Bob Vanzo and Tony Langendorf regarding the changes to Lot A; Faculty Ombuds
      Seran Aktuna and Nicole Klein - February 21 SSEB Meeting
   c. Staff Senate Banquet – April 18, 2019
IX. FUTURE AGENDA ITEMS
X. PUBLIC COMMENT
XI. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, January 17, 2018 at 9:00am in the Magnolia Room, Morris University Center
Next regularly scheduled Staff Senate meeting will be Thursday, January 3 at 9:00am in the International Room, MUC.