The regular meeting of the University Staff Senate Executive Board was called to order at 9:00am on Thursday, March 21, 2019 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, Cindy Cobetto
Excused: Mark Ferrell, Anne Hunter (ex officio)
Absent: Carolyn Jason
Guests: Darryl Cherry

APPROVAL OF MINUTES:
The minutes for the February 21, 2019 meeting were approved as corrected.

REPORTS:
Staff Senate Banquet ticket flyer is ready to go, and there will be a green parking pass available to raffle. Flyers will be distributed via campus mail, and there will be a table on various days at the MUC between now and April 11 to sell both tickets to the event and for the raffle. There have been some issues getting in touch with the jazz band. Donations are slowly coming in. Assistance is needed from Senators to sit at the table as well as help pick up and solicit donations; donations are also requested for the alcohol package that will be raffled off. Tickets are $25 for food, drinks, and dessert; there will be an open bar and the same menu as last year. There will also be a table outside the MUC on April 17 on Faculty and Staff Appreciation Day to sell raffle tickets for the parking pass. There are other events that day, but the information will be sent to the Chancellor’s Office in case he is able to make an appearance. Student help is also needed during the event. This is a Staff Senate event, and Senators need to be involved.

UNFINISHED BUSINESS:
The goal is to have committee operating guidelines ready for the Fall. This will remain an agenda item in the meantime.

There are 4 seats open in Civil Service Negotiated and Prevailing, and there are 6 candidates. There are 2 seats available in Civil Service Open Range, and there are 3 submissions. These categories will have elections. For Administrative Staff, there is 1 seat available in Represented and 2 available in Non-Represented; the number of submissions received were equal to the number of seats available, so these elections are not contested.

East St. Louis Civil Service/Administrative Staff Represented has 1 seat available, and there were 2 submissions. One of the submissions for the East St. Louis campus representatives was from someone who works at the Dental Clinic at East St. Louis, which is their permanent work location, however they
are assigned to the School of Dental Medicine/Alton. There was a discussion about whether to use the
official Human Resources designation (officially assigned to Alton) or whether to go by the confirmed
work location where they spend their time. The Staff Senate Bylaws states that the East St. Louis Center
has one representative elected from the Civil Service: Negotiated and Prevailing classification or
Administrative Staff: Represented classification. The By-Laws are silent about actual work location
versus HR designation. After consideration, no motion was made to deny the petition in question, so the
submission will be presented for election.

There were no submissions for the open Alton Represented seat. There is one open seat for
Administrative Staff: Represented and two seats open for Administrative Staff: Non-Represented, and
the number of candidacy forms received were equal to the number of open seats. There was success in
sending the individual emails as nine of the candidates have not participated in Staff Senate before.

The charge put together for the Ombuds Committee was sent out and is attached. The committee is
working on setting up their first meeting. Schoenborn requested that a deadline be included in the
charge, and she also noted that the survey that was sent from the Chancellor’s Office did not include
staff in the definitions of ombudsman. To address concerns that legal counsel was not in favor of a staff
ombuds during previous discussions, the committee was charged to include them in review before
submitting to constituency bodies. A typo in the charge was also noted.

NEW BUSINESS:
There was a discussion about the recent closure and the timing of presenting inclement weather closure
concerns. Union contracts could also have an impact on this issue. The discussion was tabled until June.

There have been issues with committee members not participating. Participating on a committee is part
of a Senator’s job. There was a discussion about the previous Senator orientation and holding another
session, possibly in early August.

The discussion on the ICAC request for support was tabled pending more information.

ACTION ITEMS:
There were no action items.

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

There was a discussion about the upcoming Board of Trustees meeting and the lack of quorum if new
members are not appointed. The AGB report will need to be addressed. The Board packet includes a
reconstitution of the search committee, and the new membership was discussed. The Board continues
to use the constituency groups recognized by the Universities, however it results in imbalances for SIUE.
The Dean of Education, Health and Human Behavior shared a perception that SIUE employees do not
have as much interest in the Board of Trustees meetings as SIUC has a larger attendance. There was
also a discussion of the changes to the Board of Trustees Bylaws regarding the changes relating to the
School of Medicine and how it affiliates with Carbondale.
The three Senates are going to co-sponsor a Refresh, Recharge, Renew event on May 9.

FUTURE AGENDA ITEMS:
There were no future agenda items.

PUBLIC COMMENT:
Schoenborn informed the Executive Board that she has been involved with two disciplinary hearings. One is being heard today for final decision, and the other has a date to be determined.

ADJOURNMENT:
The meeting adjourned, however the time of adjournment was not recorded.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER

II. APPROVAL OF MINUTES
   a. February 21, 2019

III. REPORTS AND UPDATES
   a. Staff Senate Banquet

IV. UNFINISHED BUSINESS
   a. Committee Operating Guidelines
   b. Constituency Representation
   c. Election Timeline
      i. Campus Assignment vs. Work Location Question
   d. Ombuds Discussion – Ad Hoc Committee

V. NEW BUSINESS
   a. Closure Discussion – Inclement Weather and Building-Specific
   b. Committee Involvement Issues
   c. ICAC Request for Statement of Support

VI. ACTION ITEMS

VII. ANNOUNCEMENTS
   a. Board of Trustees Meeting – March 28, 2019 in Springfield
   b. Social Security Administration Representative Visit – April 3, 2019
   c. SIUE Faculty and Staff Appreciation Day – April 17, 2019
   d. Staff Senate Banquet – April 18, 2019
   e. Faculty Senate President Sorin Nastasia and Black Faculty & Staff Association
      President Lokesha Butler – April 18 SSEB Meeting

VIII. FUTURE AGENDA ITEMS

IX. PUBLIC COMMENT

X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, April 18, 2019 at 9:00am at the School of Dental Medicine, Alumni Conf. Room
Next regularly scheduled Staff Senate meeting will be Thursday, April 18 at 9:00am in the International Room, MUC.
Staff Ombuds Program

The Staff Senate (SS) and the Black Faculty and Staff Association (BFSA) will jointly form an ad hoc committee to develop an action plan/proposal to establish a staff ombuds program at SIUE. The committee will be comprised of:

- Three members from each constituent group for a total of 6 committee members.
  - Staff Senate – Carolyn Jason, Dawn Aldrich, Jessa Knust
  - Black Faculty Staff Association – Arielle Weaver, Terra Cole Brown, Maracus Scott
- The committee will be co-chaired by a representative from each constituent group, to be determined by the group.
- One representative from East St. Louis (from either SS or BFSA) – Carolyn Jason

The Presidents would expect for the ad hoc committee to:

- Meet at least twice a month to develop an action plan/proposal for review by the constituency bodies in early May. It is recommended to divvy up the tasks and communicate between meetings via email and upload documents on sharepoint or another sharing medium.
- Investigate what other universities are doing. Washington University was mentioned but look into what good programs might look like at other institutions. How are other ombuds services structured to include staff?
- Research and do a literature review of benefits or assessment of ombuds services in general to be included in proposal for justification.
- Invite Phylecia Cole-Reed and Jamie Ball to a meeting to review draft, receive questions/feedback that should be addressed in proposal before submitting it to the constituency bodies.
- Definition of ombuds position
  - Terms of service
  - Time commitment
  - Number of ombuds and the selection process
  - Duties
  - Qualifications desired
- Identification of space, either in conjunction with existing faculty ombuds or defense of a need for a different location.
- Training, initial and on-going, that would be required.
- Develop a budget that should include:
  - Compensation of staff and addressing overload vs. release time
  - Training
  - Other costs
- Expectations of ombuds for identifying areas that might need additional training to mitigate future behavior.
- The committee should consider virtual meetings to accommodate off campus members.

It is the hope that the faculty senate would provide a letter of support indicating the benefits of having a faculty ombuds.