UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING  
Magnolia Room, Morris University Center  
September 19, 2019 – 9:00am  
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:00am on Thursday, September 19, 2019 in the Magnolia Room of the Morris University Center by President Toberman.

Present: Ian Toberman, David Balai, Gretchen Fricke, Angie White, Cindy Cobetto, Domonique Crosby, Melanie Schoenborn  
Excused: Collin Van Meter, Mark Ferrell

APPROVAL OF MINUTES:  
The minutes for the September 5, 2019 special meeting were approved as written. The minutes for the August 15, 2019 meeting were approved as corrected.

REPORTS AND UPDATES:  
Schoenborn reported that she met with ITS Open Range members and is asking for meetings at the Alton Campus, the Vadalabene Center, and Supporting Services.

Schoenborn asked about the technical issues reported with the fall scholarship. Toberman stated that photographs of the issue were requested but have not been received. AcademicWorks was reviewed and appears to have worked properly.

The discussion of the Scholarship Handbook was moved up from New Business. The old Handbook was a combination of approved operating papers, unapproved pieces, and several duplicate passages. There was a discussion about anonymization and when it is appropriate for committee members to recuse themselves. It was agreed that the review should be about the student and not about the parent. The timing of the scholarship application process was reviewed. The suggested change to timing coincides with the Senate year. The discussion was tabled to the next meeting in order to allow for reflection on anonymization, timing, weighting, and college credits.

UNFINISHED BUSINESS:  
The Ombuds ad hoc committee will be encouraged to restart their efforts, and Toberman has been in communication with BFSA President Lakesha Butler. This committee will be referred to the Staff Development Committee once a Chair has been established.

The Student Senate has started to have a discussion about inclement weather policies and practices.

Discussion continued on the need for guidelines for Search Committee appointees to make clear expectations and what it means to represent the Staff Senate vs. a department. Cobetto volunteered to draft a document to review at the next meeting.
There is still a vacancy for CSNP. Lucas Wilson had to resign due to scheduling conflicts, so there is also now an opening for CSOR. Schoenborn noted that people who used to be on the panels were supposed to be notified if there were openings.

Attendance for the Staff Senate Banquet is still low, and donations are still needed for the silent auction and alcohol package.

**NEW BUSINESS:**
A motion was made and seconded to approve the Elections and Operations, Staff Development and Well-Being, and Diversity Initiatives Guidelines as submitted. There was no discussion, and the motion was adopted unanimously.

The Staff Senate has an absence policy in the Bylaws, but it has not been enforced. There was a discussion and review of the Bylaws language, and the topic was referred to the Elections Committee to conceptualize an attendance policy.

There was a discussion about the Black Faculty and Staff Association and the need to have it recognized as other constituency bodies.

The Staff Senate President and Past President have appointments to the University Quality Council (UQC). They are open to changing their operating papers to allow for a designee as there are scheduling conflicts with Staff Senate meetings.

**ACTION ITEMS:**
Bill Weidler was put forward to serve as the Staff Senate representative on the Honorary Degree and Distinguished Service Award Committee. The previous appointee is on another committee now, and the HDDSAC is a small committee that meets twice a year. It was motioned and seconded to approve the appointment, and it was adopted unanimously.

There are two people currently interested in attending the system Council of Council. This time the meeting is in Carbondale, and it should be in Springfield next time.

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

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

**PUBLIC COMMENT:**
Public comment will be moved to the beginning of the agenda for regular Staff Senate meetings.

The Board of Trustees reviewed and approved a raise for a portion of the SIUE campus, providing a 2.75% raise for unrepresented staff. Most unions have a “me too” clause, and the Chancellor was asked about those currently in negotiation. The intention is to make sure that as many employees as possible can be made whole with the raise. A proposed raise for Carbondale was not approved.
SIUE graduate professional numbers are now equal with Carbondale. The Board of Trustees also voted on the budget for the campuses, and the additional money to the system was split 50/50 which equates to about a 1% shift to SIUE. The next Board of Trustees meeting is on December 5 in Carbondale.

ADJOURNMENT:
The meeting adjourned at 10:49am.

Submitted by Anne Hunter, University Governance
STAFF SENATE EXECUTIVE BOARD
International Room, Morris University Center
September 19, 2019 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. UNFINISHED BUSINESS
   a. Ombuds Ad Hoc Committee
   b. Inclement Weather Discussion
   c. Search Committee Guidelines
   d. Committee Directives
   e. CSNP8 Vacancy
   f. Staff Senate Banquet
V. NEW BUSINESS
   a. Committee Operating Guidelines
      i. Scholarship Handbook
         1. Scholarship Application Dates
      ii. Elections and Operations Guidelines
      iii. Staff Development and Well-Being Guidelines
      iv. Diversity Initiatives Guidelines
   b. Absences
   c. Support for BFSA Representation
VI. ACTION ITEMS
   a. Honorary Degree and Distinguished Service Award Committee Appointment
VII. ANNOUNCEMENTS
   a. Staff Senate Banquet – October 10, 2019
   b. Diversity Day – October 15, 2019
   c. Lucas Wilson Resignation
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, October 17, 2019 at 9:00am in the Magnolia Room, MUC.
Next regularly scheduled Staff Senate meeting will be Thursday, October 3 at 9:00am in the Alumni Conference Room, Alton.
UNIVERSITY STAFF SENATE
SCHOLARSHIP HANDBOOK

Preface and History

The University Staff Senate adopted a proposal to establish a Staff Senate Scholarship fund in Spring 1982 to benefit family members of SIUE Civil Service and Professional Staff employees. This scholarship is a cash award for attendance during the Fall or Summer term at SIUE for deserving high school graduates or continuing undergraduate students at SIUE. Fund raising for the University Staff Senate Scholarship Fund is the responsibility of the Staff Senate through its Fundraising Committee. Award decisions are made by the Scholarship Committee.

The Staff Senate also serves as the manager for the Faculty for Collective Bargaining Scholarship. The management arrangement was established in March 1999 through actions of the SIUE Foundation based upon a request from Drs. George Henderson and John Farley. The University Staff Senate awards scholarships, establishes account structure, and serves as the custodian for the accounts. The Staff Senate is not responsible for fund raising activities for this scholarship, but an endowment and scholarship account was established using funds in the original Faculty for Collective Bargaining account. This scholarship is awarded for attendance during the Spring term.

Accounting

The money for the University Staff Senate Scholarship resides with the SIUE Foundation in the University Staff Senate Scholarship Fund, which includes the Endowment Fund, and University Staff Senate Benefit Fund.

University Staff Senate Scholarship Fund (8715):

The purpose of this fund is to provide scholarship support to family members of SIUE staff (Professional Staff or Civil Service personnel). This fund contains the monies to be expended as scholarships and the endowment.

Account 1000 – Spendable Scholarship

Per the Stipulation Form for this account, scholarship recipients are selected according to the procedures and criteria established by the University Staff Senate. Expenditures in support of fund-raising activities may be deferred from this account with the provision that the balance may not be reduced below an amount equal to two annual tuition awards plus $100.

Scholarship monies are expended when the SIUE Foundation receives a Foundation Disbursement Form along with minutes of Senate actions related to scholarship awards, Scholarship Committee minutes related to scholarship awards, or a memorandum from the University Staff Senate related to scholarship awards. The request for expenditures require the signature of either the President of Treasurer of the Staff Senate.
Funds in excess of scholarship awards and fund-raising activities should be transferred to the endowment portion with the approval of the Staff Senate or its President.

**Account 1530 – Endowment Principal**

The earnings of this endowment is used to fund the Spendable portion of this account. Money may not be expended or moved from this portion of the fund. Investment earnings are calculated and transferred annual to the scholarship portion according to the SIUE Foundation’s policies. This fund is additionally supported by a third of the Dr. Elizabeth A. Tarpey and Dr. Jesse B. Harris Jr. Endowment (8188) distribution.

**University Staff Senate Benefit Fund (4010):**

The purpose of this fund is to serve as a receipts and disbursement account for the annual fund raising activities of the Staff Senate. Net proceeds are to be deposited into the University Staff Senate Scholarship Fund (8715) once receipts are received and all expenses have been paid for fund-raising activities; monies may be added to either the Scholarship Account or the Endowment Principal. Funds may be transferred from the University Staff Senate Scholarship Fund Scholarship Account when upfront monies are needed for an upcoming fund-raising event. A reasonable amount of funds needed for future fund-raising activity may be maintained in this account.

Requests to transfer funds require approval from the Staff Senate President or by the action of the Staff Senate. Minutes of Staff Senate actions, minutes from the Scholarship Committee, or a memorandum from the University Staff Senate are necessary to process any transfer requests.

**SIUE Faculty for Collective Bargaining Organization Scholarship Fund (8102):**

Per the Stipulation Form for this account, scholarship recipients are selected by a committee of the Staff Senate based on applicants who best fit the requirements. Applicants must be either a labor union member or the son, daughter, or spouse of a labor union member to qualify for this scholarship. The amount of the award is determined by members of the committee based on the fund balance and earnings, and the fund principal may be reduced to zero to provide an award of sufficient size.

Scholarship monies are expended when the SIUE Foundation receives a Foundation Disbursement Form along with minutes of Senate actions related to scholarship awards, Scholarship Committee minutes related to scholarship awards, or a memorandum from the University Staff Senate related to scholarship awards. The request for expenditures require the signature of either the President of Treasurer of the Staff Senate.

**Scholarship Timing and Applications**

Applications for the Summer scholarship are open from April 1 through April 30. Applications for the Fall scholarship are open from August 1 through the Tuesday after Labor Day. Applications for the Spring scholarship are open from November 1 through December 31. The Scholarship Committee will
present their decision at the next meeting of the Staff Senate Executive Board following the close of applications.

An announcement will be made to the community of the availability of the scholarships. Applications to the scholarships are made and reviewed through AcademicWorks, and applications that are incomplete or not submitted through AcademicWorks will not be considered. All materials used in the process of decision making are confidential and should be turned in to the University Governance Office for retention and disposal.

Criteria and Requirements

To be eligible for consideration for the University Staff Senate Scholarship Award, the applicant must meet the following criteria and requirements:

1. Student must be the child, grandchild, spouse, or civil union partner of a presently employed or retired Civil Service or Administrative Staff employee of SIUE (excluding non-status appointments, appointments of less than 50%, and term appointments of less than six months).
2. Student must meet admissions requirements for undergraduate study at SIUE and be enrolled for the award semester.
3. Applicants with fewer than twelve college semester hours earned:
   a. must have an ACT composite of 19 or above (unless exempt because of SIUE admission standards).
   b. must have at least a high school GPA of 2.5 on a scale of 4.0=A.
4. Applicants with twelve or more college semester hours earned:
   a. must have completed at least one term as a full-time college student.
   b. must have at least a college GPA of 2.5 on a scale of 4.0=A.
5. Applicants may apply more than once during their academic career, but the applicant may only receive the award only once every two years.
6. Applicants must make available high school and/or college transcripts and ACT composite scores, if applicable.
7. Applicants must submit a letter of recommendation dated within one year of application.

To be eligible for consideration for the Faculty for Collective Bargaining Scholarship Award, the applicant must meet the following criteria and requirements:

1. Student must be a labor union member employee of SIUE or the child, grandchild, spouse, or civil union partner of a labor union member presently employed by or retired from SIUE.
2. Student must meet admissions requirements for SIUE and be enrolled for full-time undergraduate study for the Spring term.
3. Applicants with fewer than twelve college semester hours earned:
   a. must have an ACT composite of 19 or above (unless exempt because of SIUE admission standards).
   b. must have at least a high school GPA of 2.5 on a scale of 4.0=A.
4. Applicants with twelve or more college semester hours earned:
a. must have completed at least one term as a full-time college student.
b. must have at least a college GPA of 2.5 on a scale of 4.0=A.

5. Applicants must make available high school and/or college transcripts and ACT composite scores, if applicable.
6. Applicants must submit a letter of recommendation dated within one year of application.
7. Applicants must submit the FCB Union Verification Form (Appendix 1).

The scholarship awards are applied to the student’s University account for the semester and is considered by the Office of Student Financial Aid in evaluating the overall financial aid package. Should the amount combined with other awards or payments result in a credit balance on the account, a refund check will be applied by the Bursar’s Office.

**Evaluation of Applications**

Applications are evaluated by the Scholarship Committee based on an essay written by the applicant, overall high school GPA or equivalent, co-curricular activities (e.g. clubs, sports, etc.), honors and awards, work history, volunteerism, and a letter of recommendation. Committee members will rate each application using the Staff Senate Scholarship Rating Form (Appendix 2).

Committee members are expected to recuse themselves from the review process for applicants in which there is a conflict of interest, however they may submit reviews for applicants in the same review period for which there is not a conflict of interest.
Appendix 1

Faculty for Collective Bargaining Scholarship
Union Verification Form

Applicant Name: ___________________________ Date of Application: ________________

Name of Represented SIUE Employee: ___________________________ Classification/Job Title: ___________________________

I hereby release my information concerning union dues payment to the University Governance Office in reference to a request in the application on file for the Faculty for Collective Bargaining Scholarship.

Signature of Represented SIUE Employee: ___________________________ Date: ________________
Appendix 2

CANDIDATE #

STAFF SENATE SCHOLARSHIP RATING FORM

Applications are evaluated by the Scholarship Committee based on an essay written by the applicant, overall high school GPA or equivalent, co-curricular activities (e.g. clubs, sports, etc.), honors and awards, work history, volunteerism, and a letter of recommendation.

1. Written essay (weight – 8.0 per category)
   A. degree to which applicant has addressed the question
   B. spelling, grammar, punctuation, articulation
   C. style and content
   D. expression of background, self-confidence and personal abilities
   E. discussion of goals and/or area of study

   (40 point max.)

2. Overall GPA or its equivalent (weight – 9.0) x ______ (GPA 4.0 = A)

   (36 point max.)

3. Activities (weight – 6.0 per category)
   A. co-curricular activities
   B. honors and/or awards
   C. work history
   D. volunteerism/family responsibilities

   (24 point max.)

   Total Points ______

   Rank ______

Rater's Name ____________________________

Comments: ____________________________

__________________________

__________________________
University Staff Senate
Elections and Operations Committee Operating Guidelines

As authorized by the Constitution and Bylaws of the Staff Senate, the Executive Board has set out these operating guidelines for the Elections and Operations Committee. This committee operates under the auspices of the Staff Senate.

Section I: Charge

The Elections and Operations Committee is a committee of the University Staff Senate tasked with conducting elections of members to the Staff Senate or any other voting procedure as directed by the President. It is also charged with monitoring and proposing, when appropriate, changes to the Staff Senate Constitution, By-Laws, the operating papers of Senate-created bodies, or other governance structures.

Section II: Committee Representation

Per the Staff Senate By-Laws, the Elections and Operations Committee must include members from at least two different employee classification constituencies, which may include committee chairs.

Section III: Committee Size

Committee size and appointments take place according to the Staff Senate By-Laws.

The President will appoint the chair of the committee. Committee chairs must come from the different employee classification constituencies represented by the Staff Senate. The President-Elect will serve as an advisor to the Elections and Operations Committee and will be the Chief Elections Officer.

The minimum and maximum size of the committee will be established by the Executive Board. Non-members of the Staff Senate may be appointed to the committee as voting members, subject to the approval of the Executive Board.

Section IV: Attendance

Three unexcused absences from committee meetings during any 12-month period will result in a dismissal from the committee. Excused absences from three regularly scheduled consecutive meetings, or absence for a total of five meetings within a 12-month period will result in dismissal from the committee. Senators who are removed from committees for violation of this Section will be referred to the Staff Senate for appropriate action.

Section V: Reporting Responsibility
Committees are expected to provide a report to the Staff Senate quarterly in August, November, February, and May using the Quarterly Report Form. Monthly updates are provided in other months as needed.

Section VI: Meeting Procedures

Committees are required to meet once per quarter. Business may be conducted electronically. Minutes of the meetings should be sent to University Governance for record-keeping.
University Staff Senate

Staff Development and Well-Being Committee Operating Guidelines

As authorized by the Constitution and Bylaws of the Staff Senate, the Executive Board has set out these operating guidelines for the Staff Development and Well-Being Committee. This committee operates under the auspices of the Staff Senate.

Section I: Charge

The Staff Development and Well-Being Committee is a committee of the University Staff Senate responsible for promoting staff interests in regards to University-wide issues of concern and interest outside of Human Resources policies. The committee will address concerns about working conditions, professional and personal development, and guidance in navigating the University policies and structure.

Section II: Committee Representation

Per the Staff Senate By-Laws, the Staff Development and Well-Being Committee must include members from at least two different employee classification constituencies, which may include committee chairs.

Section III: Committee Size

Committee size and appointments take place according to the Staff Senate By-Laws.

The President will appoint the chair of the committee. Committee chairs must come from the different employee classification constituencies represented by the Staff Senate.

The minimum and maximum size of the committee will be established by the Executive Board. Nonmembers of the Staff Senate may be appointed to the committee as voting members, subject to the approval of the Executive Board.

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Section V: Reporting Responsibility

Committees are expected to provide a report to the Staff Senate quarterly in August, November, February, and May using the Quarterly Report Form. Monthly updates are provided in other months as needed.

Section VI: Meeting Procedures
Committees are required to meet once per quarter. Business may be conducted electronically. Minutes of the meetings should be sent to University Governance for record-keeping.
University Staff Senate
Diversity Initiatives Committee Operating Guidelines

As authorized by the Constitution and Bylaws of the Staff Senate, the Executive Board has set out these operating guidelines for the Diversity Initiatives Committee. This committee operates under the auspices of the Staff Senate.

Section I: Charge

The Diversity Initiatives Committee is a committee of the University Staff Senate responsible for creating and promoting programs, training, and employee development in regard to diversity, inclusion, and cultural competency. The Diversity Initiatives Committee is expected to work with initiatives from the University Diversity Council.

Section II: Committee Representation

Per the Staff Senate By-Laws, the Diversity Initiatives Committee must include members from at least two different employee classification constituencies, which may include committee chairs.

Section III: Committee Size

Committee size and appointments take place according to the Staff Senate By-Laws.

The President will appoint the chair of the committee. Committee chairs must come from the different employee classification constituencies represented by the Staff Senate.

The minimum and maximum size of the committee will be established by the Executive Board. Non-members of the Staff Senate may be appointed to the committee as voting members, subject to the approval of the Executive Board.

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Three unexcused absences from committee meetings during any 12-month period will result in a dismissal from the committee. Excused absences from three regularly scheduled consecutive meetings, or absence for a total of five meetings within a 12-month period will result in dismissal from the committee. Senators who are removed from committees for violation of this Section will be referred to the Staff Senate for appropriate action.

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