UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING
Magnolia Room, Morris University Center
October 17, 2019 – 9:00am
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:06am on Thursday, October 17, 2019 in the Magnolia Room of the Morris University Center by President Toberman.

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

Quorum was established.

APPROVAL OF MINUTES:
The minutes for the September 19, 2019 meeting were approved as written.

REPORTS AND UPDATES:
The LIS Dean Search Committee is still being formed, and names should be in the Provost Office in the next week.

Schoenborn reported that two employees had issues with how pay was calculated after reclassification from Administrative Staff to Open Range. She is attempting to arrange a meeting on the Alton Campus for Open Range staff.

The banquet silent auction raised $1775.00. The full report is still being completed.

UNFINISHED BUSINESS:
The Ombuds ad hoc committee is still not functioning, and it will be disbanded and done differently if there is not progress over the next month.

Student Government passed a resolution regarding the Inclement Weather Policy and is attached. It was presented to the Chancellor as information with the hope of creating a system that is more clear and transparent, and he is open to that discussion as well as the possibility of creating some kind of shuttle system for very cold days when the University is open. The Policy Review Committee will be given a charge to work with Human Resources on staff concerns regarding inclement weather. There was a discussion about the time in which the decision is made, dividing classes and activities, and concerns for those employees designated as essential. Those who are lower paid and who have less leave time are more significantly impacted than most, and there is a desire to have clarification on what kind of leave time can be used. There was a suggestion to look at other schools on their closure policies, and Crosby was asked to assign members of the committee schools to investigate. The information will be brought back to the November meeting for further discussion.
A rough draft of Search Committee Guidelines was distributed and is attached. There was a discussion, and language will be rephrased to be specific to search committees. Representatives are expected to consult with the Senate and attend search committee activities, and language will be added that invites them to meetings to share information that can be shared.

Ferrell is working on filling the CSNP8 vacancy. The person who ran in the previous elections but did not win is no longer with the University.

There was a discussion about the banquet, including observations on the lack of diversity in race and age. An ad hoc committee will be established to discuss the format of the event. There was an additional discussion about previous events and the possibility of making it a community event instead of relying on staff. It was established that there would be an event with a silent auction, and October 29, 2020 is currently reserved in the MUC Conference Center. The Fund-Raising Chair will not necessarily be the event Chair.

The Scholarship Handbook was reviewed and discussed. The timeline was adjusted, anonymization was discussed, the weight of the rating form was adjusted, and the letter of recommendation was removed from the requirements. There was a motion and second to approve the Handbook as amended, and it was adopted unanimously. It will be reviewed with the full Senate at the November meeting. The final version is attached.

NEW BUSINESS:
There was a motion and a second to allow President Toberman to choose an appropriate person to represent the Staff Senate on the CAS Dean Search Committee without an additional vote, and it was adopted unanimously. A name will be presented at the November Staff Senate meeting.

The CSOR1 position is vacant, and none of the previous panel members are interested or are already Senators.

ANNOUNCEMENTS:
There were no announcements

FUTURE AGENDA ITEMS:
There were no future agenda items.

PUBLIC COMMENT:
The upcoming Board of Trustees meeting was discussed, and it was suggested to partner with faculty to make people aware of the meeting. The Chancellor is aware there are people holding the date if an SIUE presence is needed at the meeting.

ADJOURNMENT:
The meeting adjourned at 10:58am.

Submitted by Anne Hunter, University Governance
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. CSNP8 Vacancy
   e. Staff Senate Banquet
   f. Scholarship Handbook
V. NEW BUSINESS
   a. CSOR1 Vacancy
VI. ACTION ITEMS
   a. College of Arts and Sciences Dean Search Committee Appointment
VII. ANNOUNCEMENTS
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, November 21, 2019 at 9:00am in the Magnuson Room, MUC.
Next regularly scheduled Staff Senate meeting will be Thursday, November 7 at 9:00am in the Police Department Conference Room, Supporting Services.
"Inclement Weather Policies"

Whereas: The Student Government of Southern Illinois University Edwardsville has been granted the authority by the Chancellor of Southern Illinois University Edwardsville, as prescribed in section 3F of the Policies of the Board of Trustees and Article V of the Statutes of the Board of Trustees, to represent students in matters pertaining to student welfare, student activities, student participation in campus affairs, student participation in institutional planning and administration, and student opinion, and

Whereas: After evaluating feedback from the Student Body of SIUE, Student Senate supports the following revisions and additions to the policies and procedures of the Operating Policy in the Event of Inclement Weather and Other Special Conditions – 2C1,

Therefore: Be it resolved that any drafted policy include the following additions: details explaining current university procedure when severe weather is forecasted for the following day, stated metrics for determining the cancellation of classes, establishment of a timeline detailing when the determination of cancellation must be made and how the decision will be communicated to faculty, staff, and students, transparency regarding all participants involved in a closure decision, and the development of standard for which temperature and wind chill will result in closure of the campus. Such a standard must be established with consideration to the following data gathered from National Weather Service. With understanding of the geographic nature of our campus forcing students to be outside for up to 30 minutes at once, Student Senate supports the standard of closure at any temperature -5 °F and/or wind chill of -18.

![Wind Chill Chart](image-url)
Upon passage, this document shall become the official policy of the Student Government of Southern Illinois University Edwardsville shall be forwarded to Kimmel Student Involvement Center Associate Director Sarah Laux, Vice Chancellor for Student Affairs Dr. Jeffrey Waple, Chancellor Dr. Randall Pembroke, Interim President Dr. Kevin Dorsey, the Southern Illinois University Board of Trustees, Members of the Illinois State Legislature, and the Governor of the State of Illinois.
Senator Code of Conduct

First and foremost – we represent the Senate and are an example to others across campus.

Secondly - we represent the constituency group we are affiliated. This does not mean we do not help others in a different constituency group. We are thoughtful and listen respectfully. If we cannot answer specifics we find out who represents them and give contact information.

We DO NOT act solely to represent our individual departments or our own self interests.

Quarterly reports are expected and provides an opportunity to provide feedback.
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 or 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 annually 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 (4016):**

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 or 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 November 30. 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

University Staff Senate Scholarship Award

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 once every two years.

Faculty for Collective Bargaining Scholarship Award

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 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, and volunteerism. 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

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<th>Applicant Name:</th>
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<th>Name of Represented SIUE Employee:</th>
<th>Classification/Job Title:</th>
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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.

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<th>Signature of Represented SIUE Employee</th>
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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, and volunteerism.

1. Written essay (weight = 9.0 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

   (45 point max.)

2. Overall GPA or its equivalent (weight = 5.0) x GPA 4.0 = A

   (20 point max.)

3. Activities (weight = 9.0 per category)
   A. co-curricular activities
   B. honors and/or awards
   C. work history
   D. volunteerism/family responsibilities

   (36 point max.)

Total Points

Rank

Raters Printed Name

Raters Signature

Comments:

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