The regular meeting of the University Staff Senate Executive Board was called to order at 9:00am on Thursday, January 16, 2020 in the Magnolia Room of the Morris University Center by President Toberman.

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

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

REPORTS AND UPDATES:
There were no reports

UNFINISHED BUSINESS:
A draft document for Search Committee Guidelines will be reviewed at the next Executive Board meeting. Discussion with people running search committees and the people serving on those committees indicates a real need for this document.

A constituency list was received from Human Resources and will be distributed to Constituency Representatives. The Public Relations Committee will look into getting information out about current vacancies.

The ad hoc committee for the Staff Senate Banquet is pursuing a Glo Bingo event as a replacement for the traditional banquet. There was a discussion of previous events, cost differences, and suggestions for the event. A motion was made and seconded to allow the ad hoc committee to continue work in the direction of a Glo Bingo event, and it was adopted unanimously.

There was further discussion about report expectations from committees and representatives. A Qualtrics form will be created to assist with reporting.

NEW BUSINESS:
Discussion about the Staff Senate Scholarship application essay definition language was tabled to the next meeting.

The SIUE New Employee Orientation will be moving to an online format in February. There was a discussion about previous formats and topics covered. It is now a compliance-based format. The suggestion of the Staff Senate taking on some aspects of an orientation role was discussed.
Discussion of Staff Senate representation on search committees was added to the agenda. A list of positions within two reporting lines of the Chancellor was created, and it includes positions that Staff Senate does not necessarily have an interest in. There was discussion about changing the Staff Senate Bylaws from requiring representation on search committees within two reporting lines to some searches that are more than two reporting lines that are of more interest. There was no objection to opening conversations with the Faculty Senate President to have a joint discussion about Senate representations.

**ACTION ITEMS:**
There were no action items.

**ANNOUNCEMENTS:**
The Director of Honors will be out on leave until spring break, therefore Toberman is handling many of those responsibilities in the interim. He asked that if there is something that he does not address to please follow up with him as this is their busiest time of year.

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

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

**ADJOURNMENT:**
The meeting adjourned at 10:02am.

Submitted by Anne Hunter, University Governance
STAFF SENATE EXECUTIVE BOARD
Magnolia Room, Morris University Center
January 16, 2020 – 9:00am
AGENDA

I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. UNFINISHED BUSINESS
   a. Search Committee Guidelines
   b. CSNP8 Vacancy
   c. CSOR1 Vacancy
   d. Staff Senate Banquet
   e. Report Expectations & Report Form
V. NEW BUSINESS
   a. Scholarship Application Essay Definition Language
   b. New Employee Orientation Online Format
VI. ACTION ITEMS
VII. ANNOUNCEMENTS
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT

Next regularly scheduled meeting will be Thursday, February 20, 2020 at 9:00am in the Magnolia Room, MUC.
Next regularly scheduled Staff Senate meeting will be Thursday, February 6 at 9:00am in the Cougar Pavilion, Lukas Annex.