UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING
Zoom Meeting ID 952-0740-8917
April 16, 2020 – 9:00am
Approved Minutes

The regular meeting of the University Staff Senate Executive Board was called to order at 9:01am on Thursday, April 16, 2020 via Zoom by President Toberman.

Present: Ian Toberman, David Balai, Gretchen Fricke, Angela White, Collin Van Meter, Cindy Cobetto, Domonique Crosby, Mark Ferrell, Melanie Schoenborn
Guest: Jennifer Zurliene

APPROVAL OF MINUTES:
The minutes for the February 20, 2020 meeting and the April 5, 2020 special meeting were approved as corrected.

REPORTS AND UPDATES:
Ferrell reported that pandemic meetings are being held on Thursday afternoons. Civil Service testing has been suspended because it must be an in-person test. Finals will be held online. Evergreen, Bluff, and Woodland Hall parking lots have Wi-Fi access for those who do not have internet access at home.

Schoenborn reported that an Open Range employee disciplinary hearing was resolved, and the employee is back in pay status.

75 people are registered for the May 6 webinar sponsored by the Public Relations Committee. Toberman noted that the Senate may want to look at providing other resources in an online format that can be recorded.

The Elections and Operations Committee was asked to work on edits to formally allow electronic meetings and actions.

Toberman put together a summary of issues to share with the Chancellor which is being presented to the other constituency heads first for discussion. Issues include transition problems and concerns as well as future concerns. There has been no discussion of financial exigency. Searches are continuing for higher level positions, and there has been a mix of other positions being posted and filled.

The Library and Information Services Dean search is going forward, and online candidate meetings are beginning.

There were no other reports.

UNFINISHED BUSINESS:
The document for Search Committee Guidelines is completed and can be reviewed by future Presidents as needed.

Vacancies were acknowledged and will continue to be considered.
Schoenborn moved to change the scholarship application essay question to “Please write a personal statement of at least 300 words that describes you and what you hope to accomplish at SIUE. In writing your personal statement include areas of study, immediate goals you wish to accomplish in your education in the next semester, and your background that helps you succeed in these goals. Share any personal abilities related to your area of study or your immediate goals and your self-confidence in achieving your goals. Your statement will be evaluated on its content, spelling, grammar, punctuation, articulation, and style.” There was a second, and discussion took place. The motion was adopted unanimously.

NEW BUSINESS:
The Chancellor asked for appointments to the Vice Chancellor for Administration Search Committee on April 15. Appointments will need to be approved by the Staff Senate, however names will be submitted provisionally with approval of the Executive Board. Toberman selected Tony Fearon, Mark Ferrell, and Shane Kessinger as they provided a broad representation of viewpoints; if Kessinger does not accept the nomination the third name would be Darryl Cherry. The Chancellor will choose who will serve on the committee, but Toberman is requesting two representatives. The floor was opened to discussion, and there were no objections. The names will be presented at the next Staff Senate for approval.

The Summer scholarship was discussed. Van Meter made a motion to limit the Summer scholarship award to $1000, which was seconded. The scholarship will be posted for one month with the understanding that funds may not post to their account until June. The motion was approved unanimously.

A discussion about fundraising was added to the agenda. Due to the current environment and restrictions due to the COVID-19 pandemic, the October fundraiser will be postponed. Dates for spring will be looked at as alternatives, and the Fundraising Committee will present ideas for alternative events in the fall semester. There was a discussion of other fundraising options including raffles and dine-to-donate events. It was acknowledged that some traditions have been lost and things will change to a new normal with a smaller employee footprint.

ACTION ITEMS:
There were no action items.

ANNOUNCEMENTS:
There were no announcements.

FUTURE AGENDA ITEMS:
Changes to the Constitution and Bylaws to accommodate electronic actions and meetings will be discussed at the May Executive Board meeting.

Nominations are open for officer positions and should be made in writing.

PUBLIC COMMENT:
There was no public comment.
ADJOURNMENT:
The meeting adjourned at 10:15am.

Submitted by Anne Hunter, University Governance
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. Scholarship Application Essay Definition Language
V. NEW BUSINESS
   a. Vice Chancellor for Administration Search Committee Appointments
   b. Summer Scholarship
VI. ACTION ITEMS
VII. ANNOUNCEMENTS
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT