The regular meeting of the University Staff Senate Executive Board was called to order at 9:01am on Thursday, December 17, 2020 via Zoom by President Balai.

Present: David Balai, Mark Ferrell, Ian Toberman, Domonique Crosby, Denysse Anderson, Cindy Cobetto (also proxy for Angela White), Melanie Schoenborn, Anne Hunter (ex officio)
Guest: Anne Cavanaugh, Laura Jacobs, Carolyn Jason, Shane Kessinger, Rasheda King, Doug James, David Koonce, Sarah Laux, John Milcic, Mike Schultz, Bob Thumith

GUEST:
Mike Schultz and Bob Thumith were guests at the meeting to discuss the COVID testing plan for SIUE. Some questions were submitted in advance and reviewed.

DNA will only be used for COVID testing and will then be destroyed, and the swab and straw will be destroyed at the testing site as biohazard waste. The test process from the University of Illinois could not be used as it did not have FDA approval yet, so it was necessary to move forward with other testing plans. The testing company will be hiring locally to fill positions and was the only firm that would accept insurance. A $1.4 million ceiling was approved by the Board of Trustees, and any tests charged to insurance will reduce the cost to SIUE. The CARES money has been covering insurance costs for testing so far, but that coverage is set to expire at the end of the year. Employees and students will not have to pay for testing even if insurance does not cover it. The HIPPA release for testing will allow the company to release information to SIUE and the State of Illinois Department of Public Health (IDPH).

SIUE is in the process of hiring contact tracers, to be trained over the break period. When there is a positive test, they will call to see who they have been contact with and enter information into the IDPH database. IDPH provided a grant to SIUE to help cover the cost of contact tracing.

Employees who receive positive results with off-campus testing have been asked to self-report, and that will continue. Human Resources is focused on employees and student employees, and they will be improving their communication with directors to ensure that it happens correctly. Employees who do not come to campus before January 21, 2021 do not need to test. An FAQ will be put up on the website soon.

Concerns from Morris University Center (MUC) employees were brought up and discussed. The Family First Coronavirus Response Act (FFCRA) leave expires at the end of the year, and the Director of the MUC has told employees they will not be allowed to use vacation time via a policy posted on the employee board. Thumith will clarify that information.

Employees who refuse to test will not be allowed to come to campus. Situations will be dealt with on an individual basis. There has been no discussion of mandatory vaccinations. Mandated testing is legal.
through the EEOC, and there is a revised statute that gives rights to the employer to mandate COVID testing specifically.

Child care concerns were expressed, especially given the relief act is expiring at the end of the year. An employee unable to work remotely may have child care needs that are not easily addressed.

A request was made to make sure that directors and supervisors have accurate information to give to employees in regards to COVID concerns and procedures. A larger discussion of how information is distributed took place. The assumption has been that a Vice Chancellor will give information to their reports who will then filter it down to their reports until it reaches employees, however it often does not happen that way. A suggestion was made to provide an anonymous line of communication where employees can submit when they are or think they might be getting bad information. People do not feel comfortable reaching out. Thumith is looking at building out Human Resources tools to include some kind of chat or communication method for questions.

Departments do have leave to have ancillary policies for management purposes, but the intent should not be to violate University policy or collective bargaining agreements. Human Resources usually does not hear about them unless people bring up concerns. It was noted that employees in some departments are scared to say anything.

There are many cases of fraudulent unemployment claims on campus, and there are a large number state-wide. The Illinois Department of Employment Security (IDES) has a poor response time and is not engaged in resolving the issue. Any SIUE employees who have had an issue can contact Human Resources.

**APPROVAL OF MINUTES:**
The minutes for the November 19, 2020 meeting were approved as written.

**REPORTS AND UPDATES:**
Balai reported that the Vice Chancellor for Diversity, Equity, and Inclusion Search will have interviews scheduled for the end of January or early February, and there will be virtual open forums. The Chancellor’s Town Hall addressed some ongoing questions. Some employees working from home may need to come in as needed to accommodate new students. The Black Faculty and Staff Association (BFSA) will be hosting a state of the union, and the Faculty Senate is looking into making the student hardship refund process easier.

There may be a request for new LGBTQ and Latinx constituency statuses, and there was a discussion about what recognition means. Being recognized allows a voice, however it does not always mean that the group is organized and ready to participate fully.

The Scholarship Committee posted a report that is attached. There were no objections noted to the decision to award $700 to Noah Tungett and $300 to Courtney Vollmer for the Faculty for Collective Bargaining Scholarship. An announcement will be sent to the Staff Senate listserv and winners will be notified.
There were no other reports.

**UNFINISHED BUSINESS:**
Vacant positions were acknowledged.

**NEW BUSINESS:**
There was no new business.

**ACTION ITEMS:**
Laura Jacobs was nominated to serve as the Staff Senate representative on the Common Reading Steering Committee. The nomination was seconded and approved unanimously without discussion.

**ANNOUNCEMENTS:**
There were no announcements.

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

**PUBLIC COMMENT:**
Toberman offered kudos to Balai for his work around COVID testing, noting the speed of a town hall to address comments and questions.

**ADJOURNMENT:**
The meeting adjourned at 10:38 am.

Submitted by Anne Hunter, University Governance
AGENDA

I. CALL TO ORDER
II. GUEST
   a. Mike Schultz & Bob Thumith – COVID Testing Policy
III. APPROVAL OF MINUTES
IV. REPORTS AND UPDATES
V. UNFINISHED BUSINESS
   a. ESL CSNP/ASRP Vacancy (through 2023)
VI. NEW BUSINESS
VII. ACTION ITEMS
   a. Nomination of Laura Jacobs to the Common Reading Steering Committee
VIII. ANNOUNCEMENTS
IX. FUTURE AGENDA ITEMS
X. PUBLIC COMMENT
XI. ADJOURNMENT
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Scholarship Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Submitted By</td>
<td>Melanie Schoenborn</td>
</tr>
<tr>
<td>Role/Position</td>
<td>Chair</td>
</tr>
<tr>
<td>Quarter Submission</td>
<td></td>
</tr>
</tbody>
</table>

If additional explanations for any section are necessary, please attach additional sheets.

What is the general charge of the committee on which you sit? (This can be repeated from report to report).

The Scholarship Committee administers the scholarships that are offered on behalf of the Staff Senate. Please continue to support and promote its operations. See to it that the scholarship process is fair and impartial. Continue to work with the Public Relations Committee to advertise the opportunities and the Awardees.

Major Activities or Actions Since the Last Report

The Faculty for Collective Bargaining Scholarship was opened for applications on Nov. 1 and closed on Nov. 30. The Committee members: Jan Cabon, Cindy Cobetto, Ian Toberman and myself reviewed the applicants via Academic Works. Those applicants were reviewed by Anne Hunter, University Governance Secretary to be eligible for this scholarship at this time. A comprise for the dispersal of the moneys appropriated was offered by myself and an email vote was taken with a unanimous conclusion.

Activities or Actions Under Consideration or In Development

We would like to submit the following applicants as awardees for the FCB Spring 2020 Scholarship with moneys as noted:
   - Noah Tungett - $700
   - Courtney Vollmer - $300
There were three applicants and these two received the highest scores but Noah’s scores were much greater from each member of the Scholarship Committee so that is the reasoning for the differing amounts of money for the applicants.
### Areas of Particular Concern or Interest Relevant to the Staff Senate

Noah is a transfer student and will be Army ROTC. Courtney is continuing her education at SIUE to become a teacher.

### Questions, Challenges, and Resources Needed

The scores were from the approved evaluation tool. Please note that the essays are somewhat longer and more informative of each applicant with the new introduction which was recently approved.

### Goals and Action Items

We request that the Executive Board approve our awardees and direct Anne Hunter as the University Governance Secretary complete the process and notify the awardees and applicants and the USS Public Relations Committee Chairperson of the results so that they can share our new FCB Scholarship Awardees with the University community.

### Other Notes/Comments

This report is created for the Executive Board meeting of December 17, 2020 and also fulfills the requirement of a Quarterly Report for our Scholarship Committee for February 2021.