The regular meeting of the University Staff Senate Executive Board was called to order at 9:01am on Thursday, July 15, 2021 via Zoom by President Mark Ferrell.

Present: Mark Ferrell, David Balai, Angela White, Cindy Cobetto, Mike Hamil, Anne Hunter (ex officio)
Excused: Denyse Anderson, Darryl Cherry, Carolyn Jason
Guest: Dusty Rhodes

APPROVAL OF MINUTES:
The minutes for the June 17, 2021 meeting were approved as written.

REPORTS AND UPDATES:
Staff Senate padfolios were distributed to Senators.

Non-represented staff have been discussing the lack of raises over the past two years. Ferrell will discuss with the Chancellor.

It was noted that health premiums went up. Healthlink member numbers have changed, so it will be necessary to update information with providers.

There were no other reports.

ACTION ITEMS:
Anne Hunter was appointed as an ex officio member of the Staff Senate Executive Board, and it was approved unanimously.

UNFINISHED BUSINESS:
Human Resources has only received 5 work-from-home agreements. Academic Advisors received a 3/2 agreement for those who wanted it. The Policy Review Committee will continue to monitor the issue. Notes from the July 1 Policy Review Committee meeting were shared and are attached.

NEW BUSINESS:
There are currently four vacancies on the Staff Senate. The CSNP 2 position is open due to non-attendance, and the CSOR 6 vacancy was unfilled during the election. Constituency Representatives have been working to fill vacancies on the Alton campus.

ANNOUNCEMENTS:
Announcements were reviewed as listed on the agenda. The East St. Louis Campus is hosting a blood drive on campus on July 16, and those donating will receive a free meal from a food truck as well as a gift card or shirt.
FUTURE AGENDA ITEMS:
Hamil offered to reach out to Kevin Wathen in SIUE Military and Veteran Services to see if there are plans to acknowledge the 20th anniversary of 9/11.

PUBLIC COMMENT:
There was no public comment.

ADJOURNMENT:
The meeting adjourned at 9:20 am.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. ACTION ITEMS
   a. Establish Ex Officio for FY22
V. UNFINISHED BUSINESS
   a. Work from Home Policy
VI. NEW BUSINESS
   a. Vacancy – CSNP2, CSOR 6, ALT CSNP/ASRP, ALT CSOR/ASNR
VII. ANNOUNCEMENTS
   a. Chancellor Search Website – siue.edu/chancellor-search
   b. Fall Scholarship Applications Open – August 1 through September 7
   c. Next Staff Senate Meeting – August 19 at 9:00am
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT
Policy Review Committee Meeting Notes from 7/1/21

Bob has only received 5 Remote Work Agreements with some from University Advancement expected. Approving all as long as “street legal” (i.e., following standard University policies).

Some are being submitted with no end date, indefinite

All employees in HR are in the office except for 2 for medical purposes.

Bob understands and agrees that clearer communication to all employees is needed going into fall.

The PowerPoint presentation containing guidance on remote work agreements was shared at the Chancellor/VC level and was supposed to filter down two supervisory levels. It is available in the Blackboard Management Group in the HR Training folder.

RE: Work from Home form, will look into updating. The online process was also brought up by several people as being difficult to complete with all necessary information.

New in HR –

- Website has been updated with contact information to make it easier to determine who to contact
- Kiosk in Lobby, student worker for 4 hours a day; in the fall, new full-time employee at desk
- SURS is not a friendly partner; difficult to communicate information when employee retires; pro-forma payment first 6 months
- January – started using exit survey as employees leave, primary reasons for leaving: compensation & career advancement opportunities
- Campus turnover rate has seen continuous decrease in the last 4 years
- Currently 60 open jobs – 30 civil service
- Applicant pool is shallow
- Retention is important, thinking about how to retain employees
- Goals: Develop dashboards with personnel movement information

Respectfully Submitted by Denyse Anderson
7/14/2021