The regular meeting of the University Staff Senate Executive Board was called to order at 10:02am on Thursday, October 21, 2021 in the Magnolia Room of the Morris University Center by President Mark Ferrell.

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

APPROVAL OF MINUTES:
The minutes for the September 16, 2021 meeting were approved as written.

REPORTS AND UPDATES:
Becherer reported that there is some movement towards allowing students to work over the summer semester. Feedback from the Meet and Greet was positive, and options for the Alton and East St. Louis Campus will be pursued.

White provided information to Marketing and Communications for a press release about the Fall Scholarship awardees.

Anderson sent communications to try and fill the Alton vacancy.

The current opening for an Open Range Senator will be held pending completion of a conversion assessment on White’s position.

President Ferrell met with the Chancellor and asked for feedback on a holiday party for December 2021. A veterans’ lunch hosted by Student Government will be held on Veteran’s Day and is open to the community. There was confusion about a reading day advanced by the Student Mental Health Initiative, and some faculty thought it was optional and held classes. The need for a fall break was discussed.
Ferrell will invite Bill Winter to be a guest at a future Staff Senate meeting. The Faculty Senate is voting on whether to include Non-Tenure Track faculty in their membership. SIUE has over an 80% vaccination rate, and there will be a November 5 clinic for COVID boosters.

There were no other reports.

ACTION ITEMS:
There were no action items.
UNFINISHED BUSINESS:
There are no current nominations for vacant Senate seats.

NEW BUSINESS:
Appointments to the Policy Review Committee and the Rules and Procedures Council are being considered.

The Student Military Service Policy draft was reviewed and discussed. There were no objections to the policy.

ANNOUNCEMENTS:
Announcements were reviewed as listed on the agenda. There was a discussion about the inclusion of unions with constituency groups in the Chancellor search forums, and it was noted that it was problematic.

FUTURE AGENDA ITEMS:
There is still an opening for the Committee for Higher Administrator Performance Appraisal (CHAPA). Signage will be created for the next Meet and Greet event. There is a pending logo change for the University which was started by Marketing and Communications that will result in rebranding with an existing logo, however the bid came in more expensive than expected. The Staff Senate will not be included in the platform party for commencement this fall due to COVID limitations.

PUBLIC COMMENT:
There were no other comments.

ADJOURNMENT:
The meeting adjourned at 10:49 am.

Submitted by Anne Hunter, University Governance
I. CALL TO ORDER
II. APPROVAL OF MINUTES
III. REPORTS AND UPDATES
IV. ACTION ITEMS
V. UNFINISHED BUSINESS
   a. Vacancies – CSNP 2, CSOR 6, ALT CSNP/ASRP, ALT CSOR/ASNR
VI. NEW BUSINESS
   a. Policy Review Committee Appointment
   b. Rules and Procedures Council Appointment
   c. Student Military Service Policy
VII. ANNOUNCEMENTS
    a. Chancellor Search Website – siue.edu/chancellor-search
       i. Finalist Visits – October 21, October 25, and October 28 (meet with SSEB at 1:50pm)
VIII. FUTURE AGENDA ITEMS
IX. PUBLIC COMMENT
X. ADJOURNMENT
STUDENT MILITARY SERVICE POLICY

Short Term Absences (Up to 30 days)

Enrolled students who are members of the United States Armed Forces, including the National Guard of any State or the District of Columbia, Reserves, or Active Duty military who are unable to attend classes for up to 30 days within a term, due to a military obligation, will be afforded a reasonable time and opportunity to complete class requirements, at no additional charge. If it is not reasonable for a student to complete class requirements, or not feasible due to the class meeting for a shorter than 16-week term or for other reasons, then the student will be allowed to withdraw from the class, with a full refund of tuition and fees.

- Students should notify faculty members as soon as possible regarding any upcoming military service related absences, and discuss options for making up missed work.
- Students must provide faculty members with a copy of their official orders, training schedule, or letter from the applicable unit/commander, at the beginning of the semester, or as soon as possible, if received after the start of a term.
- Faculty members may request review by the Office of Military and Veteran Services of the student’s supporting documentation to determine their validity, and/or to consult on recommended reasonable due dates.
- If a student and faculty member are unable to come to a mutually satisfactory agreement concerning revised due dates, the student should appeal to the appropriate Department Chair, or work with the Office of Military and Veteran Services, to resolve the conflict.
- Students who miss an exam or quiz due to military service obligations will be provided an opportunity to make-up the exam or quiz, or complete an alternative of equal measure.
- Students must be given an opportunity to earn participation points, group discussion points, extra-credit, or any other points received during a class period that is missed due to military service, by offering make-up opportunities of equal measure.
- If all students can drop an examination/quiz grade, absences due to required military service shall not constitute the dropped examination/quiz grade, and the student must be afforded the opportunity to complete all examinations/quizzes.
- Students who begin the semester late due to a military obligation have a two-week period from the last day of their orders to decide to drop the course for a full refund of tuition and fees. Official Orders are required to be submitted to the Service Center.
- Students who withdraw from one or more courses should contact the Office of Military and Veteran Services, or the Office of Student Financial Aid, to determine any affects on their financial assistance.

Long Term Absences (30 days or more)

When called to active duty, the feasibility of completing the requirements of a currently enrolled course depends on many factors, including but not limited to:

- The course modality (online vs. on-ground);
• The difficulty of the subject content;
• The percentage of the course that has already been completed;
• The number and type of remaining assignments;
• The format of the course (labs, classroom, experiential); and
• The service member’s ability to engage and complete coursework while deployed.

Students who receive orders for active-duty deployment should contact their faculty members as soon as possible to discuss the options for their course(s). The following options are generally available:

• **Grade Issued:** If the faculty member determines that a sufficient amount of the course has been completed, a grade can be issued. The faculty member should discuss what grade will be issued with the student.

• **Incomplete:** Students who have successfully completed the majority of work for a course and will reasonably be able to finish remaining requirements within one year can be awarded a grade of “I” (Incomplete) at the discretion of the faculty member. There will be no additional tuition and fees assessed for completing a course with an Incomplete grade.

• **Withdrawal:** The student should contact the Service Center. The student will receive full credit for tuition and fees. The Service Center will process the withdrawal and arrange for appropriate adjustments to the student’s account. If the withdrawal is beyond the deadline to receive a full credit of tuition and fees, proof of deployment will be required. Students who withdraw from courses should contact the Office of Military and Veteran Services, and/or the Office of Student Financial Aid, to determine how a withdrawal may affect any financial assistance they are receiving.

• **Combination of the above:** For students enrolled in more than one course, the student may withdraw, receive a grade, or receive an incomplete, in any combination during the semester of deployment.

**Housing:**

Students who receive orders for active-duty deployment of 30 days or more may be relieved of their University Housing contract obligations if they need to move out of University Housing due to such military deployment. Students would be required to pay for any time spent utilizing the housing space. Students must contact University Housing at housing@siue.edu to complete the appropriate cancellation process, and submit official orders for the relevant time frame.

**Meal Plan:**

Students who withdraw from the University due to active-duty deployment will be able to receive a reimbursement of any balance remaining on their student meal plan and/or Cougar Bucks account.

**Parking:**

Students who withdraw from the University due to active-duty deployment will be able to receive a full refund of funds that they paid for a parking permit for the affected term.
Return of Textbooks:

Students should return all rented books and other course materials for any courses from which they have withdrawn before the semester deadline. If a student is unable to return rented textbooks and/or other rented course materials before the semester deadline, due to an active-duty military deployment, they should contact Textbook Services, and provide a copy of their official orders, in order to avoid any late charges or additional fees. Books and other course materials can be mailed to Textbook Services, but the student will need to cover the cost of shipping. For more information regarding returning books via mail contact Textbook Services at 618-650-3020.

Students Returning From Active Military Service

All efforts will be made to accommodate the educational and financial guarantees for students returning from active military service. To be entitled to readmission, the returning servicemember must meet the following three criteria:

- Provide advance written or verbal notice to the University of their deployment;
- The cumulative total period of absence cannot exceed five (5) years; and
- Upon the servicemember’s return, they must provide notice of their intent to reenroll at the University.

Upon returning, the student is entitled to:

- The same academic status and standing as before (unless the servicemember requests or agrees to a different enrollment status); and
- For the first academic year, their former rate of tuition and fees, if returning to the same program in which they were previously enrolled; and
- For subsequent academic years, or for a different program, tuition and fee charges that are no more than the institution is charging other students.

Students who believe they have been unfairly disadvantaged due to their military service should contact the Office of Military and Veteran Services for assistance. [https://www.siue.edu/military/](https://www.siue.edu/military/).

Students who wish to file a complaint of discrimination on the basis of military service may also contact the Office of Equal Opportunity, Access & Title IX Coordination [https://www.siue.edu/boa/policies-procedures-notice/index.shtml](https://www.siue.edu/boa/policies-procedures-notice/index.shtml).

Sources: Higher Education Act of 1965, Section 484C as amended; 20 U.S.C. 1091c, and implementing Regulations; Service Member’s Tenure Act, 330 ILCS 60/5.2; and Illinois Public Act 094-0587 (amending the Southern Illinois University Management Act, 110 ILCS 520/20).