

Staff Senate Minutes

April 10, 2024 1:15 p.m.

Rathskeller Loft, University Union

**Senators Present:** Ke’an Armstrong, Curt Ayers, Mary Brown, Matt Cobble, Melissa Coleman, Tony Craven, Lynn Griesemer, Tina Jenkins, Kristi Keck, Jon McKenzie, Michelle Morgan, Shawn Peoples, Kim Pope, Michelle Wayne, Catie Witt-Danner

**Senators Absent:** Andrea Beals, Maggie Burkhead, Kristin Hupp

**Guests:** Stacy Smith, UPD

**Approval of Minutes** – Senator Wayne motioned, Senator Pope 2nd.

**Executive Officer Reports**

1. Treasurer’s Report – *$325.83 in the Gift Account; $2,000 in the Appropriated Account for more shout out cards*
2. Secretary Report – No report
3. Vice President Report – No report
4. President’s Report – No report

**Committee Reports**

1. **Personnel Policies, Benefits, and Welfare Committee** 
   1. Parking Appeals Subcommittee – No report
   2. Parking Advisory Committee – *Will meet at the end of Spring semester, confirmed that Senators Peoples, Beals, & Witt are on the committee.*
   3. Environmental Health and Safety Subcommittee – No report
2. **Budget and Planning Committee** 
   1. CUPB – *Did not meet*
   2. University Naming Subcommittee – No report
   3. Campus Master Plan Committee – *EIU has entered into a contract with a vendor for the facilities condition assessment project.*
3. **Liaison Committee** 
   1. University Union Advisory Subcommittee – *The Union Director will look at reviewing the committee*
   2. Staff/Faculty Senate Relations Subcommittee – No report
4. **Elections Committee** – *There was a good turnout for senator nominations; 3 for AFSCME, 3 for Non-Negotiated Civil Service, and 1 for Non-Negotiated Trades.  The nomination petition was publicized via the University Newsletter, staff email, and paper flyers.  There will be an election for the contested positions on April 24 from 6:00am to 11:00pm.  ITS is setting up an electronic ballot through Qualtrics that will be emailed to staff and will only be accessible by the affected employee groups.  Staff will be able to access the ballot on their smart phones.  The results should be available the following day.  Tony Craven is considered elected for Non-Negotiated Trades since his seat was uncontested.   Officer nominations will take place next month.*
5. **Ad Hoc Committees**
   1. Staff Recognition/Development Committee – *Received approval to purchase more shout out cards. New cards will have an expiration date of the fiscal year in which they are issued.*
   2. Constitution Review Committee – No report
6. **Constituent Reports** 
   1. Administrative and Professional – *Senator McKenzie encouraged all current employees to join the EIU Annuitants Association. The Association regularly sends out news pertaining to SURS as well as tracks legislation that may affect SURS.*
   2. Non-negotiated Civil Service – *We have an online election set for Wednesday, April 17, for revisions to the Civil Service Council Constitution. We are seeking nominees for District II (VPBA area) representative and alternate for a two-year term starting June 1, 2024.  Nomination deadline is April 30 at 4:30 pm.  An election, if necessary, will take place May 15 online. The Civil Service Council is working on a proposal for the University Administration to host the Council of Councils in 2026 or 2027.  The 2024 Council of Councils meeting will be held on October 25 at UIC.*
   3. Non-negotiated Trades – No report
   4. Negotiated Trades – No report
   5. AFSCME 981 – No report
   6. UPD – No report
   7. Contract Appt or Grant Funded – No report
   8. Minority Report – *April is Asian American and Pacific Islander Heritage month – several events are scheduled.*
   9. EAC Report – No report
7. **Liaison Reports** 
   1. Student Senate – No report
   2. Faculty Senate – No report
   3. VPBA Report – *We are very close to a signed contract on the new science building. Bidding will start in January for the utility tunnel project with work starting next fall. Work at the Rec Center will be done mid-June. The structure of the smokestack at the Old Steam Plant is being looked at and it will probably need to come down. Roof work at Buzzard & Lantz will happen this summer. Inventory is moving to an RFID system and temporary help will be hired to assist in the transition. This means retagging of all red tagged items. Just over 50% of employees have completed the Cyber Security Training as of now. The Dean of Students search starts this week with four candidates. The first round of Zoom interviews for FPM Director have been done. Interviews are taking place in April for Environmental Health & Safety position. Our Financial Aid Office is ready to process FAFSAs. Years of Service will be held April 17th. Athletics is hosting EIU Day at the baseball game on the 24th.*
8. **Unfinished Business**
   1. *Any donations for the Larry Shobe Memorial should note that it’s in memory of Larry Shobe.*
   2. *Donna Nofke & Teresa Jones from HR will be retiring April 30th. Amie Calvert will be leading HR in Linda Holloway’s absence.*
9. **New Business**
   1. *Spring Fest will take place next week at Doudna.*

**Adjourned 1:55 pm**