

**UNIVERSITY STAFF SENATE EXECUTIVE BOARD MEETING**  
**Magnolia Room, Morris University Center**  
**November 21, 2024 – 9:00am**  
**Approved Minutes**

The regular meeting of the University Staff Senate Executive Board (SSEB) was called to order at 9:03 am on Thursday, November 21, 2024, by President Doug James.

**Present:** Doug James, Kelly Jo Hendricks, Steven Green, Cindy Cobetto, Angie White, Ben Kaminski, Evan Lewis,

**Absent:** Sara Colvin, Christy McDougal, Michael Tadlock-Jackson (ex officio)

**Guests:** Keith Becherer

**APPROVAL OF MINUTES:**

The minutes for the October 17, 2024, meeting was approved as written.

**GUEST:**

Keith Becherer is in attendance to assist in creating a memo to Carl Chambers/HR, as requested in Policy Review. The University Staff Senate would formally request the SIUE Human Resources unit to review our current campus procedures/policy that allow a carry-over maximum of two (2) months' worth of accrued vacation time. We would request that all full-time staffing categories be aligned with one another, as well as with the SURS retirement maximum.

- Additionally, we would ask for an optional one-time financial pay-out to employees with excessive vacation balances (assuming certain criteria were met). Maximum allowable for Civil Service (CS) classified employees (56 days); we would request that all Administrative Professional (AP) classified employees also be allowed a maximum of 56 days (currently AP is only allowed a maximum of 50 days). By doing so, this would align the maximum carry-over days allowed, with the SURS retirement calculations of fifty-six (56) days. [www.surs.org](http://www.surs.org). In determining final average earnings upon retirement, up to 56 workdays of accrued vacation earnings are considered in the calculation of the final average earnings period if they are paid out by your employer when you terminate employment. Request that SIUE pay out up to fifty-six days (56) of vacation for those employees with the accrued balance upon retirement to figure into their final average earnings in alignment with other institutions across the state, including SIU Carbondale.
- Explore options, processes, and impacts for a once a year, financial pay-out to current employees with excessive vacation balances. We would recommend that the following criteria be required if this were to be allowed: Employee must have been employed at SIUE for at least seven (7) years. Employee must be in good standing within their unit with no outstanding personnel issues. Employee must be at or over their maximum allowable balance by June 15th, with no ability to use excess time before June 30th. Employee must complete the appropriate paperwork with their supervisor to request the cash out and then file that final request with Human Resources by June 30th. Any employee who meets the above criteria would be eligible to cash in for payment (at their hourly rate) no more than five (5) days\* of vacation, once within a fiscal year.

\*Hours of the working day would be determined based on their assigned shift times (ex: 7.5-hour days or 8-hour days).

**REPORTS AND UPDATES:**

President Doug James – New system up for finance; asking one of us to be involved, someone from staff advisory committee (Kelly Jo said she would do it). Minor is invited to the December SSEB meeting. Collin Van Meter is invited for the full Staff Senate meeting in February to give a SURS update.

Past President Kelly Jo Hendricks – Parental Leave Policy lunch and learn – December 18. Sara Colvin flier – impact of AI on recruitment and resume.

There were no other reports.

**SEARCH UPDATES:**

Vice Chancellor for Student Affairs – Miriam Rocchia selected as permanent VCSA.

**UNFINISHED BUSINESS:**

Address pay treatment for unrepresented staff – Did faculty get a 2% increase? Alton is losing staff but hiring faculty. Staff changes in HR—four open positions.

Share Wesley Peachtree budget consultant findings when available – We have not received permission to share Executive Summary yet.

**NEW BUSINESS:**

None.

**ACTION ITEMS:**

Identify potential employees to fill ALT/CS or AP Represented Senators – will follow up.

Staff Senators, especially SSEB, need to complete Open Meetings Act (OMA) training. Doug has reached out to Jennifer in General Counsel to confirm if Staff Senate falls under OMA the way Student Government and Faculty Senate do.

**ANNOUNCEMENTS:**

- a. Fall Commencement Volunteers – Friday Dec 13 and Sat Dec 14
- b. Free Leadership Training (Dave Heth) – February 24-27
- c. New Staff List published on Teams channel soon

**FUTURE AGENDA ITEMS:**

- a. Upcoming guest speakers at full senate meetings
  - i. December Guest Speaker – Lindy Wagner (Ast VC EDI)
  - ii. January Guest Speaker – Mary Zabriskie (EOA)
- b. Chancellor Minor invited to SSEB Meeting (hoping to make December 19)

**PUBLIC COMMENT:**

None.

**ADJOURNMENT:**

The meeting adjourned at 10:30 am.

Submitted by Benedict Kaminski, Negotiated and Prevailing Constituency Representative