

2017-2018 CIVIL SERVICE COUNCIL
Wednesday, December 6, 2017
Student Services Building Room 307
1:00 p.m.

I. **Call to Order** the December meeting was called to order by Anthony Travelstead, President, Civil Service Council.

II. **Roll Call of Membership**

Members Present: Richel Biby, Elizabeth Cheek, William Dozier, Diane Frew, Shari Garnett, Tina Gerecke, Cyndy Green, Casey Kidd, Ann Little, Jane Meuth, Tara Moore, Marianne Shields, Anthony Travelstead, Michele Tourville, Karin Wece

Members Absent with proxy:

Members Absent: Bill Dozier

Others Present: Chancellor Montemagno, Matt Baughman (Chief of Staff), Carolin Harvey (Annuitants Association), Joan Looft, Dawn Legier

III. **Invited Guest** – Chancellor Montemagno opened by saying we are in a challenging time; redirecting, rebuilding and rerouting our ship; we are engaged in significant changes; Montemagno stated that he is committed to making these changes and doing it in a way that preserves all positions that we have; there may be some that have to move from one job to another or to different locations; the ranks of the Civil Service and AP Staff have been decimated over the last 10 years; many jobs are being built so that one person is doing two or three jobs; two jobs is probably the norm now; it is not healthy for the organization.

A. Travelstead stated that he likes to hear that the Chancellor is aware of the Civil Service positions; a lot of individuals don't see Civil Service as an important part of the family; there is a very large mechanical process that takes place every day that a lot of Civil Service workers do for a lot of the other groups here on campus; Travelstead added that it is exciting to know that we [Civil Service] are not forgotten in your [Chancellor Montemagno] eyes; we are looking forward to working with you [Chancellor Montemagno] for many years to come.

C. Harvey asked once the new structure is put in to place, what criteria will be used to determine if it was a successful plan.

Chancellor Montemagno replied by saying that the success will be determined by the number of students we have, the amount of research that is brought in, the overall campus climate; Montemagno added that if we continue that way we are right now, all things that are important is what happens in the class room; the end result of that is just going to class and going home; this is supposed to be a 24 hour campus; part of the what we are judged on is whether or not we are a happy place, have we brought the fun back on campus.

C. Harvey asked what part of the plan will look at employee morale.

Chancellor Montemagno replied by saying right now everyone is focused on the academic reorganization, but it is my feeling that I want a community where, within the financial limitations that I have, I look after the people who work for me; my job is to make sure that each and every one has career opportunities to advance; I want to make it as best as I can possibly make it; there are severe financial constraints, but that doesn't mean that we can't

adopt a culture or philosophy where we take care of one another and where we recognize the contribution that each and every one makes.

A. Ortiz asked how Civil Service employees can help communicate and share positive information as the reorganization process moves forward.

Chancellor Montemagno replied by saying that there will be rolls for everyone as this process moves forward; there are a lot of efforts which are gearing up right now that have to do with how things operate; there is nothing more frustrating than not being able to do your job correctly; the way we process things will be reviewed and updated; Montemagno added that he will continue to communicate with the Civil Service union about this process so that everyone can be informed.

T. Gerecke asked if this review would include forms which may be redundant or outdated.

Chancellor Montemagno replied yes and added that a lot of forms that are being used can be converted to an online process as resources are made available.

T. Gerecke asked if there are Civil Service employees on the committees that are reviewing these processes and forms.

Chancellor Montemagno replied yes.

T. Gerecke noted that about half of Civil Service employees are not represented by a union; how will you communicate with those employees?

Chancellor Montemagno replied by saying that he was not aware that there are Civil Service employees not represented by a union and added that there has to be a way for all employees stay informed; Montemagno stated that it is his understanding that the information discussed at the Constituency Heads meetings is shared with all Civil Service employees, unionized or nonunionized.

A. Travelstead said yes, that is true.

C. Harvey noted that the Civil Service Council is not affiliated with the union and communicates with all Civil Service employees.

A. Travelstead commented that with the upcoming Board of Trustees meeting and the discussion about morale, there is the topic of increased compensation; Travelstead asked Montemagno if he could briefly tell about plans for salary increases.

Chancellor Montemagno replied by saying an increase is being presented as one of the budget scenarios during the working session at the Board meeting; these will be unofficial proposals, but they will be part of the budget scenarios laid out at the meeting.

T. Moore asked if there will be an increase in local recruitment.

Chancellor Montemagno replied yes, they have stepped up recruitment at local high schools as well as regional junior colleges.

E. Cheek stated that in the past there has been a disconnect between the University and the City of Carbondale and asked if that is being changed.

Chancellor Montemagno replied by saying that he and Mike Henry have become very good friends and that he sits on the Chamber of Commerce; Montemagno added that they both understand that the community has an impact on our recruitment and that it is a symbiotic relationship.

Chancellor Montemagno commented that he has been thinking about what more the Council can do to help him asked the Council to pass a resolution in support of the reorganization; Montemagno added that it would help a lot.

A. Travelstead stated that it will definitely been taken under consideration and discussed.

IV. **Approval of the Minutes** – The minutes from the November meeting were presented for approval. T. Gerecke noted a change on page 2. T. Gerecke made a motion to approve the minutes with corrections, seconded by E. Cheek, minutes approved unanimously by voice vote.

V. **Announcements** - AP Staff and Civil Service Holiday Potluck and Ugly Sweater Party. Thursday, December 14. 4:30 – 6:30 p.m. Copper Dragon. Use this link to sign up your dish.
<http://www.signupgenius.com/go/20f0445a4aa29a0fa7-holiday>

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – met on November 8; discussed concerns about restructuring and discussed that they working on getting Admissions Director position filled; they will be using an outside firm for that search.
2. **Board of Trustees Meeting** – the next Board meeting is December 14 at SIU Carbondale; the Board agenda packet was circulated for the Council to review.

A. Travelstead asked if anyone had any input regarding the Chancellor’s request for the Council to present a resolution in favor of the proposed restructuring. Questions and brief discussion followed. Topics raised included the measurement of success after the restructuring happens, timeline on measuring how well the restructuring worked, the loss of Civil Service jobs, being reassigned to a new area without consideration to the employee. After further discussion, it was decided that the entire Council will have a separate meeting on Friday, December 8 to discuss the proposed restructuring and consider a resolution in support.

B. **School of Medicine Civil Service Council** – No report

C. **Annuitants Association** – C. Harvey reported that the Association met and discussed the Governor’s proposal to change the State constitution as it pertains to our pension benefits; there is a Blood Drive scheduled for January 23 and 24 at the Student Center; there will be four scholarships available in the spring.

D. **Human Resources** – No report

E. **Council Committees**

1. **Executive**
E. Cheek reported that the committee met and set the agenda.
2. **Budget**
A. Travelstead circulated copies of the monthly budget reports. No questions.

3. **Bylaws**
K. Wece presented the Council with the second reading of the proposed changes to the Bylaws ([Attachment A](#)); no discussion; T. Moore made a motion to approve the Bylaws as presented; seconded by C. Green. The revised copy of the bylaws will be sent to Matt Baughman in the Chancellor's office for final approval.
 4. **Civil Service Benefits**
S. Garnett reported that the committee has not met.
 5. **Education Assistance**
J. Meuth thanked everyone for selling luncheon and raffle tickets and for getting raffle items.
 6. **Elections**
A. Little reported that the committee has not met.
 7. **Public Information**
C. Green reported that the committee will be meeting in the next couple weeks; working on getting information together for the newsletter.
 8. **Range**
T. Gerecke reported that the committee has not met. A. Travelstead reported that it was brought to his attention by Ami Ruffing, ACsE union president, that their new contract states that employees covered under the new contract ([Attachment B](#)) must be paid a minimum of \$10.50 per hour; this might be something that the Range employees would want to look in to; there are approximately 20 Range employees that would be affected by this; this will be discussed at the February meeting. T. Gerecke noted that this ties in nicely with the fact that the Chancellor did not know that all employees are not represented by a union.
- F. **Constituency Committees**
1. **Advisory Committee, Director of Public Safety** – *Cathy Lilley* – No report
 2. **Affirmative Action Advisory** – *Dawn Legier* – No report – Has not met
 3. **Computing Advisory** – *Shannon Newman* – No report
 4. **Honorary Degrees** – *Shari Garnett* – ([Attachment C](#))
 5. **Intercollegiate Athletics Advisory** – *Lisa Knight* - No report
 6. **Naming University Facilities** – *Chad Waters* - No report
 7. **Parking and Traffic Appeals** – *Liz Hunter* – ([Attachment D](#))
 8. **Recreational Sports and Services Advisory** – *Betsy Bishop* - No report
 9. **Student Center Advisory** – *Lisa Knight* - No report
 10. **Traffic and Parking** – *Tina Gerecke* – No report

11. **University Joint Benefits** – Currently inactive, there has been discussion about this committing starting back up again.

G. **Special/Other**

1. **Academic Calendar Committee** – *Joan Looft* – No report
2. **Employee Advisory Committee to the Merit Board** – *Anthony Travelstead* reported that the next meeting is in January 11 and 12; this will be Shari Garnett's first official meeting.
2. **Legislative Advisory** – *Karin Wece* – No report
3. **Diversity Committee** - *Jane Meuth* reported that the committee met with the Chancellor; the Chancellor some revisions to the plan; the committee is meeting on Monday to go over the changes.

A. Travelstead noted that there is now a member from the Diversity Committee on the Constituency Heads.
4. **University Accreditation Committee** – *Marianne Shields* – No report

VII. **Old Business**

Council meeting for January has been moved to January 10, 2018

VIII. **New Business**

XI. **Non-Agenda Items**

X. **Adjournment**