

2016-2017 CIVIL SERVICE COUNCIL
Wednesday, May 3, 2017
Student Services Building Room 307
1:00 p.m.

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

II. **Roll Call of Membership**

Members Present: Elizabeth Cheek, William Dozier, Diane Frew, Cyndy Green, Tina Gerecke, Ann Little, Randy Lowe, Jane Meuth, Tara Moore, Jason Phillips, Marianne Shields, Barb Shiplett, Anthony Travelstead, Karin Wece

Members Absent with proxy: Michele Tourville (Richel Biby proxy)

Members Absent: Shannon Newman

Others Present: Jay Brooks, Shari Garnett, Carolin Harvey, Casey Kidd

III. **Invited Guest** – Brad Dillard – Director, Plant & Service Operations (PSO)

Dillard reviewed the various departments that fall under Plant & Service Operations: physical plant, grounds, building service workers, heating and air conditioning, power plant, fleet management, key control, and mail service operations. Dillard added that he is very proud of the services we provide and everyone in PSO is continuing to do the best they can with what they have to work with. In addition to the other departments mentioned, PSO also has an in-house construction division. This division used to have between 70-100 projects on the books, but because of the current budget situation, now there are only 25-30.

Dillard continued by saying that currently, there is a lot of work going on at the boat dock. The University had a \$1 million donation designated for the renovation of the boat dock. This project is scheduled to be complete by spring 2018. Not only will it be an outdoor restroom facility, there will be an indoor event area that can be reserved for 50-75 people. Dillard added that the donor made a request to have a camera set up so he could monitor the progress of the project. This camera was able to catch around-the-clock footage of the lake filling up over this past weekend of torrential rains.

Dillard stated that the torrential rains flooded University Hall. The estimated damage is \$1.5 – 2 million dollars. Residents had to be relocated. The housing employees, building service workers, grounds department, and department of public safety performed impeccably to help the students and families relocate. There is a supplemental insurance policy to cover what the primary insurance does not. Other damage caused by flooding was at Rehn Hall, two archeological investigations buildings, and a foot bridge by lot 106 sank.

Dillard went on to say that the Non Instructional Program Review Committee report suggested that space utilization be reviewed. Dillard estimates that most facilities across campus are probably 50-80% occupied and added that a lot of people would have to be moved around to utilize square footage in a better way.

J. Meuth asked if construction on Woody Hall had been cancelled because of the budget situation. Dillard responded by saying no it has not because it is being paid for by certificates of participation. That money has already been borrowed and has to be spent.

M. Shields stated that over breaks and holidays there are a lot of lights being turned on; are there efforts being

made to prevent that from happening. Dillard replied by saying that there is not an automated way to address that; it would be an educational effort to make sure workers don't automatically turn the lights on.

Dillard went on to say that Lawson will be moth-balled over the summer. D. Frew asked if the blowers were going to be turned off. Dillard responded by saying no because that building has not been renovated since it was built, shutting off the blowers would cause everything to have a nice layer of mold.

T. Travelstead asked how many people report to Dillard and what percentage of those are civil service. Dillard responded by saying that there are 315, the majority of those are civil service. There are probably only four that are AP staff.

C. Harvey asked if the name of the donor for the boat dock has been made public and who that person is. Dillard stated his name is [Ralph Becker](#).

T. Travelstead asked if they are going to bring back the beach. Dillard said no, it was his understanding that there was no demand for it.

T. Travelstead asked if all the contaminated soil has been removed. Dillard responded by saying yes, it worked out that the contractor that removed the contaminated soil was able to dump it on his property. This saved transportation costs and the tipping fees that were originally budgeted because it wasn't being taken to the Jackson County landfill.

S. Garnett asked if there were any interesting items found in the lake when it was drained. Dillard said there were cell phones, bikes, fishing poles, and construction barricades, but nothing really interesting.

IV. **Approval of the Minutes** - February, March, and April will be approved at the June meeting

V. **Announcements** No announcements

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** next meeting is scheduled for May 23.

2. **Board of Trustees Meeting** T. Travelstead reported that the BOT met on April 6 at SIUC. A lot of Edwardsville staff came to protest the request for Carbondale borrowing money. Travelstead stated that he was a little dismayed the statement made by the Edwardsville Staff Senate representatives. Their comment was not one that expressed SIU System unity. Travelstead stated that he will follow up with them about that. Travelstead continued by saying that he and E. Cheek were concerned with comments made at the April Council meeting and took it upon themselves to draft a letter to be read on behalf of the entire Council the following day at the BOT meeting. Members of the Council voiced concern that the entire Council was not consulted prior to the statement being read at the BOT meeting. Travelstead apologized for moving forward with the statement. After a long discussion, it was concluded that, in the future, all Council members will be consulted prior to any statements or correspondence on behalf of the Council.

T. Travelstead stated that there might be a BOT meeting next Wednesday, May 10. That is the same day the Chancellor was going to meet with the Council to discuss fiscal emergency and other budget issues. Section 2.C.f.1 of the [Board of Trustees policies](#) reads:

f. The Board of Trustees will consider a declaration of fiscal emergency for either institution or for the University when such a proposal from the President is placed on the Board agenda. (3/13/03)

1. Representatives of the concerned SIUC or SIUE constituencies shall be consulted as far in advance as possible and continuously involved in making the decision to ask that the Board declare a condition of fiscal emergency.

If there is a BOT meeting on May 10, the Council meeting with the Chancellor will be moved to May 16. The meeting with the Council was requested by the Chancellor himself.

T. Gerecke asked if the fiscal emergency declaration is independent of the request to borrow funds from SIU Edwardsville. Travelstead replied by saying that the way it was presented at the last BOT meeting, it was combined as one agenda item. Travelstead stated that he asked the BOT secretary if it was going to be presented as one item on the next agenda. The BOT secretary's response was that the next agenda had not been set yet, and couldn't really address his question. Travelstead stated that he feels that it is two completely different subjects and we will have to wait for the agenda to come out.

T. Gerecke stated that the timing of the Chancellor meeting with the Council does not line up with when the BOT is discussing fiscal emergency. Travelstead replied that he is aware of the Chancellor meeting with all but two of the constituency groups on campus, the Civil Service Council is one that he has not met with.

T. Travelstead commented that he would like the Council to start meeting with upper administration on a more regular basis to stay on the radar and keep our voices heard.

T. Gerecke stated that there are so many rumors and concerns, we need to think about ways to improve communication; maybe use this time of budget crisis to improve communication; provide Council members with as much information as possible so Council members can help inform our constituents better.

T. Travelstead stated that he has been making an effort to keep the Council more informed and will do his best to make his communication clear. Travelstead added that Council members should always ask if something is unclear so there is no misunderstanding or miscommunication.

B. Shiplett asked about the Civil Service Listserv and coworkers who do not receive those messages. There was discussion about using the email list from the election process to reach out to all Civil Service employees to give them information about the Listserv as well as provide information about the Council.

T. Travelstead continued his report by saying that it would be good to have representation of the Civil Service at the next BOT meeting; those that want to attend can carpool.

C. Harvey suggested that those who cannot attend the BOT meeting can always email the board members to voice your opinion as to how the budget crisis has impacted them personally or how it has impacted their departments.

E. Cheek added that it would also help to email the Chancellor and President same concerns even though they don't have a vote at the BOT meeting.

C. Harvey added that both the Chancellor and President can be copied on the email to the BOT.

T. Travelstead stated that those emails may have to go through the Board Secretary.

T. Travelstead commented about the Open forums with the Chancellor candidates and stated that both the candidates appeared to be very open to discussion about Civil Service.

C. Harvey asked if any of the candidates have worked with Civil Service. T. Travelstead said that both have had experience working with Civil Service.

B. School of Medicine Civil Service Council

No report

C. Annuitants Association

J. Brooks reported that there was a general membership meeting on April 27; Pat Eckert was elected of the local chapter; Carolin Harvey was elected to the Board of Directors for the local chapter; Carolin Harvey will now be the liaison between the Annuitants Association and the Civil Service council.

T. Travelstead thanked Jay Brooks for his hard work and effort during his retirement to continue the efforts of this Council on matters related to the Annuitants Association and added that he looks forward to working with Carolin.

J. Brooks extended a warm thank you for the opportunity and noted that he truly appreciates the efforts of T. Travelstead and E. Cheek to speak on behalf of the Council at the BOT meeting in April. J. Brooks stated that he was there and has had communication with both the Chancellor and President since the meeting; the comments made at the BOT meeting were appreciated by both. J. Brooks said that the Civil Service Council can make a tremendous impact on the campus of SIUC if it wants to and added that he is very encouraged by what he has heard being discussed at today's meeting; talk about issues, talk about public statements, work together to develop something that will turn the heads of the people that have a lot of power over our lives [BOT, President, and Chancellor]. J. Brooks continued by saying that the Executive Council along with each and every member of the Council should be completely engaged in everything that will improve the lives of your colleagues; from the Listserv to are their voices being heard in the Chancellor's office to does the President know who they are. J. Brooks added that the statements made at the April BOT meeting on behalf of the Civil Service Council were the beginning of something great for this group. J. Brooks stated that he has more interest in this meeting today than he has heard in several years and added that this is the time for it.

D. Human Resources

T. Moore stated that the [Benefits Choice](#) period started on May 1 and closes on May 31. A Council member asked if there are any updates about the insurance rate change. T. Moore replied by saying that nothing is changing at this point, but as we have heard for the past year, it can be at any time. T. Moore stated that it is her understanding that after those changes are made, there would have to be another benefits choice period.

E. Council Committees

1. Executive

E. Cheek reported that the committee met and set the agenda.

2. Budget

D. Frew circulated the most recent information about the Civil Service Council's budget.

3. Bylaws

K. Wece reported that the committee will meet after new committee assignments in July.

4. **Civil Service Benefits**

J. Phillips reported that the committee has not met, no report.

5. **Education Assistance**

J. Meuth reported that the profit from the Cherrydale fundraiser was \$651.20; Quatro's profit was \$886.00 which was 40% of the purchases for that day; \$2259.90 is the profit so far for the Eclipse t-shirt sales. The flea market was rained out last weekend and will take place this coming Saturday, May 6.

6. **Elections**

K. Wece reviewed the election results.

7. **Public Information**

C. Green reported that the committee will briefly after this meeting to set a meeting date.

8. **Range**

T. Gerecke reported that the committee has not met, no report.

F. **Constituency Committees**

1. **Advisory Committee, Director of Public Safety** – No report

2. **Affirmative Action Advisory**

Report submitted by Dawn Legier ([Attachment A](#))

3. **Executive Planning and Budget** – No report

4. **Computing Advisory** – No report

5. **Honorary Degrees** – No report

6. **Intercollegiate Athletics Advisory** – No report

7. **Naming University Facilities** – No report

8. **Parking and Traffic Appeals** – No report

9. **Recreational Sports and Services Advisory**

Report submitted by Betsy Bishop ([Attachment B](#))

10. **Student Center Advisory** – No report

11. **Traffic and Parking** – No report

12. **University Joint Benefits** – No report

13. **UWPA** – No report

G. **Special/Other**

1. **Chancellor's Search Advisory Committee**
B. Shiplett reported that the committee has one more meeting with President Dunn on Monday, May 8.
2. **Employee Advisory Committee to the Merit Board**
A. Travelstead is currently meeting at ISU at this time today. Travelstead will go to the joint session tomorrow with the EAC and Human Resource Directors.
3. **Legislative Advisory**
K. Wece reported that there is still no movement toward a State budget. T. Travelstead commented that it is very important that Council members and Civil Service employees not only send their concerns to the SIU BOT, President, and Chancellor, but to also send their concerns to our State Representatives in Springfield. Travelstead added that SIUC is the largest employer in southern Illinois and this budget impasse affects all of southern Illinois, not just SIU. Council members were reminded to use their personal email accounts on their personal time.
4. **Eclipse Committee**
Carolyn Harvey reported that everything being planned for the Eclipse on August 21 is right on track and noted that NASA was in Carbondale this week making plans as well.
5. **Staff Excellence Committee**
C. Green report that [Staff Excellence Awards](#) were presented on April 20. Liz Hunter was the Civil Service recipient.
6. **Diversity Committee**
J. Meuth reported that all data has been collected and the committee will be working on draft of the diversity plan.
7. **Associate Chancellor and Chief Diversity Officer Search Committee**
E. Cheek reported that the committee met on April 13 and received their charge from the Chancellor; there is a very large candidate pool; the committee met again on April 18, 19, and 24; corresponded via email to finalize everything and have submitted the report to the Chancellor.
8. **SIU System Constituencies Roundtable**
A. Travelstead reported that the date of August 10 has been set and there has not been further movement on arrangements. Travelstead reached out to the AP Staff Council Chair to participate as well because Edwardsville Senate includes AP staff. The goal of the roundtable is to bring the constituencies within the System together to make the System better.
9. **University Accreditation Committee**
M. Shields reported that the committee met on April 26; received their charge and was given an overview of the process which will conclude in 2019.

VII. **Old Business**

T. Travelstead commented that there has been a lot of concern about information going out on the Civil Service Listserv that has nothing to do with Civil Service employees and suggested that a committee to create guidelines for listserv use be formed. K. Wece, T. Travelstead, E. Cheek, and C. Kidd volunteered to serve on this committee.

VIII. **New Business**

T. Travelstead recognized outgoing members of the Council; Jason Phillips, Randy Lowe, Shannon Newman.

IX. **Non-Agenda Items**

Discussion of [Non Instructional Academic Review \(NIPR\) Committee report](#); especially the [NIPR feedback](#) and recommendations on the Extended Sick Leave (ESL) benefit for Civil Service Employees.

T. Moore stated that she personally feels that ESL is a very important benefit for Civil Service employees and noted that the report recommends that Civil Service employees use 10 days of their sick time before ESL kicks in; it would take 10 months to get those 10 days back and that is if you don't have to use sick days for anything else. Moore pointed out that AP staff and Faculty get significantly more time to be used without the restrictions that Civil Service employees have.

Moore asked T. Travelstead, who served on the NIPR, where the recommendation of the 10 days came from.

Travelstead responded by saying he did not know because he was not there when that discussion took place.

Travelstead read the recommendation on page 6 from the NIPR report which states *"Change the Extended Sick Leave benefit policy to require the employee to use 10 days of his/her accrued vacation or sick leave before ESL is effective."*

T. Moore added that if this change takes place, Civil Service employees who do not have accrued vacation or sick time would have to take 10 days without pay before ESL would kick in.

Travelstead referenced policies from other universities which require employees to use all paid time off before ESL kicks in.

Moore pointed out that the difference between those universities and SIUC is that other universities don't give their AP staff and Faculty as much as SIUC does; that is where the issue is; SIUC's policy is not equitable.

K. Wece stated that AP staff and Faculty have 43 days of unrestricted time off that can be used for anything at any time; Civil Service employees time off is restricted and has to meet certain criteria and be approved. Wece added that it is an insult for the NIPR to say that of these three groups (Civil Service, AP Staff, and Faculty), here is the group that has the least, makes the least amount of money, and has the least amount of non-accruable sick days with restrictions attached to those sick days, so let's target them. It does not make sense.

J. Brooks provided prior history about the way sick leave used to be for Civil Service employees; families couldn't pay bills or buy groceries; collections were taken up to help those who needed it; it took a lot of work to get the ESL policy where it is today.

T. Moore suggested that the Council draw a letter to address the ESL recommendations.

K Wece asked if this recommendation is moving at this point. T. Travelstead said that as far as he knows right now, this is not an action item that is being pursued at this time.

C. Harvey pointed out that even if ESL changes are made and Civil Service has to use 10 days or even lose ESL all together, AP staff still get 43 unrestricted days; why not take 20 days away from AP staff to make it more equitable?; why focus on Civil Service?; That is a recommendation that needs to get to somebody. The Civil Service Council needs to voice their objections.

K. Wece asked why the report referenced the cost of Civil Service non-accruable sick days and did not reference the cost of AP staff or Faculty.

T. Gerecke commented on the language in the entire report saying that it is highly upsetting, for example, seek

legal counsel, and seek direction from legal counsel and consider working with bargaining units. Gerecke added that this language is very aggressive and makes it seem as though everything is already decided.

C. Harvey suggested that because of what T. Gerecke just pointed out, it would be a good idea to contact the presidents of the bargaining units because they may not even be aware of it. It would be more support if the bargaining units get behind it as well.

B. Shiplett asked if this topic could be on the June agenda so the report can be reviewed more and there we can discuss it more.

Concerned was voiced about how important it is to respond now and not wait.

T. Travelstead suggested that a response be drafted before the May 16 meeting with the Chancellor.

E. Cheek suggested that she and T. Moore begin drafting a letter about ESL to be sent to the Chancellor.

X. **Adjournment**

Meeting was adjourned at 2:45 p.m.