

CIVIL SERVICE COUNCIL
Meeting Minutes
October 1, 2014

The October meeting of the Civil Service was called to order at 1:00 pm by Carolin Harvey, President, Civil Service Council.

Roll call of the members was taken by Elizabeth Cheek.

Members Present: Matthew Borowicz, Regina Brown, Elizabeth Cheek, Mickel Cordes, Diane Frew, Tina Gerecke, Vera Gibbs, Cyndy Green, Lisa Grotts, Carolin Harvey, Ann Little, Randy Lowe, Karin McClure, Tara Moore, Jason Phillips

Members Absent: Anthony Travelstead

Others Present: Kathy Anderson, Jay Brooks, Dawn Legier, Jane Meuth, Brent Patton, Terri Ricci, Chancellor Paul Sarvela, Jennifer Watson, Vivian Williams

Guest:

Carolin Harvey welcomed Chancellor Paul Sarvela.

Chancellor Sarvela started by thanking the Civil Service for what they do and emphasized the importance of their role in the biggest achievement so far this year at SIU which is the improvement in enrollment. Although the increase was only 25 students, it is still an increase. Sarvela continued by saying that all of the Civil Service jobs at SIU make a difference. Sarvela stated that the celebration for the increase of 25 students is short because SIU is in a competitive situation and is already recruiting for the next class. Sarvela spoke about the budget. The budget is essentially flat, but it is unsure as to whether or not the state will have enough money to cover it due to the uncertainty of the current income tax debate. If the income tax is decreased, it will have an impact on the university. Sarvela explained that there are two major sources of funding. One is tuition, which the university generates and is why it is so important for there to be more students. The other is the money that the state provides the university. Currently the university is making \$3 million less even though there is a slight increase in enrollment. This is because of an extensive tuition waiver program. Sarvela stated that the tuition waiver program and programs like the tablet program, which were initiated without a funding source, combine to make the overall budget deficit of \$6.7 million for this year. Sarvela added that the majority of that money will come from the central administration and the remainder will be passed on to the various departments and units. Several million dollars less will be spent this year on marketing. This includes implementing the use of standard size and types of paper which will save almost \$1 million. Sarvela commented on short and long term goals. The reorganization of the Student Affairs activities is one of the goals. Mickey Latour is the chair of that committee and Jason Phillips is the Civil Service Representative serving on that committee. Recruitment and retention is an immediate goal that is being worked on by focusing on the hiring of a Director, Associate Director, and Assistant Director of Admissions. Sarvela added that another goal is to look at academic programs that are turning away students and trying to hire faculty and support staff to allow for more students in those programs. Examining budget commitments and priorities is another goal which was discussed earlier. Sarvela continued by saying that there are a lot of unfunded promises and projects that have been made without any funding being assigned to them. Administration is working on honoring those commitments. Sarvela went on to speak about focusing on developing quality, signature

programming that will get more students to SIU. An example of a signature program is the Fermentation Institute. Related to that is the continued need to receive grant money. Sarvela spoke about being good stewards of place. This is an area where there can be development of signature programs not only in the delivery of service but in economic development. Sarvela stated that in the future, the university wants to increase the scholarships especially for under-served, non-traditional, and first generation students and do a better job supporting those students to make sure they have the funds necessary to continue with their studies. The state reducing its support through the MAP (Monetary Award Program) program and students having to compensate for that by working two or three jobs are examples of things that are working against the goal of providing students with financial support. Sarvela concluded by saying that a long term goal is to start a fundraising campaign for student scholarships.

D. Frew thanked Chancellor Sarvela for his support of the Council of Councils Conference on October 17th and added that without the Office of the Chancellor's support, SIU would not have been able to host it.

T. Ricci commented that her office has student workers that are also working another job because of the decrease of the student employee work week to 20 hours. She asked if that policy was going to be changed in the future. Chancellor Sarvela responded by saying that Provost Ford strongly agrees that students should only work 20 hours per week when school is in session as suggested by the research that she has done. 29 hours per week will be permitted during vacation times and summer.

M. Borowicz added that it has been his experience when working with students that they are having to supplement their income by getting another job off campus and have made the comment that they would rather be working 29 hours on campus instead of having two jobs. Sarvela responded by saying that he will take all of the comments to the Cabinet when they have their next discussion.

C. Harvey asked if the decreased student hours was connected to the Affordable Care Act and the coverage of insurance. Sarvela replied that it is his understanding that the 29 hour ceiling is in response to the Affordable Care Act.

C. Harvey asked if the installation of new exterior lights is part of the Clery Act. Sarvela responded by saying that the new lighting is part of making SIU as safe as possible and absolutely makes those areas on campus a safer place.

J. Brooks made the comment that by his estimations, everyone is breathing a little easier and morale has improved since you (Chancellor Sarvela) have taken office. He went on to say that the comments he is hearing about the immediate changes that have been made are nothing but positive. Sarvela responded by saying thank you and that he encourages everyone to share their ideas with him.

M. Borowicz asked about UCOL and what the status of that is. Sarvela responded by saying that administration is taking a close look at UCOL as part of the reorganization of student services and activities.

Guest:

C. Harvey welcomed the second guest of the day, Brent Patton, Director of Labor and Employee Relations.

Mr. Patton started by thanking the Council for inviting him to speak. Patton continued by providing those present a handout regarding the Conflict of Interest: Non-University Activities and Financial Interests Policy. Patton noted that the policy was written in 1995 and is under review and will be revised. Legal counsel is in the process of reviewing the policy and taking a look at not only the current federal and state statutes that may apply but also at how other universities in the state are handling similar policies. Patton noted that everything said at today's meeting is subject to change depending on how long it takes for the legal counsel to review and amend the policy. He continued by saying that when using the terminology "conflict of interest", it has two components; conflict of interest and conflict of commitment. Conflict of interest is where it puts your personal, private interests (economic, etc.) at odds with what the University's interests are. Conflict of commitment is when an "outside" activity requiring enough of your time impacts how you do your job. Patton stated that a lot of questions are raised when employees are asked to fill out a form explaining the "outside" activity. He went on to say that all of the forms go through the appropriate channels for approval and end up in his office. Patton added that very, very few of the forms get denied. The major reason some of the forms get sent back is because they are not filled out correctly or are incomplete. Patton explained that there are two forms that are required for the Carbondale campus to comply with this policy. The first is the Annual Disclosure of Proposed Non-University Activities & Financial Interests which is basically a request form asking for approval to involve yourself in an outside job or activity. The second form is the Annual Report of Approved Non-University Activities & Financial Interests which is filled out at the end of the fiscal year. This form does not ask for how much additional income was made. It only asks for how many hours and days spent doing the outside job or activity.

T. Gerecke about conflict of commitment and what is being taken in to consideration. For example, an employee working at another job during the hours when they are supposed to work at SIU or working 37 hours at SIU and 30 hours at another job. Patton gave an example of individuals who could not stay awake at their job at SIU because of having another job.

T. Gerecke responded by asking if it is requirement of all Civil Service employees who have a second job to fill out a disclosure form. Patton replied it is a requirement of all SIU employees.

C. Harvey asked how this policy is enforced. Patton replied it is an honor system and explained that if an employee is falling asleep at their desk and it is discovered that they have a second job that is causing the lack of sleep and they did not fill out a disclosure form, then they will not only be disciplined for falling asleep at their desk, they will be disciplined for noncompliance with the policy.

M. Borowicz commented about non-university activities and the policy being more interpretive. Patton responded by saying that the policy is for ongoing activities and not for every now and then activities.

Patton reiterated that the policy has not been changed since 1995. The interpretation and level of attention paid to the policy has changed based on the economic times, the administration, and the number of people submitting forms. This policy is applied to ongoing paid and volunteer non-university jobs and/or activities.

V. Williams thanked Patton for clarification about paid and volunteering and asked if the disclosure form is to be completed before a person accepted an addition non-university job. Patton replied yes. Williams asked what a person would do if the additional job was deemed a conflict of interest or commitment. Patton responded by saying that they would work with the employee to see if there was some way to manage the conflict. If that was not possible and the

employee continued with the non-university job or activity, then that employee would be informed that they are in violation of the policy. Patton noted that he has not had that happen in the ten years he has been with this job.

K. McClure asked if the policy would fall under “past practice” since it has not been changed since 1995. Patton replied no, it does not fall under “past practice” because of Section III. D. under General Principles and Prohibitions which states “When an employee undertakes any non-university activity of any nature whatsoever, if such activity is sufficiently substantial or demanding as to interfere, or appear to interfere, improperly, with the fulfillment of the individual's responsibilities to the university.” Each individual circumstance is taken in to account by the employee, their supervisor, and the administration.

K. McClure asked what causes an application to be denied. Patton responded by saying that the only applications he is aware of that have been denied are from faculty. Patton added that he is not aware of any denied forms that have been submitted by a civil servant.

T. Ricci asked for clarification regarding “ongoing activities” particularly as it relates to faculty attending a one-time only weekend conference and being paid \$1500 to present a paper. Would that faculty member have to fill out disclosure form? Patton replied not necessarily because it falls under honoraria and referenced Section III.A.2 which states “Examples of job-related activities for which honoraria or other similar payments may be accepted include authored manuscripts, workshops, seminars, editorships, editorial board service, and invited lectureships for which university employees customarily receive honoraria or other similar payments.”

V. Williams expressed her concern with faculty, because of their credentials, can serve on committees that meet monthly and it's being viewed as honoraria and not employment while the majority of the Civil Service employees do not have the credentials to serve on various committees and receive the honoraria as well. The alternative is other part time employment. She went on to say that the opportunity for Civil Service employees to bring in additional income is scrutinized to the point where that employee may have to not accept that part time job or resign from that part time job, yet faculty are permitted to serve on various committees and bring in other income. Patton responded by saying that he feels that if the committee that the faculty member is serving on is not related to the University activities, then that faculty member should have to fill out a disclosure form. He went on to say that if serving on that committee is not part of their service assignment and has nothing to do with their field of expertise, then in his opinion, they should have to fill out a form.

C. Harvey asked how employees are notified about the Conflict of Interest Policy. Patton replied that this information is on the Human Resource website and employees are encouraged to read it.

C. Harvey also asked how often the form is filled out. Patton replied every fiscal year the forms have to be filed. At the end of the fiscal year, a reminder will be sent to fill out the annual report. If the activity is going to continue, a new disclosure form has to be completed for the new fiscal year.

Patton concluded by saying that once a rough draft of the policy has been developed, the constituency groups will be asked for input.

Minutes:

Minutes from the September 3, 2014 were presented. K. McClure noted revisions to be made. R. Lowe made a motion to approve the minutes as revised. D. Frew seconded. Minutes approved as revised.

Announcements:

C. Harvey announced that SIU Homecoming is October 20th – 26th and encouraged everyone to participate in homecoming activities.

Reports:

Council President: C. Harvey reported that the Constituency Heads meeting took place and that there was nothing new to report. The Board of Trustees meeting for September was cancelled and the next meeting will be on Wednesday, October 29th in Edwardsville.

School of Medicine: V. Williams reported that the School of Medicine has been without a HR Director since the end of May. The new HR Director has been hired and will start the week of October 20th. The School of Medicine Civil Service Council is hosting a “Fight Back” clinic which is a self-defense awareness course. It will be made available to both men and women. Lastly, the Council is making preparations for the Holiday Jingle Mingle.

Annuitants Association: J. Brooks reported that the Annuitants Fall Meeting was held on September 26th with speaker Randy Dunn. Membership was up over 30 people in September.

Human Resources: J. Watson reported that Flu Shots are on October 21st for last names A – M and October 24th for last names N – Z. Information is being sent to all departments.

Council Committees:

Executive: J. Phillips reported the committee met and set the agenda.

Budget: No report

Bylaws: No report

Civil Service Benefits: No report

Education Assistance: E. Cheek reported that the committee has not met. However, A. Travelstead had confirmed the Old Main Room Lounge for the Holiday Luncheon for December 5th from 11 a.m. – 2 p.m. Tickets for the luncheon will be printed as soon as the final cost is determined. A dine-out event is being planned for Quatro’s and Chili’s; more information will follow. The committee has also agreed that J. Hackman, whose Education Assistance application was delayed due to financial reasons, receive the Fall Education Assistance Award of \$200. The Council approved this award at the previous meeting. The EA Award for K. Miley is being delayed because she is only enrolled at Edwardsville. A. Travelstead is working with the Edwardsville Financial Aid office to process her award.

Elections: No report

Public Information: M. Cordes reported that the committee met on September 18th. A Civil Service Newsletter is expected towards the end of October or first of November. The committee is looking for input regarding the dates of the Open Forum with the Chancellor on either April 8th or 9th of 2015. The location of the forum will be in the new Student Services building or at the Student Center.

Range: T. Gerecke reported that she and C. Harvey met with Chancellor Sarvela on Friday, September 26th. (See [attached](#))

Constituency Committees:

Advisory Committee, Director of Public Safety: No report

Affirmative Action Advisory: No report

Chancellor's Advisory Review Board: No report

Chancellor's Planning and Budget: C. Harvey reported that the committee met on Monday, September 29th. More information about this meeting will be shared at the next Council meeting.

Computing Advisory: No report

Honorary Degrees: Report [attached](#)

Intercollegiate Athletics Advisory: No report

Naming University Facilities: No report

Parking and Traffic Appeals: No report

Recreational Sports and Services Advisory: M. Cordes reported that committee met on September 24th. The curtains in the gym and the lower track is going to be replaced.

Student Center Advisory: Next meeting is scheduled for Monday, October 6th.

Traffic and Parking: No report

University Joint Benefits: No report

UMPA: No report

Special/Other:

Academic Calendar: No report

Employee Advisory Committee to the Merit Board: E. Cheek reported that the committee will meet on October 15th and 16th on the SIU Carbondale campus.

Legislative Advisory: No report

Council of Councils: D. Frew reported that the agenda for the conference is finalized.

Campus Climate Committee: K. McClure presented a final draft of the Campus Climate Survey to the Council and asked them to complete the survey while she times it so that the committee can have that information when presenting the final survey to all Civil Service employees. After all Council members completed the survey, C. Harvey noted that the time presented to the Civil Service employees will be 5 to 10 minutes. A suggestion was made as to how to reword question number 11 to make it clearer. Another suggestion was made to question 9a. C. Harvey made note of the suggestions and changes. The surveys are going to be sent to all Civil Service employees and results are expected in January 2015.

Old Business:

No old business

New Business:

Appointment to Student Affairs Task Force; Jason Phillips. R. Lowe made a motion to appoint Jason Phillips to the task force, K. McClure seconded.

Search committee for the Dean of the College of Liberal Arts; Regina Brown, Chad Waters, and Shannon Newman. E. Cheek made a motion to approve the submission of these names for the search committee. R. Lowe seconded.

Search committee for the Dean of the College of Business; Regina Brown, Chad Waters, and Susan Graham. D. Frew made a motion to approve the submission of these names for the search committee. K. McClure seconded.

C. Harvey read a report from D. Lieger from the committee for the Graduate Dean search. The committee met during the week of September 22nd. 27 applications were received and are being reviewed. Committee members will submit top 8 candidates to the committee Chair by October 2nd. The Chair will compile a list and the committee will meet to discuss and move forward with determining the process for checking references and candidates whose references will be contacted.

Non-Agenda Items:

E. Cheek reported that Public Safety Chief Benjamin Newman will address the Council at their next meeting on November 5th. The December 3rd Civil Service Council meeting is re-scheduled to follow the Holiday Luncheon in the Student Center's Mackinaw Room from 1:00 – 3:00 p.m.

Adjournment:

Meeting was adjourned at 3:00 p.m.