

2018-2019 CIVIL SERVICE COUNCIL
October 3, 2018
Student Services Building Room 307
1:00 p.m.

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

II. **Roll Call of Membership**

Members Present: Richel Biby, Elizabeth Cheek, Trish Cochran, Diane Frew, Tina Gerecke, Ann Gilliam, Cyndy Green, Casey Kidd, Dawn Legier, Tara Moore, Kym Morgan, Shannon Newman, Marianne Shields, Natalie Sutton, Michele Tourville, Anthony Travelstead, Tammy Wieseman

Members Absent: None

Others Present: Carolin Harvey, Joan Looft

III. **Guest Speaker(s)** – Meera Komarraju – Highlights: Dr. Komarraju has been with the University for over 20 years and believes in the importance of Civil Service employees on campus and recognizes our efforts. Vision for the future of SIU by 2025 – be positioned for success. SIU is a Research II University and striving for Research I.

Be Proud - We have a lot to be proud of so we need to change the narrative and brag about some of the good things the SIU does. May 2-3, SIU will hold the State Science Fair. May 31-June 1: SIU will host the student run National Steel Bridge competition. We have 350,000 alumni in the world that must be tapped. In the last year, alumni monetary donations have increased by 25%. We will have a Spring SIU Day to reach out to more alumni.

Enrollment – Hired Associate Chancellor for Enrollment. Hiring a new Director of Admissions since Terry Harfst retired. If we operate as business as usual, we will lose students. Focusing on freshman mentoring with the goal of not losing any. Trying to do a better job of graduating students in a timely manner. SIU's graduation rate currently does not appeal to potential students. There are 3 qualities successful programs have: 1) they are selective majors – they have specific requirements/demands (ie, auditions for theater majors), 2) they include hands-on experience, and 3) there is good job placement rates after graduation.

Academic Reorganization – We are going through stages via a shared governance process working closely with the Faculty Association. So far 5 schools have been voted on and approved by both, Graduate Council and Faculty Senate as advisory bodies. School of Computing, School of Earth Systems and Sustainability, School of Health Sciences, School of Psychological and Behavioral Sciences, and School of Justice and Public Safety. Three have been voted on by one of the two advisory bodies but not the other yet: School of Applied Engineering and Technology, School of Biological Sciences and School of Mathematical and Statistical Sciences. Now we meet with the IBHE to determine the next steps. More will follow. Until final decisions are made, it is business as usual. Students coming in want multiple majors/minors to combine skills needed in the workforce today. Going forward we need to come up with creative interdisciplinary programs to entice new students to SIU.

A. Travelstead mentioned our Office Support Specialist position being difficult to fill and asked about the possibility of upgrading the position due to the amount of work required so it is easier to fill. Dr. Komarraju suggested using a GA to help cover the position while the search is underway. E. Cheek brought up historical representation on hiring committees involving all three constituency groups for this position and Dr Komarraju stated Jonathan Bean may not be aware that all 3 groups should be included in the process.

A. Travelstead asked about plans of a Nursing program in the new School of Health Sciences. Dr. Komarraju stated the program was just approved by Faculty Senate and she signed it at the Provost level. The next step is Chancellor and President approval.

C. Harvey asked what we can do as Civil Service Staff to help. Dr. Komarraju asks that we, as civil service employees to make suggestions from feedback we get from the students especially if you have ideas to better the University.

- IV. **Approval of the Minutes** – September 5th Council Meeting Minutes. The minutes were approved as amended.
 Motion: M. Tourville
 Second: E. Cheek
- V. **Announcements** –
- A. Travelstead received correspondence from T. Moore, current Council Secretary. Due to increased workload at Human Resources, Tara has resigned her position as secretary.
 - A. Travelstead stated Jonathan Bean has been conducting interviews but has not heard of any progress filling the Office Support Specialist position at the Constituencies Office.
- VI. **Reports**
- A. **Council President**
1. **Constituency Heads Meeting** – No report. The meeting scheduled for September 17th was cancelled and no word on rescheduled date. Next scheduled meeting is November 12th.
 2. **Board of Trustees Meeting** – The Board met Sept 12th-13th in Edwardsville.
Highlights: Agenda Item O - Salary increase plan for FY19. SIUC will receive 1% increase across the board, School of Medicine will receive 2%, SIUE will receive 1% and the Systems office will receive 1% increase approved at September 13th. Agenda Item P – approval of operating budget. With a total budget of \$870M: SIUC will receive \$362M, SIUE will receive \$294M, SIU School of Medicine will receive \$209M and the System’s office will receive almost \$6M. Agenda Item AA – Consideration of the Selection of Funding Allocation Consultant. A consultant group was selected and approved at the September 13th meeting. AGB Association of Governing Bodies for colleges and universities was selected. Next scheduled meeting will be December 12th and 13th at SIU Carbondale.
- B. **School of Medicine Civil Service Council** – No report
- C. **Annuitants Association** – C. Harvey – Report was submitted.
- D. **Human Resources** – J. Watson - No report. Flu shot reminder: 2018 flu shots will be distributed on October 11th for those with last names beginning with A-M and October 17th for N-Z in the Rec Center Alumni Lounge.
- E. **Council Committees**
1. **Executive – Elizabeth Cheek**
 Set the agenda. D. Frew circulated financial reports.
 2. **Budget** - No report
 3. **Bylaws - Marianne Shields**
 M. Shields has emailed the committee to set up a meeting time to discuss the language regarding sector reassignments.
 4. **Civil Service Benefits – Richel Biby**
 R. Biby – The committee has not met but did correspond via email. Richel Biby volunteered to be chair and the committee members unanimously agreed.
 5. **Education Assistance – Trish Cochran**
 T. Cochran reported that the committee met September 11th. The SSB room has been reserved for the Winter Luncheon on December 5th. They discussed the menu option. Currently, they are price shopping caterers: Pat’s BBQ with the same menu as last year, as well as, 17th Street. Ticket pricing for attendees will remain the same at a \$20. We will have a raffle and discussed donations for the raffle. S. Newman asked if a flyer was prepared for the council website. A. Travelstead stated the Quatro’s fundraiser was very successful. We sold 80 gift certificates and the store reported significant participation. Final amounts are not yet tabulated but will be at 40% of sales.

6. **Elections – Shannon Newman** – Not met.

7. **Public Information – Natalie Sutton**

The committee has not met. The open forum in October 16th from 12p-1pm in Student Services Building Room 150-170. The rooms are reserved with tables in case attendees bring lunch. In addition to the Chancellor, Tracy Bennet and Jennifer Watson, or another HR staff member, have been invited. A. Travelstead stated Judy Marshall would also be in attendance. N. Sutton stated a reminder via listserv would be helpful. We ask constituents to prepare questions for the Chancellor that he can review in advance.

8. **Range – Tine Gerecke** – No report.

F. **Constituency Committees**

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

2. **Affirmative Action** – not met. A. Travelstead believes this committee will be dissolved completely.

3. **Computing Advisory** – S. Newman/C. Woodruff - No report

4. **Honorary Degrees** – S. Garnett – Report was distributed

5. **Intercollegiate Athletics Advisory** – T. Wieseman - No report

6. **Naming University Facilities** – C. Waters - No report

7. **Parking and Traffic Appeals** – E. Cheek – No report

8. **Recreational Sports and Services Advisory** – E. Cheek

Committee met on September 20th. A. Travelstead attended as Elizabeth's proxy. Corne Proseky has been named Interim Director. Semester kick-off event: Light up the Lake – Over 500 participants. The tennis class saw a large increase this semester from 3 to 20 participants. More than 25 fitness classes are offered weekly. eSports club is gaining in popularity. The University is creating an eSports video gaming lab in the Student Center and looking to create an intermural league that will compete nationwide. They have received a grant from SIH to create a Rock Steady program geared for individuals with Parkinson's disease. They hope to start classes in November. There is a new cardio studio. Facility updates: Interior painting with plans to paint exterior next fiscal year. They replaced the pool pump and piping for the pool. They are installing new TVs and equipment and researching new audio solutions due to the breakdown of old obsolete radio transmitters. There is a free app called Tunity which allows a user to hear any muted TV via compatible devices and headphones. They are working on a \$30,000 grant for an outdoor recreation sites utilizing the area around the beach at Campus Lake. Upcoming activities: Big Pink Volleyball tournament - cancer fundraiser that is open for all. Moon-Lit Canoe ride – October 24th 6pm-9pm from the boat house. They are sponsoring the Halloween 5K on October 27th in conjunction with Halloween activities on and off campus in Carbondale.

8. **Student Center Advisory** – No Report

9. **Traffic and Parking** – T. Gerecke – No report. M. Shields asked if this committee is responsible for lot color coding. T. Gerecke confirms it is and any inquisitions/requests can be directed to the GPSC rep for student or Eli Epplin at the Parking Division.

10. **University Joint Benefits** – E. Cheek/C. Waters – No report

G. **Special/Other**

1. **Employee Advisory Committee to the Merit Board** – S. Garnett – No report
2. **Legislative Advisory** – M. Shields – No report
3. **Diversity Committee** – A. Travelstead – Todd Bryson was given a list of 4 names from Council to serve on this committee and he selected Anthony Travelstead to serve. The committee met September 24th. Due to Tony's late appointment to that committee he was unable to attend in such short notice. Training coming up in December for committee members. No report otherwise.
4. **University Accreditation Committee** – Marianne Shields – No report
5. **Centralized Equity and Compliance** - E. Cheek – No Report
6. **Chancellors Planning and Budget** – M. Shields tentatively met September 25th. Report to follow at next meeting. Next meeting in November.
7. **Academic Calendar Committee** – Joan Looft – Report was distributed. J. Looft asked if anyone had any comments or feedback regarding the 2021-2022 calendar. T. Gerecke notes the 2020-2021 calendar has been approved. She also notes there is no connection between the Veteran's Day holiday and the first day of spring break for holiday. The Chancellor determines whether or not the first day of spring break will be declared a holiday closure. M. Shields asked about an error concerning the July 4th holiday being recognized on the Saturday in the 2020-2021 calendar but historically that would be recognized on the Friday before instead. T. Gerecke will report the error to Tamara Workman.
8. **Final Exam Committee** – The committee met on September 18th. A. Travelstead attended the meeting. The fall 2018 final exam schedule was reviewed. The new computer matrix created and used last year has worked well with little complaints. The number of student petitions for exam make-up and dropped from over 200 a year ago to just over 20 last semester. The new matrix compiles student data after the official drop date and determines the best schedule fit for final exams. Students who wish to make up exams must petition the Dean. Not scheduled to meet until spring semester and may not need to meet more than once per year.
8. **LGBTQ Advisory Board** – K. Wece – No report. A. Travelstead did speak with K. Wece who reported a change in leadership in the office where this committee developed and she was unsure of the committee's direction at this time.

VII. **Old Business**

Council of Councils conference. Three members are attending and leaving tomorrow. The Chancellor's office will assist with half of the expenses.

VIII. **New Business**

Special election for Council - Secretary position. S. Newman self-nominated to fill the vacant position. There were no other nominations to fill the secretary position after three calls for nominations. A unanimous council vote passed.

IX. **Non-Agenda Items**

T. Wieseman announced that she has taken a new job and has changed sectors. A. Travelstead stated the Bylaws state she will retain her position on Council for the remainder of the council year and she will need to re-run this election year.

X. **Adjournment**

Motion – M. Tourville
Second – M. Shields