

**2018-2019 CIVIL SERVICE COUNCIL**  
**November 7, 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, Ann Gilliam, Cyndy Green, Casey Kidd, Dawn Legier, Tara Moore, Kym Morgan, Shannon Newman, Natalie Sutton, Michele Tourville, Anthony Travelstead, Tammy Wieseman

Members Absent with Proxy: Marianne Shields

Others Present: Carolin Harvey, Shari Garnett, Jim Bigogno (proxy)

III. **Guest Speaker(s)** – None

IV. **Approval of the Minutes** – October minutes are not complete.

V. **Announcements** –

- A. Travelstead received correspondence from T. Gerecke and she has resigned from Council and all Council assigned committees.

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – No report. The next scheduled meeting is next Monday. Dr. Dorsey will be out of town but Matt Baughman is still planning to meet along with the Provost.
2. **Board of Trustees Meeting** – No report. Special meeting called for November 9<sup>th</sup> at Carbondale campus at the Stone Center at 10am to consider the chancellor search selection process. They are looking internally, as well as, external firms. The next scheduled meeting will be December 12-13 at the Student Center. C. Harvey asked if the meeting on November 9<sup>th</sup> is open or closed. E. Cheek stated there was an agenda and the meeting would be open to the public.

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

C. **Annuitants Association** – C. Harvey – they have a session scheduled for tomorrow at the Law School. The fall meeting in October was at Grace United Methodist Church. Jennifer DeHaemers was the speaker and they had a really good turnout. Good input and suggestions from members there.

D. **Human Resources** – J. Watson - No report. Raises should be appearing on checks. The retro pay is a manual process so that will take longer to complete. It is expected to be complete this calendar year.

E. **Council Committees**

1. **Executive – Elizabeth Cheek**  
Set the agenda. D. Frew circulated financial reports.
2. **Bylaws - Marianne Shields**  
A. Travelstead stated the committee is in the process of updating bylaws. Those changes are not complete.
3. **Civil Service Benefits – Richel Biby** – No report
4. **Education Assistance – Trish Cochran**  
T. Cochran stated the committee has not met but they are working on scheduling a meeting for next Tuesday. S. Newman passed around flyers for the Holiday Luncheon on December 5<sup>th</sup>. Tickets to the event and raffle tickets were passed around for each member to sell. Gift cards,

gift baskets and more will be raffled off. Pat's BBQ will cater. The event will take place at Student Services Building room 150-160. A. Travelstead announced an additional incentive to Council members to sell tickets. The seller with the most tickets sold will receive a special gift card as a prize. We are still looking for items to raffle off. Please collect donations to raffle off. A. Travelstead stated we need a headcount by November 30<sup>th</sup> so please sell as many tickets as you can. A. Travelstead asked for those that know an award recipient to remind them they need to send a thank you note.

5. **Elections – Shannon Newman** – No report

6. **Public Information – Natalie Sutton** – No report

7. **Range** – No report.

A. Travelstead stated with T. Gerecke's resignation, we need this committee to meet and nominate a new chair.

F. **Constituency Committees**

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

2. **Affirmative Action** – No report

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

4. **Honorary Degrees** – S. Garnett – Have not met but will meet later today.

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

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

7. **Parking and Traffic Appeals** – E. Cheek – Met October 24<sup>th</sup>. Kyle Childers was elected chair. There were 10 citations: 1 granted, 3 denied, 1 reduced and 5 were no shows.

8. **Recreational Sports and Services Advisory** – E. Cheek  
Committee met on October 18<sup>th</sup>. Minutes will be provided at the next meeting and the next meeting is scheduled for November 15<sup>th</sup>.

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

10. **Traffic and Parking** – M. Shields was proxy for this meeting on October 18<sup>th</sup> and submitted a report which was distributed. A new council member will be needed to replace T. Gerecke on this committee. T. Wieseman volunteered to serve on this committee with unanimous approval. Highlights: Woody Hall parking – pay station added. Green parking was added around the loop. \$7,000 in activity at the Student Center in August. September had \$1,300 in activity. Nov 9<sup>th</sup> - there will be a peanut butter food drive. Donate peanut butter and a citation will be dropped. No proposed rate increases in decal fees for next year but there will be an increase in ticket fines for illegal parking. Guest parking permits minimum will be 10. 10-25 will cost \$5 each, 26 or more will cost \$4 each.

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

G. **Special/Other**

1. **Employee Advisory Committee to the Merit Board** – S. Garnett – Handouts were distributed to the group.

Highlights: The committee met in Champaign/Urbana on October 3-4. A budget increase was requested from the Merit Board. Compliance audits have been released, though temporarily suspended. Hoping to start back up in January. The House Bill 3185, amending the Civil Service Act in the State statues, has passed by the House, the Senate and was approved by the

Governor. They are working on submitting furlough rules. If you are represented by a union, furlough will have to be negotiated by union contracts. Principle administrative appointment procedures went into effect on October 1<sup>st</sup>. Little word from HR regarding how that process is going so it is unclear on the progress across campus. J. Bigogno stated that has been happening in his department. If a position is misclassified as AP that should be civil service, when it is identified, the position should be converted to Civil Service within 16 months. Still working on a process for grant or self-funded positions that currently do not receive status employee service credit. The next meeting is in January.

2. **Legislative Advisory** – M. Shields – No report
3. **Diversity Committee** – A. Travelstead – The committee met on October 15<sup>th</sup>. There were new appointees from various areas of campus. Todd Bryson sent out a diversity plan as approved by the chancellor but it could not be shared with the public until University Communications provided a printed version. Committee assignments have been given out. A. Travelstead has been appointed to a student mentorship committee. Duties are still unknown. The next meeting is scheduled for later in November. Diversity training will be on December 17-18.
4. **University Accreditation Committee** – Marianne Shields – No report
5. **Centralized Equity and Compliance** - E. Cheek – No Report
6. **Chancellors Planning and Budget** – E. Cheek passed around a report from the September 25<sup>th</sup> meeting. The next meeting will be November 28<sup>th</sup>.
7. **Academic Calendar Committee** – No report.
8. **Final Exam Committee** – No report.
8. **LGBTQ Advisory Board** – K. Wece – No report. A. Travelstead did speak with director of LGBTQ. He is looking to continue the advisory board. Stay tuned for more from K. Wece.

#### VII. **Old Business**

Council of Councils conference – E. Cheek stated the keynote speaker was interesting. Seating was assigned and each group was separated for better networking. Informative breakout sessions: Office energizers, workgroup development, occupational ergonomics, social construction of disability, expectations of individuals with disabilities. Elizabeth, Diane, Cyndy and Sherri attended. The Chancellor's office will assist with half of the expenses to honor Chancellor Montemagno's promise to fund 50% of the expenses. Next conference will be next October at University of Illinois Chicago.

#### VIII. **New Business**

#### IX. **Non-Agenda Items –**

- S. Newman stated she received an email from University Communications regarding broken links listed in the minutes from a 2013 council meeting that needed to be edited and she wanted to notify the council that she left the URL as listed but removed the link to the webpage.
- J. Bigogno asked about the existence of the Council's bylaws and how they may be affected by the campus reorganization. A. Travelstead stated the bylaws would not be affected by the academic restructure.
- A. Travelstead stated a system round-table event has been scheduled for November 16<sup>th</sup> at Student Services Building room 150-160 from 10am-3pm. A tentative agenda was distributed. This is an event open to all Civil Service and AP Staff Council members primarily because SIUE does not separate their councils. Instead they have a Staff Senate which covers AP and Civil Service employees. A. Travelstead asked for comments regarding doing a campus tour for off-campus attendees using the tour vehicle which would cost roughly \$100 at the expense to the council budget. Boxed lunch will be provided. T. Moore asked when we need to RSVP and A. Travelstead asked to RSVP by next Wednesday.
- A. Travelstead received an email from Rae Goldsmith regarding listservs. Their preference is to migrate the use of listservs to the SIU Today announcements to prevent multiple emails being distributed to the same people. University Communications is looking into implementing new procedures regarding the use of listservs.

- C. Harvey asked if there was any progress regarding the filling of the open position of the Constituencies Office. A. Travelstead has received no new information since the Provost attended our monthly meeting when Dr. Komarraju recommended possibly filling that position with a graduate assistant but there has been no communication from Jon Bean. S. Newman asked to be notified when the position classification is official because the computer in that office is scheduled to be replaced.
- T. Moore asked for feedback regarding the emails sent out with salary increase notifications to make sure there were no problems since it was the first electronic distribution of these notifications.
- A. Gilliam stated the Towers would be open next fall, along with Trueblood Hall, dependent on enrollment figures.

X. **Adjournment** - 2:45pm