

CIVIL SERVICE COUNCIL
Meeting Minutes
June 6, 2018

The June 6, 2018 meeting of the 2018-2019 Civil Service Council was called to order at 1:02 p.m. by Anthony Travelstead, President.

Roll call of the members was taken by Tara Moore.

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

Members Absent: None

Others Present: Tammy Wieseman, Carolin Harvey, Shari Garnett

ANNOUNCEMENTS

Anthony T. received email correspondence from Roberto Regas announcing his immediate resignation due to his spouse taking a job out of state. Due to this resignation, the most recent election results were reviewed in Executive Committee and Tammy Wieseman was contacted about filling the vacancy. Discussion followed on term length and it was determined that due to Bylaw requirements Tammy would serve a one-year term since she was appointed from write-in votes from the original balloting.

Anthony T. received email correspondence from Michele Tourville regarding her transfer across council sectors from Housing to School of Law. Discussion followed on what course of action to take. Council decision was made that Michele T. will remain in Student Affairs Sector as elected by her peers to finish the council year per the Council Bylaws and would run in the General Sector in the next election.

Anthony T. announced that the Governor has signed a state budget for FY19 and gave a brief update on the constituency office secretary position search having no luck to date.

GUEST SPEAKER

Dr. Jon Shaffer, Director of Housing, was scheduled to speak but emailed needing to cancel so no guest speaker for June. We hope to reschedule in the near future.

Anthony T. asked for recommendations for guest speakers. Several names were provided including the new directors of Student Rights and Responsibilities and Public Policy, Interim Provost Meera Komarraju, the newly elected SIUC Student Trustee Brione Lockett, and the Associate Chancellor for Enrollment Management Jennifer DeHaemers.

MINUTES

Minutes for the April 4, May 2, and May 23, 2018 Council meetings were not ready for review and approval. Minutes should be ready for the July Council meeting.

REPORTS

Council President

Anthony T. reported that the Constituency Heads have not met. The next meeting is scheduled for June 18, 2018. Nothing further to report.

Elizabeth C. reported that the Board of Trustees met on May 30, 2018. There were 15 speakers in the public comments portion of the meeting. Board Member Tom Britton was appointed as the State Civil Service System Merit Board member representing the SIU system. There was discussion on board position with pending legislation and house resolutions (HB 5859, HB1294, HB5860, HB1293, HB5681, and HB1293). Resolutions opposing these bills passed. July 12, board meeting was cancelled due to lack of a quorum. Next meeting is scheduled for September 13, 2018.

School of Medicine

No report.

Annuitants Association

Carolyn Harvey reported that the last meeting was held May 8th, 2018 at 10:00 a.m. in Biemfohr Hall. The next meeting is set for July 3, 2018. The Annuitants Association will be hosting a blood drive on August 27-28, 2018 in the Student Center from 10 a.m. to 2 p.m. The number of student scholarships given through the association may decrease due to decreased funding. Association officers were recently elected with no change. New membership brochures were passed out. All current employees are encouraged to join.

Human Resources

No report.

COUNCIL COMMITTEES

Executive/Budget

Met and set the agenda and appointed council committees. Discussion was held on purchasing a new audio recorder with remaining funds to replace the old recorder that no longer operates. A motion was made by Tina G. and seconded by Elizabeth C. to purchase a new recorder and the motion passed unanimously.

Range

Tina G. reported that the committee met June 5th, 2018. Tina G. was elected Chair of the committee and Shannon Newman was appointed committee secretary. Discussion was held on updating the committee operating paper, and extending invitations to Mary Nippe and Jay Brooks as non-council members in accordance with the committee's operating paper. The final item included a review of various information pertaining to salary increases. (see attached reports)

The following Council committees did not meet or had no report: Bylaws, Benefits, Education Assistance, Elections, Public Information, and Staff Excellence.

CONSTITUENCY COMMITTEES

Recreational Sports and Services Advisory Board
Betty Bishop submitted a report. (See attached)

There were no other constituency committee reports for the month of June.

SPECIAL/OTHER COMMITTEES

Employee Advisory Committee to the Merit Board
Shari Garnett submitted a report. (See attached)

Diversity Committee
Jane Meuth submitted a report (See attached)

Centralized Equity and Compliance Committee
Elizabeth C. reported the committee met on May 8th, 2018 in Edwardsville. The research sub-committee charged with reviewing the 45 similar university systems nationwide did their review and passed the information on to the outreach committee. The next meeting will be on June 12th in Carbondale at the Stone Center. This committee is looking at Title VII, Title IX, Age Discrimination and Employment Act, Rehabilitation Act, Americans with Disabilities Act, and other miscellaneous and additional sources against discrimination.

Chancellors Planning and Budget
Elizabeth C. reported the committee has met and received its charge from the Chancellor. Judy Marshall, Executive Director of Administration and Finance, is chairing the committee. The committee went over FY18 budgets and projected operating funds for the upcoming fiscal year. A subcommittee was discussed to look at tuition rates and discounting policies.

There were no reports by the Special Committees – Legislative Advisory, University Accreditation Committee.

OLD BUSINESS

Council Officer Election
Richel B. oversaw the officer election for the positions of Vice President and Secretary. Nominations from the floor were taken three times for Vice President and Secretary separately, and the floor was closed and ballots were cast.

Elizabeth C. was elected Vice President and Tara M. was elected Secretary.

A motion was made by Richel B. and seconded by Diane F. to accept the election results as reported, and passed unanimously. A second motion was made by Richel B. and seconded by Dawn L. to destroy the ballots, and passed unanimously.

Recap of the May 23 Special Council Meeting

Discussion was held to recap the meeting for those not in attendance. (See May 23, 2018 meeting minutes for details.)

NEW BUSINESS.

Council Committee Preference Sheet

Anthony T. reported that all council members have returned their preference sheets. Committee assignments will be made at the June 20th, 2018 Executive Committee meeting.

NON AGENDA ITEMS

Natalie S. questioned if other Council members have heard anything on lay-off notices. She was informed that three Civil Service employees in the Student Health area received notice. Anthony T. said he would ask about this at the Chancellor's Constituency Heads meeting.

Natalie S. raised a question on updating the website noting many items on the website are very out of date. Shannon N. volunteered to take the training to become a webmaster for the Council page.

Anthony T. reported that the \$5 collection for the card and flower fund will take place at the July Council meeting. All money can be sent to Tara M. for this fund.

Diane F. reminded Anthony T. that individual photos and biographies were needed from all new members and any other council members who want to update information on the website.

ADJOURNMENT

Meeting was adjourned at 2:58 p.m.

**Report to Civil Service Council
Range Employees Committee
Tuesday, June 5, 2018**

The Civil Service Council Range Employees Committee met on Tuesday, June 5, 2018, for the new Council year, electing Tina Gerecke as Chair and Shannon Newman as Secretary.

Our next order of business was to review updates to and finalize the CSC Range Employees Committee Operating Paper for submittal to the Chancellor's office.

Next, the members unanimously agreed to invite Mary Nippe and Jay Brooks to join the Range Employees Committee as non-Council members in accordance with our Operating Papers, and they have agreed to serve.

Our final agenda item included a review of various information pertaining to salary increases, including, but not limited to:

- recent actions taken by the SIU Board of Trustees to provide across-the-board salary increases to employees at both the SIU Edwardsville and SIU Springfield campuses;
- the lack of inclusion by the Chancellor of a salary request for the SIU Carbondale employees at the April 2018 SIU Board of Trustees meeting, as previously suggested;
- the last salary increase for SIU Carbondale employees was July 1, 2013 (FY14);
- employment data acquired from Human Resources showing a reduction in the number of Civil Service employees on the Carbondale campus from 1,828 in September 2014 to 1,236 as of May 30, 2018; and
- the recent agreement reached between the SIU Board of Trustees and ACsE (IEA/NEA) for a 1% retroactive salary increase with a one-time, lump sum payment of \$450 for their represented employees.

After deliberating the above details, the Range Employees Committee members are currently drafting a letter to the CSC President requesting an across-the-board salary increase for all non-negotiated (range) Civil Service employees on the Carbondale campus.

Respectfully submitted,
Tina J. Gerecke
Chair

Operating Paper of the Civil Service Council's Range Employees Committee

Operating Paper of the Civil Service Council's Range Employees Committee [Amended June 2018]

I. Purpose and Duties

The Range Employees Committee was established by resolution of the Civil Service Council on May 1, 1985, to deal with matters of specific concern to civil service range employees. The committee shall be responsible for matters referred to it by the President of the Civil Service Council. It shall also consider and act on such other employment- and compensation-related matters affecting range employees as may be brought to its attention. It shall be responsible for making recommendations to the Chancellor of Southern Illinois University Carbondale for the distribution of salary increases to civil service range employees.

II. Composition

The Range Employees Committee consists of all elected members of the Civil Service Council who are range employees plus other range employees who may be invited by those members of the committee to serve. The Range Employees Committee has established a maximum membership of 12 plus the elected SIUC representative to the Advisory Committee to the Merit Board if that individual is a range employee (i.e., if 9 members of the Civil Service Council are range employees in a given year only 3 non-council members can be invited to serve on the Range Employees Committee for that year). Officers of the Range Employees Committee shall be a chair and a secretary, elected by the committee membership. By the establishing resolution, the chair of the committee is not required to be a member of the Civil Service Council. A non-Civil Service Council chair is expected to attend the Civil Service Council meetings to represent the interests of the Range Employees Committee.

III. Procedure

Non-Civil Service Council members shall have been excused from the Range Employees Committee at the last meeting preceding the seating of Civil Service Council members in May. The Range employees who are elected members of the Civil Service Council shall consider the addition of non-Civil Service Council members for the ensuing year. This discussion may occur by meeting in person or via electronic communication. Members previously excused may be re-invited. Invitations to non-Civil Service Council members should be timely so that all members may attend the first meeting by August to elect the chair and secretary. These officers shall serve until the following August, unless the chair should be a non-Civil Service Council member who has been excused from the committee per these procedures. In such a case, the elected secretary shall assume the duties of the chair until the election of officers at the August meeting.

Recreational Sports and Services Advisory Board

Update for Civil Service Council – April 20, 2018

Betsy J Bishop bbbishop@siu.edu

- July 1 – MYE, fitness entertainment up and running. Audio for television monitors, smart digital signage, etc.
- Staffing Updates:
 - New Member Services Coordinator, Khara Burke
 - Facilities Coordinator – 20 applicants
 - IT position has been vacant for 4 months
 - Summer student employment – 22 positions, but fewer number of students on campus
 - Linda Floro Retiring after 33+ years
- Summer Hours
 - Building closes at 7:00 pm every day
 - Closed May 27-28 and July 4
- RSO, E-sports: Looking at installing gaming systems in 2nd pool lounge.

Campus Lake

- Becker Pavilion is Officially open and taking Reservations
- Bathroom Facility installation in process during May at Campus Lake
- First solar-powered fountain installed on Campus Lake funded by Green Fund.
- Events back on healthy Campus Lake!
 - Concrete Canoe Regional Competition – 4/21/18
 - Cardboard Boat Regatta – 4/28/18
 - Moonlight Canoe – 4/30/18

Addendum: Recreational Sports and Services Director, Troy Vaughn has accepted another position in Arizona. His last day will be June 30th.

Email received from Jeff Brownfield, Executive Director State Universities Civil Service System

EAC Members:

I wanted to inform you that we will be temporarily suspending the audit program from July 1 to December 31, 2018. During this period, all audit staff and other University System staff including me, will assist in the implementation of the new PAA procedures.

The most significant aspect of our work as part of the new PAA procedures is to fulfill our commitment to the Merit Board, HR Directors and EAC to update classifications and assure that our professional and managerial classifications meet the current needs of our universities/agencies. These classifications were often at the center of the disagreements regarding the designation of a position being PAA or CS.

We have received approximately 25-30 classification titles to revise. I am not sure we can complete all of them but we will make a significant effort. I am making a special request, that each campus/agency participate in the classification and examination revision process, which as you are aware, may include multiple collaborative meetings involving you/your staff and subject matter experts.

We will finalize the current audits that have been conducted including an audit scheduled for next week. A new comprehensive schedule will be developed and sent for MB review at the summer or fall meeting.

Thank you as always for your support. We are working with Chair Cole to identify a new date for the canceled May 22 meeting. We have two members that have resigned (Randal Thomas, SIU and Marvin Garcia, NEIU) and are waiting for their respective Board of Trustees to elect a new member.

Note: Our pending legislation, HB 3185, passed the Senate with no dissenting votes, you may recall it passed the House last year with no dissenting votes. We hope that the Governor will sign the bill in the coming weeks. Depending upon the Governor's action the changes will take effect January 1, 2019 or July 1, 2019.

Diversity Council
Met May 15, 2018

Discussed breaking into smaller committees to implement the approved Diversity Plan. The committees will meet with individual departments to discuss plans for moving forward.

At this time, it has not been determined when the Plan will be published.

Submitted by Jane Meuth