

2019-2020 CIVIL SERVICE COUNCIL
Wednesday, October 2, 2019
Student Services Building Room 307
1:00 p.m.

I. **Call to Order:** September meeting was called to order by Anthony Travelstead, President at 1:02pm.

II. **Roll Call of Membership**

Members Present: Richel Biby, Jim Bigogno, Jeletta Brant, Lyndsey Carter, Elizabeth Cheek, Ann Gilliam, Cyndy Green, Deborah Harmon, Crystal Harris, Carolin Harvey, Dawn Legier, Shannon Newman, Trinkia Pape, Jason Phillips, Marianne Shields, Andrea Steen, Anthony Travelstead, Ira Tripp, Jennifer Watson, Tara Moore, Tammy Weisman.

Members Absent with proxy: None

Members Absent: Beth Chester

Others Present: Theresa Henning

III. **Guest Speaker(s)** – No guest speaker this meeting but has invited Jennifer DeHaemers, Associate Chancellor for Enrollment Management, to the January meeting. December will have no guest speaker due to the luncheon. Still looking for a guest for the November meeting.

IV. **Approval of the Minutes** –Motion to approve minutes from September meeting as amended.

Motion: **S. Newman**

Second: **C. Green**

September minutes approved.

V. **Announcements**

- Motion from general sector to approve T. Weisman to fill the vacant seat.
 - 1st: **D. Legiere**
 - 2nd: **J. Bigogno**
 - Motion approved.
- Resignation from D. Legier effective as of today. General sector will work to find a replacement for the empty seat.

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting**

- Constituency groups have not met. Next meeting is scheduled for October 23rd.

2. **Board of Trustees Meeting**

- BOT met on September 12th and there were several things on the agenda:
 - Approved meeting schedule for 2020.
 - Approved salary increases for Edwardsville and School of Medicine. There will be no increases for Carbondale campus.
 - A. Bigogno asked if there had been any discussion or any protest raised on the issue at the BOT meeting as the Council was under the impression the issue would be addressed by A. Travelstead.
 - A. Travelstead explained that he did not speak at BOT meeting after having a conversation with Todd Bryson of the AP Staff Council. The consensus that had come out of the Constituency Heads meeting was that any complaint proposed to the BOT would not have altered the

- outcome.
 - A. Bigogno asked to go on record voicing his disappointment about the lack of representation, referencing prior meetings where council members had agreed that at minimum, disappointment should have been vocalized publicly at BOT meeting.
 - A special BOT meeting called on September 24th and 25th that involved discussion on the Resource Allocation Management Program (R.A.M.P.)
 - Approved the budget for the 2020 Fiscal year.
 - Approved a 3-month extension of the special assistant to the President, Gary Giacomelli.
 - The next BOT meeting will be here on Carbondale campus on December 4th & 5th.
- B. **School of Medicine Civil Service Council** – Springfield wants to be involved in future meetings. No report at this time.
- C. **Annuity Association – C. Harvey**
- Looking at list of any delinquent members and working on increasing overall membership which is \$39 annually. This fund helps secure the benefits that Civil Service employees have.
- D. **Human Resources – J. Watson.**
- Reminded everyone about the flu shots scheduled for October 17th and 23rd.
 - SURS Counselors will be on campus October 16th.
 - “HireTouch” system is starting to be implemented for all hiring areas on campus. Reminded everyone that they should get their profiles entered or up to date.
 - Questions were asked about training for hiring managers. J. Watson stated that there had been training provided a while ago but if anyone needed assistance in navigating the system they could contact HR.
- E. **Council Committees**
1. **Executive/Budget – E. Cheek.**
Committee met and set the agenda.
 2. **Bylaws - I. Tripp.** No report
 3. **Civil Service Benefits – T. Pape.** No report
 4. **Education Assistance – A. Steen**
 - Committee met twice and A. Steen provided a written report (attached)
 - Current fundraising flyer for Panera was distributed.
 - Requested approval for rental of sound equipment for the December holiday lunch. Cost is \$40 and will be taken from fundraising budget.
 - 1st: J. Bigogno
 - 2nd: E. Cheek
 - Motion was approved
 - Currently contacting a list of prior donors for raffle items. Need all items by November 21st.
 - Mentioned the lack of participation among committee members. Since this is the most active committee on the council, fully active participation is needed by all members in order to be successful. A. Travelstead addressed larger concern and asked for all council members to assist with soliciting items for the raffle.
 - M. Shields asked to be removed from Committee due to lack of available time. Will take up issue of replacement at next Executive meeting.
 - A. Travelstead reached out to Chancellor and President about attending the luncheon. Due to scheduling they will not be in attendance. Other council members recommended

extending the invite to the new Athletic Director (Liz Jarnigan) and new Undergraduate Admissions Director (John Frost)

5. **Elections – S. Newman.** No report
6. **Public Information- C. Green.** No report
7. **Range – J. Bigogno.**
Survey is ready to blast out to all permanent Civil Service staff. Survey will be left up for two weeks with a follow up reminder sent a week after posted.

F. Constituency Committees

1. **Advisory Committee, Director of Public Safety – J. Bigogno.** No report
2. **Computing Advisory - S. Newman.** No report
3. **Intercollegiate Athletics Advisory – L. Carter**
 - Met on September 17th and the new Athletic Director Liz Jarnigan attended the meeting. With her permanent appointment SIUC currently has the only female AD.
 - Currently looking for a new Senior Administrator.
 - Completely in compliance with Title IX this year.
4. **Naming University Facilities – C Waters.** No report
5. **Parking and Traffic Appeals – E. Cheek.** No report
6. **Recreational Sports and Services Advisory – E. Cheek.** No report
7. **Student Center Advisory – J. Brant.** No report
8. **Traffic and Parking – K. Morgan.** No report
A. Steen and C. Harvey mentioned pot holes in several parking areas on campus.
9. **University Joint Benefits – E. Cheek.** No report

G. Special/Other

1. **Employee Advisory Committee to the Merit Board – S. Garnett.** No report
2. **Legislative Advisory – J. Brant.** No Report
3. **Diversity Committee – A. Travelstead**
 - Committee met yesterday, A. Travelstead was unable to attend but has a list of information that was forwarded to the committee. Currently seeking volunteers to fill this committee position as he has not been able to devote time to the meetings.
 - J. Brant, C. Harris and L. Carter all volunteered – A. Travelstead will submit all names for approval.
 - There were a number of surveys distributed among students regarding the demographics on Carbondale campus. A follow up survey that should be going out soon.
4. **University Accreditation Committee – M. Shields.** No report

5. **Chancellors Planning and Budget – E. Cheek**

- Tuition and fees subcommittee has been meeting. Last meeting was held prior week and a follow up scheduled for next week.
- Hoping to have a recommendation to the formal committee by the end of this month.

6. **Presidential Search Committee – E. Cheek.** No report

VII. **Old Business – A. Travelstead**

- The System Round Table was cancelled due to lack of attendees. Will attempt to reschedule at some future date.

VIII. **New Business – A. Travelstead**

- Chancellor search committee: At the BOT meeting, Chancellor asked to move forward on his replacement. James Allen from the President's office asked for names to serve on the search committee. Due to the short notice before the deadline, the Executive Committee submitted several names: J. Brant, E. Cheek, S. Newman, R. Biby.
- Consultants from Witt, Kiefer will be visiting campus of October 9th – 11th to get feedback on Chancellor. They will be meeting with all constituency groups and Civil Service and AP Council are scheduled to meet with them on Friday, October 11th from 8am to 9am.
- New committee announcement: Sandy Conway, Chair of SIU Network Empowering Women Committee is asking for any members of CS council that may be interested in serving on this committee.

IX. **Non-Agenda Items – S. Newman** mentioned that Council picture on web page is out of date. A. Travelstead will arrange for a new picture to be taken and will announce exact date at future meeting.

X. **Adjournment:** 2:05 pm

Motion: **I. Tripp**

Second: **S. Newman**

Approved