

2018-2019 CIVIL SERVICE COUNCIL
Wednesday, March 6, 2019
Student Services Building Room 307
1:00 p.m.

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

II. **Roll Call of Membership**

Members Present: Richel Biby, Jim Bigogno, Jeletta Brant, Elizabeth Cheek, Trish Cochran, Diane Frew, Cyndy Green, Dawn Legier, Shannon Newman, Marianne Shields, Anthony Travelstead, Tammy Wieseman

Members Absent with proxy: Casey Kidd (Ira Tripp-proxy)

Members Absent: Michele Tourville, Kym Morgan, Ann Gilliam

Others Present: Scott Rakow

III. **Guest Speaker(s) - None**

IV. **Approval of the Minutes** – The minutes from the October, November and December 2018 meetings were not ready for approval. Minutes from January meeting approved with a minor correction.

Motion: **D. Frew**

Second: **E. Cheek**

V. **Announcements**

- May meeting: both the President and Chancellor will attend
- Other potential future guests: Jennifer DeHaemers (Director of Enrollment Management), Greg Petrowich (Executive Director WSIU), Coach Kill (Athletic Director)
- Received a thank you card from E. Cheek
- N. Sutton resignation received via inter office memo. Next eligible person on the ballot: Jeletta Brant. She has been contacted and has agreed to fill the council seat for the remainder of the term.
- Congratulations to D. Frew – officially retired! Treasurer position now open.
- Today is the “Day of Giving” – also the 150th Anniversary party in the Student Center

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting**

- Met with the Chancellor on February 7 – He spoke about focus on recruiting and retention
- Should be another meeting in April
- Retention rates are inaccurate – many variables factored into rate

2. **Board of Trustees Meeting**

- Met Feb. 13 & 14
- Items discussed in meeting: tuition rate/fees proposal, reporting change for the School of Law and School of Medicine, new stadium scoreboard approved (from private donation – not state funds), Salaries approved for Athletic Director and Associate Dean, School of Medicine
- Next Board meeting March 28 at the School of Medicine in Springfield
- Ryan and Britton appointments pulled – never got legislative approval
- Three other trustee terms expired in January (they may “sit” in the position for 60 days) creating the potential for 5 new trustees. Up to 4 “political affiliation” appointments allowed within same party as the Governor.

- B. **School of Medicine Civil Service Council** – No report
- C. **Annuitants Association – C. Harvey** - No report
- D. **Human Resources – J. Watson** - No report – Retro payments went out
- E. **Council Committees**
1. **Executive - D. Frew**
 - Passed out account reports
 - All bills paid (including Scholarships)
 - Looking for a new Treasurer to replace D. Frew – discussion followed
 2. **Budget** - No report
 3. **Bylaws - M. Shields**
 - Second reading, membership Article 2 Section 4. Discussion followed
 - Motion: **E. Cheek** - 2nd **D. Frew** – **Approved**
 - Follow up meeting needed
 4. **Civil Service Benefits - R. Biby** – no report
 5. **Education Assistance - T. Cochran**
 - Met February 15 – Discussed flea market (confirmation received from facilities)
 - Thank you letters sent out
 - Scholarship vouchers returned (lack of funds). Money was not properly transferred to the foundation account (revenue “falls off” after the fiscal year ends). The money was there all along – once transferred, vouchers were re-processed. Money will be distributed soon (as long as thank you letters received).
 - Endowment interest is up from last year – endowment money may not be withdrawn (only interest is usable).
 - Quatro’s – no information yet
 6. **Elections - S. Newman**
 - Received employee list from HR. Sent out candidacy requests (received email from T. Gerecke about Sector assignment). This led to campus outreach to determine sector reporting lines.
 - Elections meeting to follow immediately after council meeting. Discussion to include college restructuring.
 - Survey Monkey purchased for entire campus (not announced yet)
 7. **Public Information** – no report
 - Will meet to elect new chair
 8. **Range – E. Cheek**
 - Meeting March 7.
 9. **Staff Excellence – Cyndy Green**
 - Met to select one Civil Service staff member for Employee of the Year. Recommendation then forwarded to the Chancellor.

F. **Constituency Committees**

1. **Advisory Committee, Director of Public Safety**
 - **J. Bigogno** sat in for C. Lilley at the meeting. Discussion included outfitting campus police with “body cams.” Also, marijuana enforcement once it becomes “legal.” Recommendation is to treat it as any other infraction or violation of university policy.
 - C. Lilley has resigned from this committee and requested that J. Bigogno take her place.
2. **Computing Advisory – S. Newman/C. Woodruff** - No report
 - Meeting forthcoming
3. **Honorary Degrees – S. Garnett** - No report
4. **Intercollegiate Athletics Advisory – L. Knight** - No report
5. **Naming University Facilities – C. Waters** - No report
6. **Parking and Traffic Appeals – E. Cheek**
 - Met February 7
 - 5 appellants/citations – 1 denied, 4 no shows
 - Met again March 5 – 1 appellant/citation, 1 no show
 - Suggestion made to schedule specific times instead of the 2 hour window
 - Next meeting April 12
7. **Recreational Sports and Services Advisory – E. Cheek**
 - Met February 21 (next meeting March 21)
 - Report handed out
8. **Student Center Advisory – L. Knight** - No report
9. **Traffic and Parking – K. Morgan** – No report
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**
 - Beginning to examine the Governor’s budget
3. **Diversity Committee – A. Travelstead**
 - Supposed to meet on March 5 – meeting canceled
4. **University Accreditation Committee – M. Shields** - No report
5. **Centralized Equity and Compliance - E. Cheek** – No Report
6. **Chancellors Planning and Budget – M. Shields/E. Cheek**
 - Met on December 10, 2018 – Report link was emailed and hard copy provided
7. **Academic Calendar Committee – J. Looft** – No report
 - 150th Anniversary book
8. **Final Exam Committee – A. Travelstead** – No report

9. **LGBTQ Advisory Board – K. Wece** – No report

VII. **Old Business**

- Guest speakers from January meeting (Justin Harrell/Physical Plant and John Carrol/Ameren) asked if the council would like to move forward with a forum for the constituents to receive a similar presentation by Ameren.
- Could possibly be scheduled over lunchtime to avoid work release time.
- Will reach out to Justin and move forward with a presentation.

VIII. **New Business**

- Received Board of Trustees correspondence – a search committee is being formed to hire a President. **A. Travelstead and E. Cheek will serve on the committee.**
- **J. Bigogno** attended a mandated training session for staff in position to make hiring decisions. The training addressed the position changes from A/P to Civil Service.
 - Discussion followed
- Suggestion made to approach Jeff Brownfield about a joint Civil Service – A/P Council meeting to discuss in detail.

IX. **Non-Agenda Items** – No report

X. **Adjournment**

Motion: **T. Moore**

Second: **J. Brant**

Approved