

**2019-2020 CIVIL SERVICE COUNCIL**  
**Wednesday, August 5, 2020**  
**Microsoft Teams Video Conference**  
**1:00 p.m.**

I. **Call to Order** - the August 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, Lindsey Carter, Elizabeth Cheek, Cyndy Green, Deborah Harmon, Shannon Newman, Jason Phillips, Marianne Shields, Andrea Steen, Anthony Travelstead, Ira Tripp, Tammy Wieseman

Members Absent: Anthony Fobs, Ann Gilliam, Crystal Harris, Trinkia Pape

Others Present: None

III. **Approval of the Minutes** – The minutes from the July 2020 meeting were approved as amended.

Motion: E. Cheek

Second: T. Wieseman

V. **Announcements** – None

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – Has not met. A. Travelstead stated the next meeting will be on August 14 via Zoom.
2. **Board of Trustees Meeting** – A. Travelstead was unable to log into the meeting from July 9. The next meeting is scheduled for September 17 in Alton, IL. and should be available via Zoom.

B. **School of Medicine Civil Service Council** – No report. A. Travelstead stated he had heard an unconfirmed rumor that the School of Medicine looking into employee furlough days, considering 10 days this year and 5 days next year.

C. **Annuitants Association** – C. Harvey – No report.

D. **Human Resources** – J. Watson – No report.

E. **Council Committees**

1. **Executive/Budget** – A. Travelstead – Met and set the agenda
2. **Bylaws** - I. Tripp – No report.
3. **Civil Service Benefits** – T. Pape – No report.
4. **Education Assistance** – A. Steen – Written report submitted. The committee met via Teams on July 29. The Quatro's fundraiser has been completed. A. Travelstead stated we had \$4,898.54 in funds raised. The committee reviewed the 31 education assistance award applicants. C. Harris had reviewed students with questionable qualifications. Those students listed with no FAFSA on file did have a FAFSA on file so they are eligible for the award. There were also two students that are still not registered for 12 hours, which is a requirement for award eligibility. A. Travelstead stated one of these two students has been disqualified from award eligibility for not meeting the GPA requirements already. E. Cheek asked if someone has followed up to see if the remaining student is still registering. A. Travelstead stated that he had not done that but will. E. Cheek made a motion to the Council to proceed with the approval of 29 applicants, as well as one additional applicant once registration requirements are met, to receive a \$200 scholarship award for the Fall 2020 semester. S. Newman seconded and the motion passed. A. Steen announced she has resigned as chair of the committee and A. Fobs will fill that role with A. Travelstead's

assistance as an experienced member of the committee.

5. **Elections** – S. Newman – Elections have resumed and everyone should have received an email ballot first thing in the morning on August 3. A reminder email will go out to those who have not responded on August 10. Balloting closes on August 18 and the newly elected members shall be seated at the September meeting.
6. **Public Information** – C. Green – No report.
7. **Range** – J. Bigogno – No report.

F. **Constituency Committees**

1. **Advisory Committee, Director of Public Safety** – J. Bigogno - No report.
2. **Computing Advisory** – S. Newman/C. Woodruff - No report.
3. **Honorary Degrees** – S. Garnett – No report.
4. **Intercollegiate Athletics Advisory** – No report.
5. **Naming University Facilities** – I. Tripp - No report.
6. **Parking and Traffic Appeals** – E. Cheek – No report.
7. **Recreational Sports and Services Advisory** – E. Cheek – No report.
8. **Student Center Advisory** – J. Brant – No report.
9. **Traffic and Parking** – K. Morgan – No Report.
10. **University Joint Benefits** – E. Cheek – No report. Next meeting scheduled for August 25.

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** – C. Harris – A. Travelstead stated Crystal left a note to report that the committee has been meeting via Zoom and email. They are working on slogans for signage to be posted around campus and statements centered around diversity.
4. **Chancellors Planning and Budget** – No report. Met July 21. A summary of the State Appropriated Income Fund Account – Revenues and Expenses was submitted. The Cabinet has 6 top priorities – Enrollment, Academic Programs, Facilities and Technology, Student Success, Culture and Branding. The Chancellor wants to gather ideas on cost savings and better efficiencies on campus and is open to exploring new ideas. Any ideas should be forwarded to Elizabeth Cheek or Marianne Shields to be presented at the next meeting. Next meeting scheduled for August 24.
5. **NEW Committee** – J. Bigogno/T. Wieseman – No report.
6. **Chancellor Search Advisory** – E. Cheek – Met July 16. In addition to the 6 Cabinet top-priorities, they have asked the Deans and Directors to come up with various 10% budget-cut scenarios. They are requiring that all state-funded positions be approved by the Cabinet. The proposed budget-cut scenarios may not necessarily be 10% across the board. Some units may cut more than 10% and others may cut less than 10%. Units with excess funding that can be shifted may be funnel toward the 6 top priorities. Next meet will be Aug 27.

- VII. **Old Business** – A. Travelstead noted the employee survey results have been forwarded to the Chancellor for review. E. Cheek stated he will discuss it at their meeting on August 14.
- VIII. **New Business** – A. Travelstead stated the Affirmative Action Advisory Committee has reached out for an appointee for that committee. S. Newman said she would be interested if Dawn Legier, who has been active on that committee in the past, did not want to remain on that committee and said she was ok not taking that seat if Dawn wanted to continue and nobody else on Council wanted to participate.
- IX. **Non-Agenda Items** – J. Brant announced that she is a Deputy Registrar and can help people get registered to vote if needed. A. Travelstead now has one-on-one meetings with the Chancellor on the second Friday of every month and is scheduled through next May and asked if there was a topic that anyone in the group would like to bring to the Chancellor's attention for the next meeting. J. Bigogno asked that the topic of inconsistent pay practices between Vice Chancellor areas be brought up for his thoughts. E. Cheek stated the Chancellor has already made it known that he is not in favor of within classification increases but favors an across-the-board increase instead for all employees. S. Newman asked if there was a plan for accountability. For example, regarding employees that have not been working regular hours throughout the COVID mandates while others have been working more than normal hours and without within classification increases as a potential reward there is no incentive to continue working harder than peers to pick up the slack. M. Shields noted she would prefer they reviewed those increase requests at the Chancellor level instead of getting rid of them altogether. E. Cheek agreed.
- A. Travelstead mentioned there was a report that went out to campus regarding a COVID policy and encouraged all to read through that report. A. Travelstead asked if anyone has concerns that should be brought to the Chancellor's attention at the next meeting to email him at any time. He notes he has concerns for the cleaning staff and the time allotted to do cleaning between classes. He also asked if there was an employee rotation to reduce exposure to the chemicals used. J. Bigogno also expressed concern with the cleaning chemicals and staff reporting reactions to chemicals used. He asked if Tony would ask if gloves will be provided since the employee kits sent out state to use gloves with those chemicals. C. Green stated the cleaner Building Services uses is a green product but can result in strong fumes if oversaturated. They are not providing gloves at this time but she can look into that possibility. She also stated employees can request refills and cleaning kits from PSO's website. A. Travelstead also mentioned a recall on certain hand sanitizer from Mexico. Other highlights from the report include: personal offices should be cleaned by the personnel using those offices. Door knobs and common areas, etc, will be cleaned by cleaning staff and if you need garbage taken out, it needs to be set outside the office.
- X. **Adjournment –**  
Motion: J. Bigogno  
Second: A. Steen