

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

I. **Call to Order** - the July 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, Anthony Fobs, Cyndy Green, Crystal Harris, Deborah Harmon, Shannon Newman, Trinkia Pape, Jason Phillips, Marianne Shields, Andrea Steen, Anthony Travelstead, Ira Tripp, Tammy Wieseman

Members Absent: Ann Gilliam

Others Present: Shari Garnett

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

Motion: E. Cheek

Second: J. Bigogno

V. **Announcements** – A. Travelstead has received an email from Marcus Odom, President of the Faculty Senate, stating we have been approved to hire an Office Manager in the Constituencies Office. Theresa Henning has been working part-time in that office but needs to go full-time to her new position.

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – Has not met. A. Travelstead stated all meetings have been postponed pending Dr. Lane's start date as Chancellor. He was contacted by the Chancellor's Office about feedback needed from constituents regarding the return to campus for students and return to work for employees. An email was sent out and responses have been forwarded to Matt Baughman. J. Bigogno asked if there was any mention about when to expect PPE, hand sanitizer, etc. C. Green stated building services is calling departments this week to see how many kits are needed so they are in the process now.
2. **Board of Trustees Meeting** – A. Travelstead stated the next video meeting is scheduled for July 9. This is an open meeting and the link can be obtained from Misty Whittington. The agenda is posted to the BOT website.

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

C. **Annuitants Association** – C. Harvey – No report. A. Travelstead mentioned the committee has not met and the State-wide meeting was canceled due to the Coronavirus.

D. **Human Resources** – J. Watson – No report. A. Travelstead noted he had received an email from J. Watson stating the only change individuals should have noticed when updating information during open enrollment was an increase in insurance premiums. A. Steen noted that her new insurance card reflected a increased copays.

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 – Twenty-nine Education Assistance Award applications have been received and that info has been entered into the spreadsheet which will be sent to financial

aid to verify eligibility requirements like GPA, etc. The committee will need to meet once that is returned. A. Steen asked about the Yankee Candle fundraiser status and asked if there was anything she needed to send them. S. Newman mentioned the fundraiser ran through July 8. A. Travelstead said the orders were placed online directly so there was nothing for us to send to Yankee Candle. E. Cheek stated she has been in communication with Yankee Candle monthly and has received checks that have been deposited into the Education Assistance Fund. A. Travelstead inquired about the money that A. Steen is holding from the Quatro's fundraiser since campus is partially open and asked that she bring it to him. A. Steen stated she is not allowed to return to work and is working from home. M. Shields mentioned there are many still working remotely and the decision to come back to campus is up to supervisors. S. Newman asked if there was another person in her office that can get it for her. A. Steen said it was locked in her desk and nobody has a key. A. Travelstead will reach out to Rae Goldsmith for assistance.

5. **Elections** – S. Newman – No report but since campus is partially open S. Newman will poll the committee electronically to determine a time to continue the elections process.
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.

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 – No report.
4. **Chancellors Planning and Budget** – No report.
5. **NEW Committee** – J. Bigogno/T. Wieseman – No report.

VII. **Old Business** – None

VIII. **New Business** – A. Travelstead stated he received an email from the Chancellor's Office regarding new committees the Chancellor is assembling. They have not asked for us to submit appointments to those committees but invitations have been sent.

IX. **Non-Agenda Items –**

X. **Adjournment –**

Motion: J. Bigogno

Second: S. Newman