

2019-2020 CIVIL SERVICE COUNCIL
Wednesday, May 6th, 2020
Microsoft Teams Video Conference
1:00 p.m.

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

II. **Roll Call of Membership**

Members Present: Richel Biby, Jeletta Brant, Lindsey Carter, Beth Chester, Cyndy Green, Deborah Harmon, Shannon Newman, Trinka Pape, Jason Phillips, Marianne Shields, Andrea Steen, Anthony Travelstead, Ira Tripp, Tammy Wieseman

Members Absent: Jim Bigogno, Elizabeth Cheek, Ann Gilliam, Crystal Harris

Others Present: Jennifer Watson (HR), Shari Garnett, Melissa Forby

III. **Review bylaw meeting attendance policy (Article II Section VII-A4)** – The purpose of the review was to propose the Council to stay this specific bylaw section so we will not hold members to the regular attendance policy should they not be able to attend virtual meetings because of the shelter-in mandate. We realize not all members may have regular access to internet to allow for attendance.

Motion: S. Newman

Second: I. Tripp

IV. **Approval of the Minutes** – The minutes from the March 2020 meeting were approved as presented.

Motion: J. Brant

Second: R. Biby

V. **Announcements** – None

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – The April 16 meeting was cancelled.

2. **Board of Trustees Meeting** – The April 30 meeting was held virtually. A. Travelstead was unable to attend.

B. **School of Medicine Civil Service Council** – No report. Next meeting is Wednesday May 13.

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

D. **Human Resources** – J. Watson – The Benefits Choice period has begun and all changes must be completed online. J. Watson also reminds everyone that information regarding benefits choice options is available in online virtual fairs instead of in person. S. Newman added that the first virtual fair was scheduled Monday, May 4 from 3pm to 4pm and she did attend. She notes there were a lot of good questions and a lot of good information coming out of these virtual fairs. The hosts kept the webcast online until 5pm after they answered every question submitted in the chat. M. Shields asked if hiring from the registers had restarted yet. J. Watson said, due to the shelter-in, those types of hires are not allowed because they would require in-person contact. She clarified that hiring is still happening for custom classes but examinations are not allowed at this time so any hiring that requires an examination is not happening at any school in the state of Illinois. She also stated there is discussion about open positions and what SIU will look like if everything is online as we approach the fall and that outlook remains unknown.

E. **Council Committees**

1. **Executive/Budget** – A. Travelstead – Met and set the agenda and briefly discussed the attendance policy and the ongoing chancellor search.

2. **Bylaws** - I. Tripp – No report
 3. **Civil Service Benefits** – T. Pape – No report
 4. **Education Assistance** – A. Steen – No report
 5. **Elections** – S. Newman – The committee met electronically. S. Newman sent a poll to the group to determine how to proceed with elections since they should have been completed and new members seated at the second May meeting this day. Staying within the bylaws, the group has agreed to extend the current terms of all members that had expiring terms and postpone the remainder of the elections process until the first of the month following all employees' return to campus. This was presented to and voted on by the entire Council electronically as well. The committee felt this was the fairest way to ensure that all civil service employees had equal opportunity to vote and all candidates had best possible voting responses since some employees may not have access to internet at home during the shelter-in.
 6. **Public Information** – C. Green – No report. A. Travelstead reminded of the need for a newsletter.
 7. **Range** – J. Bigogno – No report
 8. **Staff Excellence** – C. Green – Both nominees submitted have been accepted. Julie Virgo for Civil Service and Renada Greer for AP are the award recipients.
- 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. A. Travelstead believes there was a Zoom meeting and will look for a report from E. Cheek next month.
 7. **Recreational Sports and Services Advisory** – E. Cheek – Written report submitted
 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 – Virtual meeting was held April 23. She will submit a written report next month.
 2. **Legislative Advisory** – J. Brant – No report
 3. **Diversity Committee** – C. Harris – No report
 4. **University Accreditation Committee** – M. Shields – No report. A. Travelstead asked if that was still ongoing. M. Shields has not heard if there was a final decision regarding reaccreditation.

5. **Chancellors Planning and Budget** – No report
6. **NEW Committee** – J. Bigogno/T. Wieseman – No report
7. **Chancellor Search Committee** – E. Cheek – A. Travelstead briefly discussed the open forums which had good attendance via Zoom. One candidate has since dropped out. S. Newman had sent out a short survey to the Council that asked for a ranking of preference between the three candidates. S. Newman stated the consensus was Lane followed by Evans followed by Stapleton in order of preference and Evans has dropped out. J. Brant asked if the Board met on April 30 and just not selected a candidate and A. Travelstead confirmed.

VII. **Old Business** – None

VIII. **New Business** – S. Newman has created a Microsoft Team for Civil Service Council. She did a brief overview on Microsoft Teams for the group and gave a short tour of the different components where files can be stored, shared and collaborated amongst various Council committees and where communications can commence within specific groups/committees. She also showed how and where Teams files are synced and accessible to each member in OneDrive. She notes that she is available if anyone has any questions going forward as Teams and OneDrive are staples for future use.

IX. **Non-Agenda Items** – None

X. **Adjournment** –
Motion: I. Tripp
Second: J. Brant