

2020-2021 CIVIL SERVICE COUNCIL
Wednesday, October 7, 2020
Microsoft Teams Video Conference
1:00 p.m.

- I. **Call to Order** - The October 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, Elizabeth Cheek, Anthony Fobs, Cyndy Green, Deborah Harmon, Crystal Harris, Lorrie Lefler, Tara Moore, Shannon Newman, Jason Phillips, Terry Richardson, Marianne Shields, Andrea Steen, Anthony Travelstead, Tammy Wieseman
- Members Absent with Proxy: None
- Members Absent: Tina Price
- Others Present: Carolin Harvey, Amelia Ketzle, Shari Garnett
- III. **Officer Election** – J. Phillips reviewed the officer election voting results which were completed electronically via Survey Monkey in Microsoft Teams since we were not able to meet in person to conduct balloting as it normally would have been because of COVID restrictions. There were 15 votes for Shannon Newman for the Secretary position with no write-ins. There were 14 votes for Elizabeth Cheek for the Vice President position with no write-ins.
- IV. **Approval of the Minutes** – The minutes from the September 2020 meeting were approved as written.
Motion: R. Biby
Second: J. Brant
- V. **Announcements** – A. Travelstead reported that he and Todd Bryson have met with Marcus Odom to discuss the open position in the Constituencies Office. All of the potential candidates from the list provided by HR have declined interviews so they are inquiring about filling that position as an Extra Help position since it has been vacant for so long. A. Travelstead also announced the first of eight Listening & Learning sessions with the Chancellor will be September 8th from 2:00-3:30. The events will be a combination of in-person and via Zoom and employees are divided by sector. The Student Center Ballroom capacity is limited to 50 people and each seat will have cards to be filled out by in-person attendees for contact tracing. C. Harvey asked if there was a plan for those who cannot make the assigned session. E. Cheek stated the individual can contact her and she can add them to an upcoming session. C. Harvey also asked if supervisors were being informed that employees should attend and if the meeting was approved release time. A. Travelstead stated release time is approved with supervisor approval. No personal time is required as this is a Chancellor driven series of events.
- VI. **Reports**
- A. **Council President**
1. **Chancellor One-on-One** – A. Travelstead met with the Chancellor September 22. It was a shortened meeting due to the Chancellor's busy schedule with listen & learning sessions. The next meeting is scheduled for October 13. Topics discussed include:
- Cell phone allowances since so many are working remotely. A. Travelstead has received complaints that some people are receiving a cell phone allowance on their paychecks and others are not.
 - Distribution of more masks to employees since the CDC recommends daily washing so the Chancellor will discuss that with Judy Marshall to get more as needed. L. Lefler stated their office has an abundance and is willing to distribute them as needed.
 - Started discussions regarding reviewing the lowest paid positions to evaluate salary ranges of those civil service employees that are at or below poverty.
2. **Board of Trustees Meeting** – Met September 17 in Alton, IL. Next meeting is Dec 3 in Carbondale.
- Approval of FY21 operating budget with SIUC at \$341M, SIU SOM at \$253M and SIUE at \$293M. State appropriations for SIUC is \$96.9M, SIU SOM is \$35.9M and SIUE is \$58.4M.

- Appointment of Scott Ishman to Interim Dean of the College of Agricultural, Life & Physical Sciences.
 - Approved the System's legal counsel title changes and salary increases due to additional duties.
 - Approved the BOT meeting calendar for next year.
 - Amended tuition benefits for civilians in the Department of Defense to allow them free tuition.
3. **Leadership Council** – Met September 14. Next meeting October 16 via Zoom. Discussion included:
- COVID numbers were reported. For the week of 9/28-10/4 - 224 tests, 7 positive all students and in isolation/quarantined. There will be more on-campus testing in coordination with SIH.
 - Discussed Chancellor Listening & Learning plans.
 - Summary of grants. Grants are up this year. There are fewer grants but worth more money.
 - The Provost's office acquired feedback from other leaders regarding the spring break calendar and the feedback was in favor of eliminating spring break and starting the spring semester a week later as other peer institutions have also decided.
 - Scott Bridges discussed security awareness training and the concern of the low response.
 - Ethics training is live via D2L.
- B. **School of Medicine Civil Service Council** – Jo Turley - No report.
- C. **Annuitants Association** – C. Harvey – They had a state meeting via Zoom on September 30 to conduct elections and make changes to the bylaws. Pat Eckert has been elected president. The fall meeting will be October 28th via Zoom.
- D. **Human Resources** – J. Watson was unable to attend but sent information regarding flu shot clinics. A. Travelstead noted the walkup dates are October 6-7 at the Student Services Pavilion and the drive-up dates are October 13-14. E. Cheek added you can check with your own county to see if they bill SIU insurances which could make it easier if children need vaccines as well.
- E. **SURS Member Advisory** – Mary Nippe – No report.
- F. **Council Committees**
1. **Executive/Budget** – A. Travelstead – Met and set the agenda.
 2. **Bylaws** - No report.
 3. **Civil Service Benefits** – T. Pape – Met electronically and a written report was submitted.
 4. **Education Assistance** – A. Fobs – A. Travelstead noted the September Quatro's fundraiser made \$300 in profit. Another Quatro's fundraiser is scheduled for November 17.
 5. **Elections** – S. Newman – No report.
 6. **Public Information** – C. Green – No report.
 7. **Range** – L. Lefler – The committee met and elected L. Lefler to chair. Discussion commenced regarding a poverty study and the committee has agreed to request HR review salary ranges on our lowest paid positions. A written report was also distributed.
 8. **Staff Excellence** – C. Green – No report.
- F. **Constituency Committees**
1. **Advisory Committee, Director of Public Safety** – T. Moore - No report.
 2. **Computing Advisory** – S. Newman/C. Woodruff - No report.
 3. **Honorary Degrees** – S. Garnett – Met September 23 via Zoom to receive their charge from the Chancellor. Joey Helleny was elected chair. Nominations deadlines for honorary degrees and

distinguished service awards is October 21. The next meeting is scheduled for October 26.

4. **Intercollegiate Athletics Advisory** – L. Carter – Met September 11. Discussions commenced regarding research on SIU's athletic funding vs peer institution's athletic funding and there is a \$9M gap between what SIU funds athletics and other schools in the MVC. It varies by enrollment. PSO surcharges at SIU at 48% are in line with schools in the SEC as opposed to MVC schools so SIU athletics pays more for PSO services than peer institutions. E. Cheek asked what percentage the other schools were paying. L. Carter stated she was expecting Liz Jarnigan to share a chart with those comparisons and that could be shared with the group at that time. Athletics is taking a \$3M budget cut so layoffs have been considered but eliminating open positions should prevent the need for layoffs. Athletes with winter seasons who are practicing will get COVID tests three times per week. Results are received within 6 hours. They are also inquiring in the ability to use saliva testing with Uofl. The SEMO football game was delayed to October 30. Faculty members asked if athletes test numbers are included in the campus numbers. L. Carter said they are if they live on campus but if they live outside of Jackson County, they are not. J. Phillips asked if there was discussion of eliminating programs because of funding cuts and L. Carter stated there was no plan to eliminate programs.
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 – Written report was 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. **Chancellors Planning and Budget** – M. Shields. Met September 29 and a written report was distributed. Tuition and Fee waivers were discussed and reports have been submitted that outlines them.
2. **Chancellor Search Advisory** – E. Cheek – Met September 24. Highlights include:
 - The Chancellor has been meeting with school superintendents and guidance counsellors and notes a 30% increase in new freshmen, 32% increase in students from Southern Illinois, and encourages all staff to share the free application link.
 - October 12 virtual open house, October 19 is SIU virtual week.
 - Chancellor Choice Scholarship – guidance counsellors give scholarships to five students within their district.
 - New Enrollment Committee made up of 50 people has been created with 4 task forces: Enrollment Funnel, Community Outreach and Branding, Strategic Planning and Internal Events.
 - Listening and Learning Tour – September through March.
 - Governor was in town about the consensus and noted only a 59% completion rate at that time. State federal aid equates to \$1400 per year per person registered and he is encouraging completion. The Governor encourages the University to encourage student participation.
 - Discussion regarding a Pass/Fail option for students.
 - Next meeting is scheduled for October 22.
3. **Diversity Committee** – C. Harris – No report. Next scheduled meeting is October 8.

Employee Advisory Committee to the Merit Board – S. Garnett – Met July 17 via Zoom. SUCSS office working remotely. Merit board approved the state systems office FY21 budget. Campus audits are scheduled for February 2021 to cover July 1, 2016 thru March 31, 2020 over 4 days. The Civil Service Council of Councils event was planned at SIU School of Medicine but, because of COVID it will be a virtual

conference Friday, October 23. Look for an agenda and registration to follow soon. A. Travelstead will send out information to the group. E. Cheek sent Jo Turley an updated list of our membership so she can send information directly to our members regarding this year's Council of Councils event.

4. **Legislative Advisory** – J. Brant – No report.

5. **NEW Committee** – J. Bigogno – No report.

6. **Academic Calendar** – Amelia Ketzle – The committee met to discuss the upcoming academic calendars for 2020-2021, 2021-2022, and 2022-2023. The committee agreed to eliminate spring break this year. A written report was also distributed.

VII. **Old Business** –

- **Council Committee Assignments** – The Executive Committee met to discuss committee assignments. The new committee list was distributed. Changes to Constituency Committees were discussed for positions with expiring terms.
- **Card & Flower Fund** – It was proposed to stay the collection of the \$5 donation from Council members as a result of COVID 19 and financial stress of those on campus already. We have just over \$87 currently. We may open that up if need arises.

VIII. **New Business** – University Search Committee for the Associate Chancellor for Diversity. Matt Baughman has asked for three names to serve on the committee. C. Harris, L. Lefler and L. Carter volunteered to serve on that committee.

IX. **Non-Agenda Items** –

- S. Newman has asked for headshot and short biography to be posted to the Civil Service Council website at <https://cscouncil.siu.edu>.
- A. Travelstead was contacted by Gireesh Gupchup, Vice President for Academic Innovation, Planning, and Partnerships regarding the formation of a staff advisory committee for the SIU System. They are looking for non-constituency heads to represent employees on this 12-person advisory committee. The members will be comprised from all three campuses and include representation from Alton and East St. Louis campuses as well. We have been asked to come up with three system-wide issues to be addressed and bring the campuses together.
- T. Richardson brought up complaints he has received regarding the reorganization where staff members have taken on additional duties with no change in wages while chairs move to directors and receive wage increases from title changes with no change in duties. A. Travelstead noted it has been a problem for years and the Chancellor supports across-the-board wage increases and does not support within-classification upgrades. C. Harris notes the reorganization is causing animosity among the ranks, states communication has been lacking, most recently regarding the July 1 changes with no notice, and the graduate students are suffering as a result of the lack of communication and lack of staff knowledge of the changes in advance. T. Richardson adds the Chancellors reorg plans are not listed on the website. S. Newman notes the proposed reorganization updates are now posted on the Provost's website. <https://pvcaa.siu.edu/academic-reorg/proposed-plan.php>.
- A. Steen asked about the civil service employees that were hired with exempt status regarding accumulated time off at the time of hire and has received complaints from other civil service employees and asked if the chancellor could look into this.

X. **Adjournment – 3:07pm**

Motion: S. Newman

Second: R. Biby