

2019-2020 CIVIL SERVICE COUNCIL
Wednesday, September 2, 2020 – Meeting 1
Microsoft Teams Video Conference
1:00 p.m.

I. **Call to Order** - The first September meeting was called to order by Elizabeth Cheek, Vice President, Civil Service Council.

II. **Roll Call of Membership**

Members Present: Richel Biby, Jeletta Brant, Lindsey Carter, Elizabeth Cheek, Cyndy Green, Shannon Newman, Trinkia Pape, Jason Phillips, Marianne Shields, Andrea Steen, Tammy Wieseman

Members Absent with Proxy: Deborah Harmon (Julie Rottschalk-Bird)

Members Absent: Jim Bigogno, Anthony Fobs, Ann Gilliam, Crystal Harris, Anthony Travelstead, Ira Tripp

Others Present: Jennifer Watson (HR), Lorrie Lefler, Tara Moore, Tina Price, Terry Richardson, Holly Sparkman

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

Motion: M. Shields

Second: R. Biby

V. **Announcements** – None

VI. **Reports**

A. **Council President**

1. **Chancellor One-on-One** – E. Cheek and A. Travelstead attended the first chancellor one-on-one meeting on August 14 which was cut short because of an unexpected visit by U.S Representative Mike Bost to campus. They discussed the background of the Civil Service employees this Council represents, the alarming decline of civil service staffing due to budget cuts over the last 10 years, retirements and lost outside entities and highlighted the history of range employee salary increases over the last decade as compared to rest of the SIU System. Also discussed was wage increase disparity between the vice chancellor reporting lines to which the Chancellor has stated all within classification wage increases have been frozen until further notice. Due to time limitations, talking points like the employee survey results and staff mask concerns. The next meeting is scheduled for September 11.
2. **Board of Trustees Meeting** – Have not met. Next meeting is scheduled for September 17 in Alton, IL. and should be available via Zoom.
3. **Leadership Council** – Met August 14. The Chancellor gave updates for the start of fall. Despite the number of cancelled housing contracts due to students having online formats, overall numbers look good. Masks will be required. Faculty and staff are not to engage in conflicts with any student not following policy but should refer the student to the Student Code of Conduct Committee for enforcement compliance.

Course format breakdown for fall of 2020 was provided:

- 39% Fully Online Course
- 31% Face-to-Face in Classroom
- 30% Hybrid (online and face-to-face)

Judy Marshall provided a budget update. The budget from tuition dollars was ~\$6.5M less than last year which is better than the projected \$10M-\$12M. Vice Chancellors were asked to review budgets to make a 10% cut from the state accounts within their areas. Most cuts would be achieved by not filling vacant positions or moving positions from state accounts to local accounts. Overall, a potential 5% budget cut is expected to cover decreases from the previous year and to pad the University reserves used up in FY16.

There was discussion of campus building space and reducing the campus footprint. The same

buildings and spaces are in use now that were in use when enrollment was at its highest resulting in a waste of resources and operating funds. With the reorganization, units are looking at consolidating which is costly and there is confusion as to who will pay to move entire departments and offices. The Chancellor asked for a study to create a general fund to offset moving expenses and asked to hold off on moving individual offices until the reorganization is more complete.

New hire insurance enrollment – New employees have 30 days from their hire date to enroll into a health plan. If no decision is made, the employee will automatically be enrolled into the State Preferred Plan and no changes, including adding dependents, can be made until the following benefits choice period, May 1-May 31. CMS is not allowing extensions.

Next meeting is scheduled for September 18, 2020.

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

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 – Met electronically and a written report was submitted.

4. **Education Assistance** – A. Fobs – No report. The September Quatro's day flyer went out.

5. **Elections** – S. Newman – Elections have completed. We have 4 new members that will be seated at the 2nd meeting today and two re-elected.

- New members: Lorrie Lefler, Tara Moore, Tina Price, and Terry Richardson.
- Re-elected: Cyndy Green and Tammy Wieseman
- Leaving the Council: Jim Bigogno, Ann Gilliam, Trinkia Pape, and Ira Tripp

6. **Public Information** – C. Green – No report.

7. **Range** – J. Bigogno – No report. E. Cheek stated the Executive Committee has been working on a poverty study and requested data from Jennifer Watson I HR to do this and the Range Committee should meet with its new members.

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. Next meeting September 11.

5. **Naming University Facilities** – I. Tripp - No report.

6. **Parking and Traffic Appeals** – E. Cheek – No report. Next meeting September 17 at 10am

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 – No report. Crystal stated committee has been meeting via Zoom and email. Listen to student concerns between 5pm-7pm Sept 2 via Zoom. The link is posted on the Chancellor's website.
4. **Chancellors Planning and Budget** – M. Shields stated there will be a budget discussion at the next Board of Trustees meeting. Judy Marshall reported a decrease to the income fund by \$6.2M. Loss of revenue in the self-supporting units by an expected 2.9%. Housing contracts were up 300 individuals but does not account for those that cancelled due to online courses. State appropriation is expected to be flat with the exception of a decrease in license plate revenue at ~\$2,000. Proposed tuition waivers are \$13M for undergraduate waivers and \$22M for graduate waivers. SIUE is significantly less at \$5.8M in undergraduate waivers and enrollment is higher than SIUC. Discussions in the Chancellor's Cabinet are expected to review how much SIUC should be issuing in waivers. The Chancellor mentioned potential savings: ie: lapsed dollars where positions have not been refilled. He discussed chilling hiring (not freezing). Staff positions must now go to Cabinet for review prior to hiring. Only filling critical staff positions that are approved. Judy Marshall will now sign off on all positions prior to the Chancellor as one who has an overall campus budget view. No more pocket approvals. Travel may be pulled back. Athletics are looking at a \$3M cut but also launching a capital campaign. They discussed possible refinancing opportunity. Brad Dillard discussed facilities and the large footprint SIU occupies and the need to look into new efficiencies. Furloughs were brought up and the Chancellor has stated that they are not looking at Furloughs at this time. They are also reviewing free-tuition programs currently running at other State universities.
5. **NEW Committee** – J. Bigogno/T. Wieseman – No report.
6. **Chancellor Search Advisory** – E. Cheek – Met August 27. Highlights include: Enrollment numbers looked promising. State representatives will go with the Chancellor to meet local school superintendents to help recruitment process. There is a 32.9% increase in Southern Illinois students this year. They are beginning to establish more pipelines with junior colleges. Discussed holes regarding waivers and looking for foundation money to fund waivers. Talk related to COVID and releasing counts. The Chancellor asked E. Cheek to determine the best way to divide civil service employees into smaller groups since there are so many for the Listening and Learning Tour and the Executive Committee is working on that. A new employee list has been requested with HR. Next meeting is September 24.

VII. **Old Business** – None

VIII. **New Business** – None

IX. **Non-Agenda Items** – S. Newman stated September 1 started a new program for those employees that have the Self-Managed retirement plan. A PIN number should be sent in the mail to access the Voya website.

X. **Adjournment – 1:30pm**

Motion: S. Newman

Second: M. Shields

2020-2021 CIVIL SERVICE COUNCIL
Wednesday, September 2, 2020 – Meeting 2
Microsoft Teams Video Conference
~2:00 p.m.

I. **Call to Order** - The second September meeting was called to order by Elizabeth Cheek, Vice President, Civil Service Council at 1:32pm.

II. **Roll Call of Membership**

Members Present: Richel Biby, Jeletta Brant, Lindsey Carter, Elizabeth Cheek, Anthony Fobs, Cyndy Green, Crystal Harris, Lorrie Lefler, Tara Moore, Shannon Newman, Jason Phillips, Tina Price, Terry Richardson, Marianne Shields, Andrea Steen, Tammy Wieseman

Members Absent with Proxy: Deborah Harmon (Julie Rottschalk-Bird)

Members Absent: Anthony Travelstead

Others Present: Jennifer Watson (HR), Trinkia Pape, Holly Sparkman

III. **Welcome**

E. Cheek welcomed our newly elected members to the Council.

IV. **Orientation**

E. Cheek announced several orientation documents that have been distributed via Teams which all new members should review, including:

- Duties and Responsibilities – This document discusses the use of proxies, committee participation expectations, vacancies, and provides a detailed description of officer positions and each Council committee.

A. Council Membership / Meeting Schedule – Below is a list of the current Council members and from which sector they come.

Sector	Provost and Vice Chancellor of Academic Affairs	Vice Chancellor of Administration and Finance	Vice Chancellor of Student Affairs	General
Total Seats	6	5	4	4
Member Names	Jeletta Brant Deborah Harmon Crystal Harris Shannon Newman Terry Richardson Marianne Shields	Elizabeth Cheek Anthony Fobs Cyndy Green Tara Moore Anthony Travelstead	Richel Biby Lindsey Carter Lorrie Lefler Jason Phillips	Tina Price Andrea Steen Tammy Wieseman (Vacant Seat)

Below is the list of scheduled meeting dates for the monthly Council meetings.

September 2, 2020	December 2, 2020	March 3, 2021
October 7, 2020	January 6, 2021	April 7, 2021
November 4, 2020	February 3, 2021	May 5, 2021
		June 2, 2021

B. **Officers**

- Officer Nominations Committee – The Officer Nominations Committee operating paper was distributed via Teams and a committee was assembled to perform balloting processes for the open officer positions. J. Phillips volunteered to chair the Officer Nomination Committee and L. Leffler, L. Carter, C. Green, and T. Richardson volunteered to server on the committee.

- Officer Candidacy Statement form – The form has been distributed for those who wish to run for the two open officer positions: Vice President and Secretary. Forms are due to J. Phillips by September 16. (Due date was revised to align with committee operating papers).

C. Committees

- Council Committee Preference Sheet – The preference sheet was distributed and is to be returned to any of the four officers no later than September 21, 2020. Each member should select the top 3 choices for committee assignments.

V. **Other Business**

VI. **Non-Agenda Items**

VII. **Adjournment**

Motion: C. Green

Second: T. Wieseman