

2020-2021 Civil Service Council
Wednesday, April 7, 2021
Microsoft Teams Video Conference
1:00 P.M.

I. Call to Order

The April meeting was called to order by President Anthony Travelstead.

II. Roll Call of Membership

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

Members Absent: Anthony Fobs

Guests: Josh Frick, Shari Garnett, Jennifer Watson

III. Approval of the Minutes

The minutes from March 2021 meeting were approved as amended.

Motion: E. Cheek

Second: C. Green

IV. Announcements

-A. Travelstead – I have a new granddaughter.

V. Reports

A. Council President

1. Chancellor Meeting – Met March 19th, next meeting scheduled April 9th. He had three things to share. First, was moving work back to campus starting May 3rd. Talked about the summer flex schedule program that was released on Monday. He also gave some enrollment numbers and we're still ahead of last year.
2. Board of Trustees Meeting – Next meeting is April 29th in Carbondale but virtual. It will be broadcast on the YouTube page.
3. Chancellors Leadership Council – Met March 17th, next meeting scheduled April 16th. Jamie Clark (Director of CAPS) gave updates on counseling numbers. Compared to other universities our numbers were a little higher but most universities out source their counseling where SIU keeps it in house, as much as possible. They are looking at bringing on a full-time person dedicated to counseling faculty and staff. There are resources through CMS for counseling. Trying to have Jamie give the same presentation at our next council meeting. Gena Albert gave an update on the commencements. They plan on having 8 graduation ceremonies, planned over the May 7th-8th weekend. May 7th will be the 2021 graduates and May 8th is dedicated to the 2020 graduates. All ceremonies are scheduled outdoors in the football stadium, weather permitting. They are limiting guest to 4 per graduate and all ceremonies can be viewed virtually. We are looking at having the majority of classes in-person for Fall 2021. They extended pass/no pass for Spring 2021.

B. School of Medicine Civil Service Council – Jo Turley
No report

C. Annuitants Association – Carolin Harvey

No report

D. Human Resources – Jennifer Watson

-J. Watson – Be watching for Benefit Choice information. If individuals need to seek counseling they can go through Magellan.

-A. Travelstead – With the return from remote work, are you seeing an influx of people retiring?

-J. Watson – I don't know that we've seen any information at this point based on that. SURS had a virtual meeting and referenced in June that the money purchase will go to the board. So, the money purchase could potentially change. In previous years we did see an up tick with retirements based on the money purchase.

-S. Newman – Do you know if the session was recorded?

-J. Watson – I'll find out and let you know.

-T. Moore – HR has been having some voice mail issues in the last week. Please, have patience and call back.

E. SURS Member Advisory – Mary Nippe – Meets in April

No report

F. Council Committees

1. Executive/Budget – Elizabeth Cheek

-S. Newman – Met and set the agenda.

2. Bylaws – Tammy Wieseman

No report

3. Civil Service Benefits – Richel Biby

No report

4. Education Assistance – Anthony Fobs/Anthony Travelstead – Quatro's Day 03/30

-A. Travelstead – Sold \$90 worth of gift certificates on Quatro's Day. Also, had a profit of \$350 from instore sales. In the middle of flea market scheduling. Have not received final approval from administration but moving forward with our plans. We have had about a dozen vendors interested but haven't checked the online registration.

-T. Price – Will tables be provided to the vendors?

-A. Travelstead – No, vendors provide all their own stuff. We will need help that day, and planning on April 24th with a rain date of April 25th.

-S. Newman – I will post a sign-up sheet so you can sign up for time slots. Any news on our Scentsy Promo?

-C. Harris – I will reach out to her. She responded and waiting for one more order. She will then run the sales report, submit it and just needs to know who to write the check to. She will also give us a copy of the sales report for our record.

-C. Green – Did my friend Denise reach out to you Anthony about selling jewelry.

-A. Travelstead – Yes, I received her check. Be looking for the sign-up sheet.

5. Elections – Tara Moore

-T. Moore – Elections ballots are ready to go. They're scheduled to be sent out today at 4 P.M. and will close on the 21st.

6. Public Information – Shannon Newman

No report

7. Range – Lorrie Lefler

No report

8. Staff Excellence Committee – Cyndy Green

-C. Green – We picked 2 winners; Scott Taylor (Superintendent of Buildings for University Housing) for Civil Service and Lanel Love (Assistant Dean of Students, The First Saluki Center) for AP Staff. Award ceremony will be a university event on April 26th and both will be recognized. Report is attached.

G. Constituency Committees

1. Advisory Committee, Director of Public Safety – Tara Moore
-T. Moore – No report but we meet Wednesday, April 14th.
2. Affirmative Action Advisory – Dawn Legier
No report
3. Computing Advisory – Shannon Newman
No report
4. Honorary Degrees – Shari Garnett
No report
5. Intercollegiate Athletics Advisory – Lindsey Carter
-L. Carter – Met March 25th, discussed where their budget is going and hoping to get tuition dollars on top of the student fee dollars. Football season is over.
6. Naming University Facilities – Anthony Fobs
No report
7. Parking and Traffic Appeals – Elizabeth Cheek
-E. Cheek – Next meeting is April 14th.
8. Recreational Sports and Services Advisory – Elizabeth Cheek
-E. Cheek – Report is attached, next meeting is April 15th.
9. Student Center Advisory – Shannon Newman
No report
10. Traffic and Parking – Marianne Shields
-M. Shields – We met on April 1st, report uploaded to Teams. We decided not to increase parking decal fees for FY2022.
11. University Joint Benefits – Elizabeth Cheek
No report
12. Academic Calendar Committee – Amelia Ketzle
-S. Newman – Report has been submitted. Changing start date for Fall 2022 to August 22nd. Talked about the eclipse. Not expecting a rush like the last one since this isn't the big location.

H. Special/Other

1. Chancellor's Planning and Budget – Marianne Shields/Elizabeth Cheek
-E. Cheek – Report has been uploaded. Next meeting is April 13th.
2. Chancellor Search Advisory – Elizabeth Cheek
-E. Cheek – No report, next meeting is April 22nd. This will be the last one, we will not be meeting over the summer.
3. Diversity Committee – Crystal Harris – No report, meeting was cancelled.
-C. Harris – Last meeting was canceled but we had one on March 31st. We went over Diversity Week that will be in the Fall. We will be interviewing the candidates for the position Todd is currently sitting on next Monday and Tuesday.
4. Employee Advisory Committee to the Merit Board – Shari Garnett
-S. Garnett – We met January 28th via Zoom. We did install new members on the committee. Next meeting will be via Zoom on April 14th and 15th. The following meeting is scheduled at SIUE on July 28th and 29th. The EAC will meet on October 20th and 21st. No one volunteered to host Council of Councils for 2021.

- S. Newman – How many people are on this committee?
- A. Travelstead – Probably 12-15 people.
- 5. Legislative Advisory – Tammy Wieseman
No report
- 6. NEW Committee – Crystal Harris
-C. Harris – We meet tomorrow at 1:30 P.M.
- 7. Search Committee for Vice Chancellor for Diversity – Lindsey Carter
L. Carter – We made recommendations to the Chancellor two weeks ago.
- 8. System Staff Advisory – Anthony Travelstead – Met March 18th
-A. Travelstead – Meeting coming up on the 13th. We will be working on topics for staff all across the system. Looking at a standing committee serving 3-5 years. Still a new and forming committee.
- 9. Search Committee for Dean of CALPS – Marianne Shields
-M. Shields – We have started the interview process and there are 5 candidates. First interview was Monday, next one is this Friday. We will have 3 next week on Monday, Wednesday, Friday. All information has been sent out on the university communication news that went out on Monday.
- 10. Search Committee for Dean of CHHS – Tina Price
-T. Price – We narrowed down the selection to the top 5 candidates and submitted our recommendations.
- 11. Search Committee for System VP of Antiracism, Diversity, Equity and Inclusion – Anthony Travelstead
-A. Travelstead – I'm not on this committee but did sit in on interview stages with the 5 candidates. We had time to ask questions and get to know the candidates. Interviews took place March 22nd – 26th. This is a new position they are forming at the system level. Committee was going to review candidate forms and submit their recommendation to the President.

VI. Old Business

- A. Ombudsman Policy/Workplace Anti-Bullying Policy
 - E. Cheek – We received good feedback and made some changes to the document. Some ideas submitted, that will not be in the policy, I suggested Tony take to his one-on-one with the Chancellor. This document is still a working document. I'm not sure how everyone else feels about this. Maybe we're at the point we make a motion to allow Tony to take it forward to the Chancellor and this committee can work with central administration to develop something more finalized for this campus. Thoughts?
 - S. Newman – Thank you for all the work put into this document, it's very detailed. I will propose a motion to forward this draft document to the upper administration.
 - Motion: S. Newman
 - Second: M. Shields
 - E. Cheek – It's important to add that this is a draft and the council is willing to work with central administration. This is not a finalized document and with the addition of the Ombudsman Office, there may be some adjustments to be made.
 - A. Travelstead – I will pass this on to the Chancellor at our one-on-one meeting Friday.
 - T. Price – Will additional information be sent out to participate for the flea market?
 - S. Newman – A flyer will be posted to the website.
- A. Travelstead – Flea market will be open to the public from 8 A.M. to 3 P.M. Vendors can start coming at 6 A.M. to set up. We would like everyone out by 4 P.M.

VII. New Business

A. Remote/Return to work meeting with AP Staff Council members

-A. Travelstead – I had a meeting on March 24th with Kathy Jones and Wil Clark about returning to work. I sent out an email request over the listserv to our constituents looking for feedback on remote working and returning to work. Emails will be shared in Team’s file. This is something I plan on addressing with the Chancellor on Friday.

-C. Harris – We had a staff meeting and I discussed this with our staff. Not everyone has ample working conditions. Space and building conditions seemed to be the topic of concern.

-T. Wieseman – I had a staff member concerned about returning to work and I called Lisa Caringer. There is a process for anyone with medical conditions or true concerns that they can go through.

-A. Travelstead – In the Chancellor’s email, he says there is a way and a process to work with your supervisors and HR if you have health or ADA issues on returning to work.

-J. Phillips – How much has been discussed about vaccinations?

-A. Travelstead – The vaccines are widely available and they are encouraging us to get vaccinated.

-E. Cheek – I know they’ve made testing mandatory for students living on campus but has there been any discussion making the vaccination mandatory?

-J. Phillips – Not that I know of.

VIII. Non-Agenda Items

-A. Travelstead – How are we on our card and flower fund?

-S. Newman – We have \$45.55. Will our next meeting be in person or on Teams?

-A. Travelstead – Room 307 would be too small for social distancing so we’d have to reserve one of the meeting rooms on the first floor.

-L. Carter – We did an office training in 150/160 with a person on the screen and they were able to hear us and we could hear him. We just took a webcam down there and it worked.

-C. Harris – We have all our workshops in 150/160 and the School of Medicine joins us so yeah, we have that capability.

-A. Travelstead – We’ll look at an in-person meeting with a Teams option. That’s something Shannon and I will discuss and we’ll let everyone know. May is where we have the divided meeting because of elections.

-E. Cheek – Normally, we hand out the flyers to all the council members. Since we’re meeting in Teams are we going to email these out to everyone?

-A. Travelstead – Yeah, we’ll email a copy out to everyone and you can post it within your communities.

-T. Price – With new members, will our committee assignments change?

-A. Travelstead – Committee assignments change from year to year. There will be a request form go out for your top 3 choices. Then, the Executive Committee will get together and form those committees off of your interest. Elections are in May and officer elections are in June. July will be committee preferences and we’ll make those effective August.

IX. Adjournment – 2:35 P.M.

Motion: T. Wieseman

Second: C. Green