

**2021-2022 Civil Service Council**  
**Wednesday, August 4, 2021**  
**Student Services Room 307**  
**1:00 P.M.**

**I. Call to Order**

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

**II. Roll Call of Membership**

Members Present: Kofoworola Badejo, Elizabeth Cheek, Anthony Fobs, Cynthia Green, Deborah Harmon, Crystal Harris, Lorrie Lefler, Shannon Newman, Tina Price, Terry Richardson, Dana Roland, Andrea Steen, Matthew Stottler, Anthony Travelstead, Tammy Wieseman

Members Absent: Tara Moore, Jason Phillips

Guest: Renee Colombo, Josh Frick, Austin Lane, Jo Turley

**III. Guest Speaker: Chancellor Lane**

Chancellor Lane thanked everyone for their hard work and acknowledged he has been at the university for a year now. He spoke about wearing masks again on campus and how quickly changes can happen. Chancellor Lane briefly spoke about new hires and national searches for interim positions. He mentioned being open this Fall with classes being in person but being safe and if things change being able to adapt. He also mentioned that all residential students will need to show proof of being vaccinated or will be put in a surveillance testing protocol. Chancellor Lane said Imagine SIUC will launch at the end of the month. You will start to see branding and marketing for the university happening throughout campus and the local area. Chancellor Lane also touched on enrollment. He is optimistic and things are looking slightly up or staying flat. The Chancellor mentioned they are looking at ways to attract nontraditional students with the state population declining. He also mentioned partnering with Harper College and City College of Chicago to have a physical present on those campuses. Chancellor Lane noted that we are the only school in the state to sign an agreement with all community colleges in Illinois called the Saluki Step Ahead Program. Chancellor Lane has sent a proposal to the board for pay increases.

-L. Lefler – Could you speak to employees making \$14 or less an hour, which is below the National Poverty Line, compared to new hires that have been compensated more than their predecessor?

-Chancellor – With state appropriations and the numbers of employees limits what you can do with ranges. We know there is a salary compression problem but how do we fix it. We need to know where people are today, how they compare to market, and to stop the one-offs. Then, we look at how to get that position to market value and stop making offers over the range. Deans and Vice Chancellors do not have the ability to offer outside the range. A salary survey and internal equity is what we will have to get to. As an 11,366 student university we're funded like an 18,000 student university. We have taken some Administration positions off line and combined them.

-A. Steen – Commented that moral on campus spills over into the community which will affect enrollment.

-Chancellor – Agreed with the comment. What we're doing now is looking at how to give back to the folks we have. Beyond money it can be recognition too.

-C. Harris – Where we are with positions being filled?

-Chancellor – If you add more people that will limit your ability to get raises. We committed through HR and asked all vice chancellors a couple of months ago to look at positions that are doing more than one job and we received a list of those people. If there are still some out there give it to Anthony and I'll work with Renee and come back to you.

-T. Price – What do we need to do to make sure we're not forgotten?

-Chancellor – Employees are always allowed to ask for a desk audit and go through the process. The supervisor can make the request too.

-T. Richardson – With it being said earlier that we are staffed like an 18,000 student university, is that not equitable across campus? We've lost 8 people in my college and the other departments I know are understaffed too. I'm not seeing the numbers so can you explain that more?

Chancellor – When we look at the data there are two groups, the people saying they are doing multiple jobs, with different variables and the academic reorg. You have areas coming together figuring out who is doing what. Then you have a culture of silence. If we were to work closer together we wouldn't feel we had some many jobs to do. We need to work smarter not harder. Even from a technology side we're not utilizing what can help us.

-A. Fobs – How many applicants do you have for your LEAD program?

-Chancellor – That is doing well. We have several and we have to narrow it down. I hope this program allows us to do our succession planning. We have to start tapping into our internal talent.

-T. Price – You have so many things to address, is that why you like committees?

-Chancellor – Yes, because it takes everybody. It's important to have competent leadership in our constituency councils. I have a Leadership Council with all the constituency leads, including vice chancellors and academic leads. At any given time, if you have something to address give it to Anthony and he can put it on the Leadership Council agenda and we'll address it.

-T. Wieseman – Do you have a committee that is looking at process improvement across campus?

-Chancellor – This group knows about process. So, we would start with this group and put together a committee to look at our processes, what our processes look like today, and what needs to be changed. Then we launch the new business process, that is key.

-T. Wieseman – So, if we have the business process who has the ability to make the changes.

-Chancellor – That's us. We have that power to change it together.

#### **IV. Approval of the Minutes**

Motion: L. Lefler

Second: E. Cheek

A vote commenced: 0 opposed, 0 abstentions; The minutes from July 2021 meeting were approved as amended.

#### **V. Announcements**

Andrea Steen has a new position with the School of Medicine in the Anatomy department.

#### **VI. Reports**

A. Council President

1. Chancellor Meeting – Met July 19

-A. Travelstead – We discussed remote work, about 60 people are still working remotely. He touched base on stipends for those working more than one position.

We spoke briefly about salary increases and how some constituents are working a second job off of campus and how some processes are giving grief to those working a second job, even though they are non-conflicting. I mentioned our bullying policy and I need to resubmit that to him. We touched based on some of our vacancies and some individuals they are looking to hire. The next one-on-one with the Chancellor is August 13<sup>th</sup>.

2. Board of Trustees Meeting – Met July 15<sup>th</sup>. Next scheduled meeting is September 16<sup>th</sup> at SIUE Alton.

-A. Travelstead – They did have a lot of permanent hires. The board approved Wendell Williams as Associate Chancellor for Enrollment Management, Paul Frasier as Vice Chancellor of Diversity, Equity, and Inclusion, Eric Brevik as Dean of CALPS, Robert Morgan as Dean of HHS. They also approved Segun Ojewyui as Interim Dean for Arts and Media. Our football coach received a raise and they approved 7 new airplanes for the aviation program.

3. Chancellors Leadership Council – Next meeting TBD (August)

-A. Travelstead – We did not meet in July and a meeting is not yet scheduled.

B. School of Medicine Civil Service Council – Jo Turley – We have civil service employees being paid below market, close to 400 vacancies on campus due to salary ranges not being high enough, employees doing multiples jobs, and waiting for the SOM budget to be approved. We have gone back to wearing masks and virtual meetings. In addition to our daily COVID screening we've added and attestation (form asking is you've been vaccinated, declined being vaccinated, or in the process of being vaccinated). In July our constituents made a list of questions and we had our chief medical officer along with the infectious disease doctor answer those questions, along with adding their own information. We sent that out early this morning to the School of Medicine as an up to the minute fact sheet.

-E. Cheek – We're still on the honor system down here which is clearly not working if you look at the positivity rates in Southern Illinois.

-A. Travelstead – They did do a survey here on campus on if you've been vaccinated or not. The Chancellor shared those results on the COVID website. The response rate wasn't good only about 2,000 of the 14,000 replied.

-J. Turley – We will have a Fall flower sale. Normally we only do mums but this year we will add ornamental cabbage, and other Fall plants. We're trying to focus on the positive.

C. Annuitants Association – Carolin Harvey – No report.

D. Human Resources – Renee Colombo – HR is updating our position description forms. With reduced staff we have only one person for desk audits so your patience is appreciated. We have filled the position that sends out the monthly requests. Still continuing with HireTouch and more positions going through the system. We have a new register system being created that will communicate with HireTouch. IT has lost staff so, that project is on hold. Vicky McLaskey in payroll retired at the end of July and our benefits person Paula Buritsch, moved to another department on campus.

-T. Price – Why isn't the fringe benefit report digitally signed.

-R. Colombo – Tara Moore may be able to speak to that question more.

-T. Price – For the salary increase, the people who have left, their salaries disappear. I'm doing multiple jobs and when I talk about an increase to the offices in control of our money I'm told there's no money. It's really hard to maneuver this.

- R. Colombo – You’re talking two different stand points. The money piece which is the Chancellors or Vice Chancellors area, depending on who you report to. HR wants to make sure you are appropriately classified.
- L. Lefler – Are you paid from state funds?
- T. Price – Yes.
- L. Lefler – What happens is each VC or Provost has a central salary fund that everything is swept into. They are able to hire with whatever they have in that fund.
- M. Stottler – How often is that evaluated, a monthly basis?
- L. Lefler – They swept more than on a monthly basis. You can request a report from the budget office. They will send you all the ins and outs and it’s based on position numbers.
- E. SURS Member Advisory – No report.
- F. Council Committees
  1. Executive/Budget – Elizabeth Cheek – We met and set the agenda.
    - A. Travelstead – We tried to meet last week but couldn’t get a quorum. We did meet this morning and assigned the committees that were vacant. Advisory Committee, Director of Public Safety; Andy Hawkins serving through 08/23 with Jason Bruce as alternate. Computing Advisory (2-year term); Shannon Newman serving through 08/23, Amelia Ketzle serving through 08/22 with Chris Woodruff as alternate. Intercollegiate Athletics Advisory (2-year term); Victor Martin serving through 08/23 with Shannon Newman as alternate. Parking/Traffic Appeals (2-year term); April Imhoff serving through 08/23 with Leslie Ferraro as alternate. Academic Calendar Committee; Lorrie Lefler serving through 08/22 with Anthony Travelstead as alternate. SURS Members Advisory (4-year term); Elizabeth Cheek serving through 08/24 with Vanessa Sneed as alternate. For the ones filled, I’ll open the floor for discussion. Ok with no discussion we’ll go through the ones missed. Does anyone here want to volunteer as alternate for Rec Sports and Services Advisory Board?
    - M. Stottler – I’ll do it.
    - A. Travelstead – University Joint Benefits (3-year term) the committee is currently inactive but will start back up. Does anyone on the council volunteer?
    - T. Wieseman – I’ll volunteer.

A vote commenced: 0 opposed, 0 abstentions; All committee assignments were approved.
  2. Bylaws – Shannon Newman – No report.
  3. Civil Service Benefits – Tina Price – No report.
  4. Education Assistance – Anthony Fobs/Anthony Travelstead – We have not met. Currently we have 3 fundraisers set. Two Quatro’s dates being September 21<sup>st</sup> and December 7<sup>th</sup>. Our Holiday Luncheon is December 15<sup>th</sup> and the Chancellor will attend.
  5. Elections – Tara Moore – No report.
  6. Public Information – Shannon Newman/Tammy Wieseman – No report.
  7. Range – Lorrie Lefler – No report.
- G. Constituency Committees
  1. Advisory Committee, Director of Public Safety – Tara Moore – No report.
  2. Affirmative Action Advisory – Dawn Legier – Not met.
  3. Computing Advisory – Shannon Newman – No report.
  4. Honorary Degrees – Shari Garnett – No report.
  5. Intercollegiate Athletics Advisory – No report.

6. Naming University Facilities – Anthony Fobs – No report.
  7. Parking and Traffic Appeals – Elizabeth Cheek – Has not met.
  8. Recreational Sports and Services Advisory – Elizabeth Cheek – Has not met.
  9. Student Center Advisory – No report.
  10. Traffic and Parking – Marianne Schoonover – No report.
  11. University Joint Benefits – Elizabeth Cheek – Has not met.
- H. Special/Other
1. Chancellor’s Planning and Budget – Elizabeth Cheek – Has not met.
  2. Chancellor Search Advisory – Elizabeth Cheek – Has not met.
  3. Diversity Committee – Crystal Harris – Had a brief meeting to introduce Dr. Frasier and ourselves. Talked about diversity week coming up.  
-A. Travelstead – A flyer went out last week promoting diversity week.
  4. Employee Advisory Committee to the Merit Board – Shari Garnett – No report.
  5. Legislative Advisory – Matthew Stottler – No report.
  6. NEW Committee – Crystal Harris – No report.
  7. Search Committee for Vice Chancellor for Diversity – Search committee has concluded.
  8. System Staff Advisory – Anthony Travelstead – Has not met. Next scheduled meeting is August 16<sup>th</sup>.
  9. Search Committee for VC Student Affairs – Lorrie Lefler – They did zoom interviews of eight candidates. They have requested to bring three candidates to campus for in-person interviews.

**VII. Old Business**

Card and Flower Fund – Shannon is collecting

**VIII. New Business**

None

**IX. Non-Agenda Items**

-A. Travelstead – W will do virtual meetings in September and October for council meetings.

**X. Adjournment**

Motion: S. Newman

Second: T. Wieseman