

2020-2021 CIVIL SERVICE COUNCIL
Wednesday, February 3, 2021
Microsoft Teams Video Conference
1:00 P.M.

- I. **Call to Order** – The February 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, Cynthia Green, Deborah Harmon, Crystal Harris, Tara Moore, Shannon Newman, Jason Phillips, Tina Price, Terry Richardson, Marianne Shields, Andrea Steen, Anthony Travelstead, Tammy Wieseman

Members Absent with Proxy: Lorrie Lefler (Amanda H.)

Members Absent: Elizabeth Cheek, Anthony Fobs

Others Present: Josh Frick, Carolyn Harvey, Megan Matzat, Jennifer Watson
- III. **Approval of the Minutes** – The minutes from January 2021 meeting were approved as amended.
Motion: M. Shields
Second: S. Newman
- IV. **Announcements** – None.
- V. **Reports**
A. Council President
1. Chancellor One-on-One – Met on 01/08/2021. Too early to tell about budget. Still in the planning stages for stipends. Chancellor is leaning to a four-day work week for summer. Intent is for cost savings. Go ahead and plan for annual flea market. May cancel or push back, closer to date, due to COVID restrictions at that time. Next meeting is 02/12/2021.

2. Board of Trustees Meeting – Next meeting is 02/11/2021.

3. Leadership Council – Met 01/15/2021. Three presentations: Lynn Lindberg (Research Park) – Gave overview about incubator programs and what is housed in the buildings, update on small business seminars, participation numbers are down, dollars generated remains near normal, outreach is broad and able to be national rather than local due to being virtual. Matt Kupec (Foundation) – Day of Giving is 03/03/2021, virtual this year, and colleges on campus are assigned time slots for presentations. Scott Bridges (IT) – 95 % of employees have signed up for multi-factor authorization, student update is unavailable. Constituency Heads gave updates. A. Travelstead spoke about morale problem and how leaders can show care toward employees, contacted by, and spoke with one of the Dean’s after meeting. Next meeting is 02/17/2021.

- C. Harvey asked if the four-day work week would be this summer or next?
- A. Travelstead – Considering this summer.
- S. Newman asked how that may affect our regular workday.
- A. Travelstead – Cover total week hours in four days, making a longer workday. May be challenging for certain departments.
- C. Harvey asked if the summer schedule for registration has been posted?
- A. Travelstead – Not discussed but will speak with the Chancellor on 02/12/2021 and will send Matt Baughman an email before then.

- S. Newman said Registrar's website says Summer/Fall 2021 class schedules will be posted by 02/08/2021.
- M. Matzat said for Day of Giving the Alumni Association's Facebook will live stream interviews and content for each college.
- J. Brant commented that Friday classes are not normally during the summer in her department.

B. School of Medicine Civil Service Council – M. Matzat – Main focus is vaccines; all have gone to employees and retirees. Initiated process to start own account for fundraising.

C. Annuitants Association – C. Harvey – Met 01/14/2021. Push to increase membership. Mass mailing to all universities in the state. Focusing on employees who are within 5 years of retirement or those who have been retired 4 years or less. Membership is \$45 per year. Not a lobbying organization but try to maintain current benefits.

D. Human Resources – J. Watson – State Universities Civil Service System Office audit scheduled for next week. Finalizing schedule and will be remote. W-2's mailed out, if you didn't receive them electronically.

- T. Price asked about HR storing information digitally.
- J. Watson – Governed by different auditors and some things require a hard copy. Hiring has moved to Hire Touch and a task force is working on digital signatures.
- S. Newman chimed in she is on the newly formed Digital Transformation Committee, comprised of 11 people across campus, in the process of creating digital workflows and a new digital software platform to push less paper and more digital.

E. SURS Member Advisory – M. Nippe (absent) – No report. Emailed S. Newman and they have not met but have a meeting scheduled in April 2021.

F. Council Committees

1. Executive/Budget – E. Cheek (absent) – S. Newman stated met and set the agenda.

- Laptop added to agenda to discuss buying a computer for CSC.
- A. Travelstead said funds are available and is opening up the topic for discussion.
- T. Price asked about cost of laptop?
- S. Newman looked at cost and minimum price starts at \$860.
- C. Harvey asked if these are use or lose funds?
- A. Travelstead – Yes, it is the state budget dollars.
- J. Phillips said if it will be of benefit go ahead and purchase.

A live vote commenced with no opposition. Executive Committee will discuss.

- S. Newman will send in a new quote for cost.

2. Bylaws – T. Wieseman – No report.

3. Civil Service Benefits – R. Biby – No report.

4. Education Assistance – A. Travelstead – Crystal has Scentsy account set up and it is live, all of February and March. Moving forward with flea market.

- S. Newman asked if committee wants her to change website with new application form, when and what time frame?
- A. Travelstead suggested we go live come March 1, 2021.
- R. Biby asked if we've set up a Quatro's date yet?
- A. Travelstead – No, will put on list.

5. **Elections** – T. Moore – Met Monday, goal is to certify number of employees in each sector, figure out vacant positions, and finalize the schedule. Certified all employees, spreadsheet distributed to committee, 5 vacancies (2 in Provost, 1 in Vice Chancellor for Administration and Finance, 1 in Student Affairs, and 1 in General). Provost had 6 seats but due to reorganization it's now 5. 3 seats up for re-election but only filling 2.
6. **Public Information** – S. Newman – No report.
7. **Range** – L. Lefler (absent) – No report.
8. **Staff Excellence Committee** – C. Green – Meeting Tuesday by email, nominations due this Friday at 4:30pm.
 - S. Newman asked if resume is needed for nominee?
 - C. Green answered resume or curriculum vitae and 3 references.

G. Constituency Committees

1. **Advisory Committee, Director of Public Safety** – T. Moore – No report.
2. **Affirmative Action Advisory** – D. Legier (absent) – No report.
3. **Computing Advisory** – S. Newman – No report.
4. **Honorary Degrees** – S. Garnett (absent) – No report.
5. **Intercollegiate Athletics Advisory** – L. Carter – No report.
6. **Naming University Facilities** – A. Fobs (absent) – No report.
7. **Parking and Traffic Appeals** – E. Cheek (absent) – No report.
8. **Recreational Sports and Services Advisory** – E. Cheek (absent) – No report.
9. **Student Center Advisory** – J. Brant – No report.
10. **Traffic and Parking** – M. Shields – No report.
11. **University Joint Benefits** – E. Cheek (absent) – No report.

H. Special/Other

1. **Chancellor's Planning and Budget** – M. Shields – No report, meeting scheduled this month.
2. **Chancellor Search Advisory** – E. Cheek (absent) – No report.
3. **Diversity Committee** – C. Harris – Met 01/27/2021, 02/01 Start of Black History Month, 03/26 Women's Empowering Event, 04/05 International Festival Week, most events are virtual. Diversity week is in planning stage. Student Campus Climate Survey planned for February and March. 03/04 Diversity, Equity and Inclusion Training for A/P and Civil Service Staff. Starting with Criminology and Criminal Justice, Curriculum and Instruction, Hospitality, Tourism and Event Management, Mortuary Science and Funeral Service, and Linguistics. Update annual evaluation form to include diversity information. Next meeting is 02/18/2021.
 - T. Moore asked if the training is mandatory?
 - C. Harris – Yes.
 - C. Harvey asked for an example about diversity section on the performance evaluation, what it would look like.
 - C. Harris – That information was not shared.
4. **Employee Advisory Committee to the Merit Board** – S. Garnett (absent) – No report.
 - A. Travelstead asked if SIUC would want to host Council of Councils for October 2022? Thoughts? We hosted last in 2014, good thing to do but didn't want to obligate us.
 - C. Harvey suggested we could start a new committee.
 - A. Travelstead asked who would be willing to lead a session at Council of Councils?
 - C. Green and T. Price volunteered. S. Newman is not opposed and would be willing to help.
 - M. Matzat mentioned School of Medicine just had one this past October, that had to be virtual and offered their help.
 - C. Harvey offered her assistants and the SUAA could also do a presentation
 - A. Travelstead will approach the Chancellor and get his opinion next week.

5. Legislative Advisory – J. Brant – No report.

6. NEW Committee – T. Wieseman – Not on this committee, on Legislative Advisory.
- A. Travelstead will check on NEW Committee.

7. Search Committee for Associate Chancellor for Diversity – L. Carter – Applications close 02/08, will meet after that to discuss applicants.

VI. Old Business – Still need bio and pics from A. Fobs and T. Price.

VII. New Business – Re-establishment of University Ombudsman Office.

- A. Travelstead stated they are approaching the administration the re-establish the Ombudsman Office and working on a bullying policy.
- S. Newman suggested it might require a special meeting.
- T. Price asked why this didn't fall under the whistle blower protection?
- A. Travelstead – good question for E. Cheek. Looking at what other institutions are doing that will cover the broad spectrum of harassment and bullying. Something more neutral but we need to look into.

VIII. Non-Agenda Items

- T. Moore asked about refunds for employees, working remotely, on parking decals.
- A. Travelstead will discuss with Chancellor.
- J. Brant asked is testing still happening in HR.
- A. Travelstead – Yes, testing is still going on.
- J. Watson – Contact the main office if having difficulties and listed phone number.
- M. Shields asked A. Travelstead, if they have been contacted about a Civil Service Rep for the Dean's Search Committee of Agriculture, Life and Physical Sciences.
- A. Travelstead – No, but will find out.
- J. Brant stated "I just want to say it has been an honor and privilege to serve. I wish everyone the best and will be willing to help with future events if needed."

IX. Adjournment

Motion: S. Newman

Second: T. Wieseman