

**2021-2022 Civil Service Council**  
**Wednesday, July 7, 2021**  
**Student Services Room 307 & Microsoft Teams Video Conference**  
**1:00 P.M.**

**I. Call to Order**

The July 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, Tara Moore, Shannon Newman, Jason Phillips, Dana Roland, Andrea Steen, Matthew Stottler, Anthony Travelstead, Tammy Wieseman

Members Absent: Tina Price, Terry Richardson

Guest: Renee Colombo, Josh Frick

**III. Guest Speaker: None**

-A. Travelstead – Next month Chancellor Lane will be our guest speaker. In September I have Dr. Frazier (VC for Diversity, Equity, and Inclusion) as our guest speaker. I'm working on Dr. Brevik (Dean of CALPS) and Dr. Morgan (HHS) to get them scheduled by the end of this year.

**IV. Approval of the Minutes**

Motion: D. Harmon

Second: L. Lefler

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

**V. Announcements**

-A. Travelstead – I received an email on June 24<sup>th</sup> from Lindsey Carter. She will no longer be able to serve on CSC. She has taken a job off campus and her last day is July 2<sup>nd</sup>. We did receive Lindsey Carter's resignation from the council. According to our bylaws, we went to the election results and the next person with the highest votes has the opportunity to accept that seat. We extended that invitation to Mrs. Kofo and she accepted the position. She will serve the remainder of Lindsey's term which expires next spring. Mrs. Kofo, would you like to introduce yourself?

-K. Badejo – I'm originally from Africa. I'm married, I have two sons and a wonder husband. I live in Carbondale. My family and my husband's family also live here. We moved here in 2017. We lost two of our sons within 6 months so we decided to leave the country and have a new beginning. Back home I had a daycare and I love children. Here, I'm working at Rainbow's End. I love it. I love the kids. It's been healing for me and most of all I love God.

A. Travelstead – Thank you for accepting the position and we look forward to working with you. I would like to ask all the council members to show up about 15 minutes early to our next meeting for the group photo. Also, we will be meeting in person moving forward. I don't know if we'll have the hybrid option or not. Any other announcements?

C. Green – I am leaving Building Services on July 15<sup>th</sup> but I'll still be at Plant Service Operations which is now Facilities Energy and Management. I'll be in the Admin Office starting July 19<sup>th</sup>.

**VI. Reports**

A. Council President

1. Chancellor Meeting – Last months meeting was canceled. Next meeting is on the 9<sup>th</sup>, this Friday, via Teams.
2. Board of Trustees Meeting – Next scheduled meeting is July 15, 2021.
3. Chancellors Leadership Council – Next meeting TBD (August).

-A. Travelstead – Received email from Matt Baughman yesterday. The Chancellor is forming a new group on campus called L.E.A.D. SIU Carbondale, an initiative designed to identify, engage and mentor a select group of faculty and staff interested in learning more about higher education leadership and the complexities of operating a public university in today's world. L.E.A.D. stands for Leading, Empowering, Advocating and Developing talent for SIU Carbondale. It requires a nine-month commitment from the cohort of faculty and staff members. Selections will be made based on nominations from an employee's supervisor or a faculty member's director or dean. The inaugural cohort of 10 members will meet monthly with the chancellor for roundtable discussions on higher education topics that impact SIU. These meetings may be virtual or in-person over the lunch hour. There will be required reading assignments outside of the monthly gatherings. Participants will be invited to attend one professional development conference as a group with Chancellor Lane during the year. Topics could include areas as budgeting, diversity, equity and inclusion, organizational structures, career ladders, governance and the IBHE, fundraising and development, marketing and branding, athletics, etc. Call for nominations are due no later than August 1, 2021. A decision will be made by September 1, 2021 and an announcement to campus in mid-September with a reception and first cohort gathering. Send your nomination via email with supporting documentation such as a CV/resume to chancellor@siu.edu and cc Matt Baughman at baughman@siu.edu. This is something we will be discussing in the upcoming EC Meeting. If anyone has a recommendation please reach out to me or another member of the Executive Committee.

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

C. Annuitants Association – Carolin Harvey – No report.

D. Human Resources – Renee Colombo

R. Colombo – We just went through benefits choice. I know that there are changes so watch for mail regarding those changes. We have been working on converting some AP positions to Civil Service classification and will continue to look at term contracts. They have increased the number of classifications through the systems office.

-A. Travelstead – Have we heard anything on audit results?

-R. Colombo – No. Jeff Brownfield retired as of June 30<sup>th</sup>. I think that has delayed results. Gail Schiesser was appointed as the Interim Executive Director.

E. SURS Member Advisory – No report.

-A. Travelstead – At this point, we don't have a member for this position but have had individuals express interest. We will be holding nominations/appointments for our vacant positions this month. Those will be going out within the next week. Council members get first preference over constituents.

F. Council Committees

1. Executive/Budget – Elizabeth Cheek – We met and set the agenda.
2. Bylaws – Shannon Newman  
-T. Wieseman – We met and selected a chair.
3. Civil Service Benefits – Tina Price

- A. Travelstead – They met and appointed Tina as chair.
4. Education Assistance – Anthony Fobs/Anthony Travelstead
- A. Travelstead – We met this morning. Co-chairs are A. Fobs and myself. We had 33 applicants in total. Two did not qualify for the award, one being deemed independent and the other had their sponsor leave the university. Of the 31 applicants, 27 fully qualify and 4 are tentative, either not having a FAFSA on file or enrollment hours are down. The committee would like to make the recommendation to approve the 27 fully qualified applicants and the 4 tentative applicants pending they fully qualify by July 23, 2021. That list and the funds list are available on the Teams page. There were 6 fundraiser events we did this past year. First half of this year’s endowment is \$2846. Payroll deductions for last semester were \$780. Our Quatro’s fundraiser brought in \$350, Scentsy brought in \$85.65, and our Flea Market brought in \$664.35. We had a \$5.65 bill for postage, \$152.65 bill from Physical Plant for trash cans and barricades. The Building Service Workers Union met and donated back the \$152.65. Anthony, we appreciate you taking that to your group and I ask that you extend the councils thank you back to them for that. This past spring during the Day of Giving we raised \$500. Total funds available is \$4,976. That would give applicants about \$160 for the award. We do have a cash reserve of \$15,520 in our local account. If we did a \$200 award for the 31 applicants that would take about \$1200 out of our reserve. The Education Assistance Committee would like to make a recommendation to the council to approve the 27 fully qualified applicants and 4 tentative qualified applicants, pending by July 23, 2021, an award of \$200 each. Would anyone like to make a motion by the recommendation of the EAC?
- Motion: M. Stottler
- Second: K. Badejo
- A vote commenced: 0 opposed, 3 abstentions (E. Cheek, D. Harmon, T. Moore); An award of \$200 will be given to the 27 fully qualified applicants and 4 tentative qualified applicants, pending by July 23, 2021.
- A. Travelstead – We are looking at holding our holiday luncheon. We discussed dates and accordance to the Chancellor’s schedule we’re looking at December 15, 2021. This is not final and we will discuss further as a committee. Also, looking at sending another appeal for our payroll deduction program. We’re looking at our Quatro’s dinners and also looking at Don Sol. Terry will contact them for that. Elizabeth is working on a shirt sale through Silkworm. If anyone on council has any ideas for fund raising, we are more than happy to hear from you.
- M. Stottler – For one-time donations, as opposed to deductions, and the Day of Giving, can we do that?
- A. Travelstead – It can be, we have accepted donations. If you want a tax letter we might do it through the foundation.
- M. Stottler – That may be something to include in the email blast. Some people may be more comfortable making a one-time donation.
5. Elections – Tara Moore – We have not met.
6. Public Information – Shannon Newman/Tammy Wieseman – No report.
7. Range – Lorrie Lefler – Back in October we had a poverty study and made a list of all employees earning under \$14 an hour. The Range Committee suggested to the council that we move those positions forward to look at salary adjustments. That

was presented to the Chancellor in November. Anthony had reminded the Chancellor of that and asked Renee if she had seen anything on that.

-R. Colombo – No, I was told that they had asked someone to look at all salaries.

-E. Cheek – Can we get a copy of that to Renee?

-A. Travelstead – Yes, we can.

#### G. Constituency Committees

1. Advisory Committee, Director of Public Safety – Tara Moore – We have not met.

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 – ??

-A. Travelstead – This was one of Lindsey's committees and will be in the upcoming committee appointments. They are the group that advises athletics. They have not met and no report as far as I know.

6. Naming University Facilities – Anthony Fobs – We met and had a proposal to rename the School of Journalism. It was proposed for Rhetta Mosler School of Journalism; she was the editor of the D.E. for a long time. The request was initially \$6 million, to cover scholarships, operations, endowment director, support for faculty, and an operating endowment. She was very receptive of that and was thinking around \$1.5-2 million. Our proposal was higher but going in the right direction.

7. Parking and Traffic Appeals – Elizabeth Cheek – We met on June 29<sup>th</sup>. There were 19 appellants, there were 21 citations of which: 1 granted, 2 denied, 3 reduced, 15 no shows.

8. Recreational Sports and Services Advisory – Elizabeth Cheek – We have not met.

-A. Travelstead – I noticed they're resurfacing the tennis courts down by the arena and it does not look like a tennis court. Do we know anything on that?

-S. Newman – There's a pickle ball event coming up because they asked for Wi-Fi down there too.

-D. Roland – They've been working on it a really long time, when I was working over there. There's a redesign and I think they were trying to decide what to do with it.

-M. Stottler – The tennis team has been gone for a while now. I didn't know that fell under Rec. I thought that would be Athletics.

9. Student Center Advisory – Shannon Newman – We have not met. I have never met or heard anything on that committee.

-A. Travelstead – That was Jeletta's. I'll call Leslie and see if she knows anything.

10. Traffic and Parking – Marianne Schoonover – No report.

11. University Joint Benefits – Elizabeth Cheek – We have not met.

#### H. Special/Other

1. Chancellor's Planning and Budget – Elizabeth Cheek – Has not met.

-A. Travelstead – I received an email from the Chancellor asking if our two appointees would remain. I contacted Elizabeth and Marianne. They both are interested and willing to service on that committee so they will both serve for another year.

2. Chancellor Search Advisory – Elizabeth Cheek – Has not met.

3. Diversity Committee – Crystal Harris – We had a brief meeting. Todd just wanted to say bye and thank us for all the work we've done. Next meeting is July 14<sup>th</sup> and Dr. Frazier will be in attendance for that meeting.

4. Employee Advisory Committee to the Merit Board – Shari Garnett – No report.
5. Legislative Advisory – Tammy Wieseman
  - A. Travelstead – Tammy is not that appointee. It was Lindsey and the alternate is Matt. Is there anyone who would like to serve as an alternate?
  - A. Fobs – I can do it.
6. NEW Committee – Crystal Harris – We have not met. Our next meeting is August or September. They're trying to figure out the next meeting.
7. Search Committee for Vice Chancellor of Diversity – ??
  - A. Travelstead – This was Lindsey's and they did name Dr. Paul Frazier as VC. I do have Dr. Frazier scheduled on September 1<sup>st</sup> to come speak to us.
8. System Staff Advisory – Anthony Travelstead – That committee has not met.
9. Search Committee for Dean of CALPS – Marianne Schoonover
  - A. Travelstead – That position has been filled. They hired Dr. Eric Brevik from Dickinson State University in North Dakota. I am in the process of having Dr. Brevik come speak to us as well but haven't received confirmation on that.
10. Search Committee for Dean of HHS – Tina Price
  - A. Travelstead – That search has also concluded. They hired Dr. Robert Morgan. He comes from Texas Tech. I have contacted his office also about talking to us.
11. Search Committee for VC Student Affairs – Lorrie Lefler – We had 16 applicants, the screening committee has narrowed it down to 8. We will conduct screening interviews with those candidates next week. We hope to narrow it down to 4 to bring to campus for interviews.
  - A. Travelstead – I was contacted by the office of the VC for Administration and Finance to submit nominations for the search committee for the director of FEM (Facilities and Energy Management) formally Plant Service Operations to replace Brad Dillard. I was asked to submit 3 names and to focus on trades people. They chose Matt Denny.

## **VII. Old Business**

### **A. Card and Flower Fund**

-A. Travelstead – We typically ask for a \$5 donation from council members. S. Newman is collecting these funds. We also need photos and bios for new members. You can provide your own photo and short summary about yourself to put on the website. If you want to revise what is on the website, you can get that to Shannon as well.

## **VIII. New Business**

-T. Moore – We have been reevaluating our orientation process and thinking about how to engage new employees. One thing we thought, if council wanted, a new employee list could be provided then maybe council could reach out with an email.

-S. Newman – As Co-Chair of the Public Information Committee, I would like that a lot.

-A. Travelstead – Yes, I agree. There is supposed to be a brochure in the new orientation packet. Are you familiar with that Tara?

-T. Moore – I don't take part in the larger part of orientation anymore. Renee, do you remember that?

-R. Colombo – Yes, I need to look to see if that's been added. Are we sending you a list of new employees?

-A. Travelstead – No.

-R. Colombo – We send a list of new staff to different units on campus. We thought about doing something once a month for new employees that they could attend together about new offerings.

-L. Leffler – I was given the list for hires in our area. We would contact them and welcome them to student affairs.

-A. Travelstead – The Chancellor is looking at reopening the Old Main for breakfast and lunches. That might be a good option to invite new employees to.

-R. Colombo – I'm just looking at different things we can do to welcome new staff to campus. Right now, I feel like they're trying to figure things out on their own.

-A. Fobs – Will there be a search committee for a Labor and Employee Relations Director?

-A. Travelstead – I don't think that position is high enough to warrant a search committee that we would have representation on. I will talk to the Chancellor about that.

## **IX. Non-Agenda Items**

-M. Stottler – Any update on stipends?

-A. Travelstead – I received notice from Matt Baughman and I told him I would follow up with questions after this meeting. I hear that the process has moved forward but not sure where it's at exactly. I have a meeting with the Chancellor on Friday and will address it with him.

-A. Travelstead – Are we still doing desk audits?

-R. Colombo – They're moving forward.

-A. Travelstead – The length of time these desk audits take and salaries, are the biggest complaints I get from constituents and workloads. Those are the top three.

-L. Leffler – I think the desk audits sit on a desk somewhere and employees think it's HR.

-A. Travelstead – It has to be approved to be processed by the department head before HR even gets it.

-R. Colombo – Yes.

-M. Stottler – You would think there would be a time limit on that as well.

-R. Colombo – Time limit on audits? When it gets to HR there is. We have 30 days from the day we receive it.

-C. Harris – They are not backdated to the day it is requested. It starts on the day HR receives it. It will not be back dated any further.

-R. Colombo – The audit should provide the outcome of the classification while it is the audit result that is the outcome of the classification.

## **X. Adjournment**

Motion: S. Newman

Second: T. Wieseman