

2021-2022 Civil Service Council
Wednesday, June 2, 2021
Student Services Room 307 & Microsoft Teams Video Conference
1:00 P.M.

I. Call to Order

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

II. Roll Call of Membership

Members Present: Lindsey Carter, Elizabeth Cheek, Anthony Fobs, Cynthia Green, Deborah Harmon, Crystal Harris, Lorrie Lefler, Tara Moore, Shannon Newman, Jason Phillips, Tina Price, Terry Richardson, Dana Roland, Matthew Stottler, Anthony Travelstead

Members Absent: Andrea Steen, Tammy Wieseman

Guest: Josh Frick, Megan Matzat

III. Guest Speaker: Jamie Clark – Student Health Services

N/A

IV. Approval of the Minutes

Motion: S. Newman

Second: T. Richardson

A vote commenced: 0 opposed, 0 abstentions; The minutes from May 2021 Session 1 meeting were approved as corrected.

Motion: D. Roland

Second: M. Stottler

A vote commenced: 0 opposed, 0 abstentions; The minutes from May 2021 Session 2 meeting were approved as corrected.

V. Announcements

None

VI. Reports

A. Council President

1. Chancellor Meeting – Met May 13th. Next scheduled meeting is June 11th. We spoke about salaries and a salary study is going on in HR. I inquired about the report the Range Committee submitted last year. The Chancellor seemed unaware of this report. That report is to inform about the lowest paid job classification on the range side and how those individuals make at or below minimum wage. We talked about remote work and how the system is implementing their plan on a system wide level. It will be different than the pandemic remote work policy and this plan will not be equitable across campus because of job classifications. They are still looking at giving stipends to individuals who have picked up extra work. They have a list of individuals from the deans of the colleges. Talked about employees on campus needing a second job due to the lack of cost of living increases. I have taken a 5% pay cut on take home pay over the last 6 years, due to increase in health care, retirement, and taxes. The Chancellor seemed unaware of the health care increase starting July 1st. They have talked to the state legislator and submitted budget to IBHE. In their proposed budget they did request additional funds for up to 3%

increase in salaries. Spoke about the bullying policy. We need to resubmit what we submitted and taking it to legal council for fine tuning. Talked about the VC of Administration and Finance, holding off on a national search. Julie McReynolds is temporary interim and looking at August to have a permanent interim. Then, they will open it to a nation-wide search around December or January.

-T. Moore – Have all the areas been asked, that aren't under deans, about employees taking on more work?

-A. Travelstead – He had a list from the vice chancellors and deans. I questioned how they would know about the extra work loads and about the people who don't complain. He said they can contact HR and be put on the list that way or let their supervisors know.

-T. Moore – Has anybody made it know to their supervisor or been asked if they're doing more than what their job description has?

-S. Newman – I've never been asked.

-T. Richardson – I've made it well known but I couldn't tell you if I'm on the list.

-T. Moore – That's my concern is who knows if you're on this list.

-S. Newman – Is HR looking at time sheets because there is more than 37.5 hours that goes on my time sheet every week.

-T. Moore – We don't get time sheets.

-E. Cheek – Then, you have some supervisors that tell them not to put it on there.

-S. Newman – I know because I corrected that in IT. I knew of one supervisor doing that and I told his employees they should document every minute they are here.

-E. Cheek – I think part of the problem on this stipend is, outside of council I've heard nothing about it.

-T. Moore – That's my concern too.

-C. Harris – I think the approach is different than what's being reported. Not that you're reporting wrong but that list is not going to be as complete as it's being made to be. I'm aware because I'm one of the vocal ones pushing the issue. It came to our dean asking what positions within the Graduate School have not been filled or replaced in any compacity. Those are what they are looking at from what I understand. The people taking on additional duties due to a retirement, a leave, or other cases. It's not because you've been given extra duties. That line number ten "other duties that are assigned" has become a pit fall for everybody. I think the list is minimal and just for those that have had vacancies not filled.

-E. Cheek – What is the date that they're going by on that?

-C. Harris – He did not give a date. I saw the report and there were no dates on there. We went back to our first vacant position not filled. We haven't heard anything back. According to the meeting with the Chancellor he's aware and wants to take that money and give it to the people that are doing the duties. I think it's going to depend on the money available.

-A. Fobs – How does that relate to desk audits?

-C. Harris – No, this is separate.

-L. Lefler – Crystal is correct. It is just people who have taken on the duties of vacant positions. I helped the VC put that list together and we went through every unit at Student Affairs, went through all the vacancies and that's how we put that list together. Then, it was sent to Judy Marshall, before she was gone, and she came back and said no to some and yes to others. I'm not sure what the criteria was but it is people who are filling vacant positions in addition to their normal jobs.

-A. Travelstead – They have also asked the deans and VC's to come up with a list of vacant positions and looking at prioritizing those positions and filling as needed by demand.

-E. Cheek – Lori, how did Judy Marshall determine which ones got cut from the list? What was the reasoning?

-L. Lefler – I'm not certain. I do know there was some going back and looking within class adjustments and things of that nature. The ones Judy said no to, she gave the VC a chance to argue on their behalf. I was not privy to that information. I just helped go through the vacancies within Student Affairs and find who those people were doing those duties. I'm not sure but I know there was some back and forth before the list was finalized.

-T. Richardson – I know a couple people outside of academic units that have had successful desk audits. One person in my area has had one in the Provost Office since February 2020 and they haven't approved it but the Provost Office approved one for these people recently.

-A. Travelstead – That's been a complaint for years now that certain areas seem to get pushed through by preferential treatment. That's one thing we're trying to talk with the Chancellor about.

-T. Price – How do we know if a position is vacant or if the funds are no longer available? Where do we look to see if positions are vacant?

-A. Travelstead – That's a good question. I don't know. I know the Chancellor said that all the funds for vacant positions have been put into one pot and that's where they're prioritizing the positions around campus and redistributing the money. You might want to talk to your director and inquire with those above them.

-M. Stottler – There is a difference though, right, that leaving an actual vacancy and that position no longer exist rather than leave it open and choosing not to fill it?

-A. Travelstead – Yeah, I mean how far back did they go with these vacancies? We've lost 500 civil service employees over the last 5-10 years. This has been piling up on us for years.

-S. Newman – A lot of those salary ones from long ago have been given up in budget cuts.

-T. Moore – I had a position leave during the lay-offs of 2015-16 in my office and I'm sure that's not considered a vacant position. The position duties were still there but we all had to absorb them.

-A. Travelstead – It's interesting to see the criteria they used to put that list together and the time frame they're looking at for these vacancies.

-T. Richardson – Probably the fiscal year would be my guess. July 1, 2020 would be my assumption.

-A. Travelstead – Lori, do you know how far back you had to look at?

-L. Lefler – We did not set a specific time frame. Again, it is not a perfect system but we went back and went through the vacancies we were aware of and who was doing additional duties based on those vacancies. People we knew that were doing more than their one job.

-A. Travelstead – I think this conversation will go on between us and the administration for a while to come. Until something comes about because we can't keep picking up responsibilities and working more than one position and not get compensated. It's affecting moral all across campus and my understanding is people don't want to work at SIU anymore because they don't want to work that hard.

When I started 20 years ago this was the place to be, everybody wanted to work here and it was hard to get on. There are some offices now that can't fill positions because they don't want to pick up that work load. I was supposed to meet with the Chancellor on June 11th, that's on the agenda but it has been canceled. The Chancellor is going to take a couple weeks' vacation and my next meeting with him is July 9th.

2. Board of Trustees Meeting – Met April 29th in Carbondale. Next scheduled meeting is July 15th. Tonya Genovese was appointed by the Governor on March 15, 2021. She is filling Amy Sholar's vacated term and will serve until 2027.
 3. Chancellors Leadership Council – May meeting was cancelled. Next meeting TBD (August).
- B. School of Medicine Civil Service Council – Jo Turley
-M. Matzat – SoM staff will return to work on June 7th.
- C. Annuitants Association – Carolin Harvey – No report.
- D. Human Resources – Jennifer Watson – No report.
-T. Moore – Jennifer retired May 31st. Renee Colombo is interim.
-T. Price – What happen to the announcements about people retiring?
-A. Travelstead – I don't know. It is unfortunate.
- E. SURS Member Advisory – Mary Nippe – No report.
-A. Travelstead – We did discuss this in EC and decided we will replace Mary since she took over as Director of Risk Management. She has switched from CS to AP and I have talked to Todd Bryson about moving her to that position for AP. That will be on the list of committee appointment availability for the upcoming month. We will make those appointments at the July meeting.
- F. Council Committees
1. Executive/Budget – Elizabeth Cheek – We met and set the agenda.
 2. Bylaws – Tammy Wieseman – No report.
 3. Civil Service Benefits – No report.
 4. Education Assistance – Anthony Fobs/Anthony Travelstead
-A. Travelstead – Committee has not met. We did get a check from our Scentsy fund raiser for \$85.65. Deadline for awards was May 31st (soft deadline). We have 33 applicants for Fall 2021. We will be meeting late next week or the week after to make those recommendations for the July meeting. We did change the deadline from June 30th to May 31st. I had a couple people contact me about missing the deadline. With this being the first year changing the deadline, the committee will make that decision.
-S. Newman – Let me know when you want me to turn off the link on the website.
-A. Travelstead – We will look at that about the middle of the month, June 15th. The application process went well. Majority signed up online, there were a few paper applications submitted previously. There were a few on the foundation's page I pulled over and a few more on the financial aid page that I'm not sure about but I'm looking into that. With the high number of applicants this year I think we need one more fundraiser. We're looking at setting a date for another Quatro's day in June. I believe this is the most applicants we've had since I've been on council.
-T. Moore – How much did we make on the last Quatro's day?
-A. Travelstead – About \$400. That was just in-store sales. We would like to push gift certificates in June.

-A. Fobs – I want to present to my local union about picking up the tab on the trash and barricade fee from the flea market, next week.

-A. Travelstead – I can get you a copy of the bill from the Physical Plant.

5. Elections – Tara Moore – Did not meet.

A. Officer Elections – Matthew Stottler – We met yesterday, reviewed the two candidate forms. Lori resigned from the committee and is running for Treasurer.

-A. Travelstead – Is there a time limit to serve on council for Treasurer?

-M. Stottler – I don't believe so after looking at the bylaws.

-S. Newman – It's only for President and Vice President.

-M. Stottler – We talked about the easiest way to conduct this and figured a roll call vote since you two are running unopposed.

-A. Travelstead – I don't have a problem with a roll call vote but I don't know if we want to put all the council members in that position. Does anyone have issues doing a roll call vote for elections?

-J. Phillips – No.

-C. Green – I don't have a problem with it but don't forget you have to say that phrase three times if anyone wants to write in or nominate themselves.

-A. Travelstead – We can open up the table for nominations, you have to do that three times, then we close the nomination and then we vote on that position.

-E. Cheek – Hey Tony, I have a question on leaving the room. You're recording this meeting, so this recording's going to be out there. So, is there any point in leaving the room?

-J. Phillips – Don't leave the room. Let's roll with this vote. I have to be off here at 2pm.

-M. Stottler – I will put out a call for nominations. Does anyone wish to run for CSC President? I'll put out another call for nominations, does anyone want to run for president? I will put out another call, does anyone want to run for president? I would like to put out a call for the Treasurer position. Would anyone want to run for that position? This is the second call for the Treasurer position. Finally, the third call for the Treasurer position. I will close the table for nominations for both the President and Treasurer positions for CSC. Currently, we have 1 candidate for both positions. I'd like to call a roll call vote, for candidate Anthony Travelstead, for President.

-S. Newman – Voting Yea or Nay for President: L. Carter – Yea, E. Cheek – Yea, A. Fobs – Yea, C. Green – Yea, D. Harmon – Yea, C. Harris – Yea, L. Lefler – Yea, T. Moore – Yea, S. Newman – Yea, J. Phillips – Yea, T. Price – Yea, T. Richardson – Yea, D. Roland – Yea, A. Steen (absent), M. Stottler – Yea, A. Travelstead – Abstain, T. Wieseman (absent); We have 14 – Yeas, 2 – absentees, 1 abstention.

-M. Stottler – I'd like to call a roll call vote, for candidate Lorrie Lefler, for Treasurer.

-S. Newman – Voting Yea or Nay for Treasurer: L. Carter – Yea, E. Cheek – Yea, A. Fobs – Yea, C. Green – Yea, D. Harmon – Yea, C. Harris – Yea, L. Lefler – Abstain, T. Moore – Yea, S. Newman – Yea, J. Phillips – Yea, T. Price – Yea, T. Richardson – Yea, D. Roland – Yea, A. Steen (absent), M. Stottler – Yea, A. Travelstead – Yea, T. Wieseman (absent); We have 14 – Yeas, 2 – absentees, 1 abstention.

-M. Stotler – Thank concludes our officer elections.

-A. Travelstead – Lorrie, I'll add you to our EC email list and we will get you in the know. I will get fiscal officer information to you so we can switch you over to be our fiscal officer.

-J. Phillips – I'd like to say thank you to Matthew for all he did and I am going to log out now.

-M. Stottler – I appreciate all your help, Jason.

6. Public Information – Shannon Newman – No report.
7. Range – Lorrie Lefler – I have no report but I am a little disappointed the Chancellor had forgotten about the report you had given him previously. I think we may need to stay on top of him with that because that's an important demographic that we need to make sure we take care of.

-A. Travelstead – I agree, absolutely.

G. Constituency Committees

1. Advisory Committee, Director of Public Safety – Tara Moore – No report.
2. Affirmative Action Advisory – Dawn Legier – No report.
3. Computing Advisory – Shannon Newman – No report.
4. Honorary Degrees – No report.
5. Intercollegiate Athletics Advisory – Lindsey Carter – Our meeting was canceled last month, no report.
6. Naming University Facilities – Anthony Fobs – No report.
-A. Travelstead – I was contacted by the Chancellor's Office today looking for an appointment for that position. I let them know you are our appointment for that committee.
7. Parking and Traffic Appeals – Elizabeth Cheek – Has not met. The next meeting is June 29th.
8. Recreational Sports and Services Advisory – Elizabeth Cheek – Has not met.
9. Student Center Advisory – Shannon Newman – No report.
10. Traffic and Parking – Marianne Shields – 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 – I submitted a report. We talked about diversity week and getting that planned, and filling Todd's position. Our next meeting is June 9th.
4. Employee Advisory Committee to the Merit Board – Shari Garnett
-A. Travelstead – I did receive an email from Shari yesterday that she forward to me from the Assistance Office. The Executive Director Jeff Brownfield is retiring effective June 30th. They had a Merit Board meeting last week and unanimously appointed Gail Schiesser as Interim Director. I will send Jeff a congratulatory email from myself and the council.
5. Legislative Advisory – Tammy Wieseman – No report.
6. NEW Committee – Crystal Harris
-A. Travelstead – Crystal submitted a report and it's on Teams. Any questions on Crystal's report or Crystal did you want to highlight anything?
-C. Harris – No.
7. Search Committee for Vice Chancellor for Diversity – Lindsey Carter – You probably saw the open forums the week before last. The committee had a meeting last

Monday but I was sick and did not attend. I have not seen an email update since so, I'm not sure where they stand.

8. System Staff Advisory – Anthony Travelstead – Has not met.
9. Search Committee for Dean of CALPS – Marianne Shields
 - S. Newman – She sent me an email and said they met on Friday, May 21st. The purpose of the meeting was so the Provost could update them on the process and status of selecting the new dean. They are currently waiting on a public announcement.
10. Search Committee for Dean of HHS – Tina Price – We sent our selection on up and that was the extend of our involvement. I have no information where they are in the final decision.
 - A. Travelstead – Any questions or comments on Special/Other committees or any of our committee reports?
 - L. Lefler – Tony, next time you need to add the search for VCSA.
 - A. Travelstead – And you are on that committee, right Lorrie?
 - L. Lefler – I am. We have met twice and getting ready to do screening interviews.
 - A. Travelstead – They posted a job posting for the Director of Facilities and Energy Management which is the new PSO Director. There will be some changes within the Physical Plant. Campus mail, printing, and travel services will no longer be part of the Physical Plant we will report directly to VC of Administration and Finance. It will not affect our sectors just our direct reporting.
 - E. Cheek – Tony, is that reporting directly to the VC or someone under the VC?
 - A. Travelstead – We will be reporting to **Lauren Loren Cook** (Associate Vice Chancellor of Administration and Finance). He was moved up from Property **Management Control**.

VII. Old Business – Card & Flower Fund

-A. Travelstead – We are collecting for the card and flower fund this year. A \$5 donation can be made to Shannon if you haven't already.

VIII. New Business

-A. Travelstead – I have no new business but I'll open the table up for discussion.

-S. Newman – I have new business for our two new members. We have on our website a section for biographies. I need a headshot and a short this is me, this is what I do at SIU. Look at the website and see what others have written.

-T. Moore – Are we going to get a new picture?

-A. Travelstead – I'll look into it and see about having a picture made at the July meeting. Hopefully everybody can attend for the picture. I'll let everyone know for sure if we are able to do it in July. Any other new business?

IX. Non-Agenda Items

-M. Stottler – Someone I know from the Student Center is in charge of bargaining for their contacts, including cooks and many other civil service positions. Where do we stand with sharing information?

-A. Travelstead – It's not our venue to get involved with contract negotiations for those represented. We look more at the unrepresented. I don't foresee that being a problem on sharing information. Bargaining wise I don't think we want to put input into that. We have a Civil Service Union here on campus and they do a lot of their own work.

-M. Stottler – It would be more of keeping the dialogue open.

-A. Travelstead – Anthony, are you still here? You're still the steward for your union, right?

-A. Fobs – Yes.

-A. Travelstead – What are your thoughts on this?

-A. Fobs – We should definitely be sharing information. There are so many positions that are too important not to be organized. If you don't have a seat at the table then your voice isn't as strong as it should be.

-A. Travelstead – I think we need the strongest voice we can have to get our message across. Any other comments or discussion? Any other non-agenda items?

X. Adjournment

Motion: S. Newman

Second: T. Richardson