

**2020-2021 Civil Service Council**  
**Wednesday, March 3, 2021**  
**Microsoft Teams Video Conference**  
**1:00 P.M.**

**I. Call to Order**

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

**II. Roll Call of Membership**

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

Members Absent: Terry Richardson

Guests: Josh Frick, Jennifer Watson, Elise Wheaton

**III. Approval of the Minutes**

The minutes from February 2021 meeting were approved as amended.

Motion: S. Newman

Second: E. Cheek

**IV. Announcements**

-A. Travelstead – Day of Giving is today. Jeletta Brant has retired and her seat will remain vacant until elections.

**V. Reports**

A. Council President

1. Chancellor Meeting – Met on February 19, 2021. Asked about reimbursement for parking stickers. He was not aware, but understood the concern. Chancellor will follow-up with Judy Marshall. Spoke about concerns with CS representation on the dean search committees. Chancellor got with Provost and contacted me for some appointments. I submitted M. Shields for CALPS and T. Price for CHHS. Followed up about the Ombudsman Office. He is in favor of and moving forward with this. It's part of the Chancellor's vision for the university and wants it in place before Fall. He asked us to submit structure that is viable for this office. Spoke to the Chancellor about having a bullying policy. He requests we put together a draft statement. Talked about laptop. May not have to purchase, looking at getting one from campus. Also, spoke about Council of Councils, the request we received and possibly getting funding. Seems in favor in supporting us. He'll need to speak with Matt Baughman and Judy Marshall to see where funding came from last time. Next meeting is scheduled March 12, 2021.
2. Board of Trustees Meeting – Met on February 11, 2021. Had a salary increase for the Executive Director of Marketing, Communication and Engagement in the School of Medicine. Approved 13-million-dollar contract for coal. Includes purchase, cleaning, and transportation for the power plant here on campus. Next meeting is scheduled April 29, 2021 at Carbondale Campus.
3. Chancellor's Leadership Council – Met on February 24, 2021. Presentation by Ed Benyas on the symphony, moving forward with having the music program. Cindy Buys presented on Women's History Month for the new network, Empowering Women Committee. Provost spoke about recruitment, and had deans speak about recruitment for their colleges. Numbers 25 weeks prior for Fall 2021. Undergraduate Freshman: Applicants 8,427 up 15% from last year and admitted 5,800 up 16%. Undergraduate Transfers: Admitted 735 down 11% from last year. Graduate Transfers: Admitted 180 up 25% from last year. Undergraduate Transfers Off-Campus: Applicants down 16% and admissions down 1% from last year. Judy Marshall gave a

brief update on our budget. Expenses are down and tuition dollars are up from their projection at this point.

- B. School of Medicine Civil Service Council – Megan Matzat  
No report
- C. Annuitants Association – Carolin Harvey  
No report
- D. Human Resources – Jennifer Watson
  - J. Watson – Finished audit waiting for the outcome. SURS counselors will not be on campus this spring. May go through SURS for a one-on-one appointment over the phone. Working on SURS General Session Meeting via zoom, look for more information on this.
  - T. Price – Will that cover registering for Medicare?
  - J. Watson – They won't go that deep, but may answer basic questions.
- E. SURS Member Advisory – Mary Nippe  
Meeting in April
- F. Council Committees
  - 1. Executive/Budget – Elizabeth Cheek – Laptops
    - E. Cheek – Met and set the agenda.
    - S. Newman – Provost's Office purchased 100 laptops for students. I recommended, we borrow one now and once the student laptops are returned to IT we can exchange the lent one for a permanent one.
  - 2. Bylaws – Tammy Wieseman  
No report
  - 3. Civil Service Benefits – Richel Biby  
No report
  - 4. Education Assistance – Anthony Fobs and Anthony Travelstead – Quatro's Day
    - A. Travelstead – Contacted Quatro's and looking at March 30<sup>th</sup> for Quatro's Day. Moving forward with the Flea Market, looking at online registration. Inquired about online payments, but looks like this year they will mail in payments. No one's signed up yet, but have had a few inquiries. Flea Market is April 24<sup>th</sup>, with rain date of April 25<sup>th</sup>.
    - S. Newman – I created a new registration form, so I will take down the old one and put up the new form.
    - A. Travelstead – For those who have submitted a paper application for EAP, I will retain, but moving forward they will apply online.
  - 5. Elections – Tara Moore
    - T. Moore – Statement of Candidacy has been sent out. Deadline is March 12<sup>th</sup>.
  - 6. Public Information – Shannon Newman  
No report
  - 7. Range – Lorrie Lefler  
No report
  - 8. Staff Excellence Committee – Cyndy Green
    - C. Green – Met February 24<sup>th</sup>. Voted on one AP candidate and one CS candidate. Has been submitted to the Chancellor.
- 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 – Shari Garnett  
No report

5. Intercollegiate Athletics Advisory – Lindsey Carter
    - L. Carter – Met last Friday. Spoke about Day of Giving and started their Forever SIU Athletics Fundraising Campaign. Athletics will be contracting out mental health services to Centerstone. Also, working with the Chancellor to give athletics tuition money.
  6. Naming University Facilities – Anthony Fobs
    - A. Fobs – Met January 21<sup>st</sup>. Glenn Poshard is requesting to name four areas of the library for a total of \$100,000 contribution. Funds will be used to enhance the facilities and programs in the library.
  7. Parking and Traffic Appeals – Elizabeth Cheek
    - E. Cheek – Met February 25<sup>th</sup>. Should be receiving a copy of the report and will upload in Teams.
  8. Recreational Sports and Services Advisory – Elizabeth Cheek
    - E. Cheek – Met February 18<sup>th</sup>. Report uploaded in Teams.
  9. Student Center Advisory
    - A. Travelstead – Not met. This was Jeletta’s committee, now vacant due to her retirement. Anyone interested in serving on this committee?
    - L. Carter – Interested
    - S. Newman – Interested
    - L. Carter – Shannon can do it. I only volunteered because I thought no one else would.

A vote commenced. All were in favor of Shannon serving on the Student Center Advisory Committee.
  10. Traffic and Parking – Marianne Shields
    - No report
  11. University Joint Benefits – Elizabeth Cheek
    - No report
- H. Special/Other
1. Chancellor’s Planning and Budget – Marianne Shields and Elizabeth Cheek
    - M. Shields – Meeting canceled due to Administrative Closure in February.
  2. Chancellor Search Advisory – Elizabeth Cheek
    - E. Cheek – Met February 25<sup>th</sup> and the next meeting is March 25<sup>th</sup>. Applications are up 15%. Recruitment strategies being discussion from deans to recruitment coordinators. By Fall, hoping to have 80% back on campus. Still allowing remote work whenever possible. Listening and Learning Tours continue. Last one is schedule for March 10<sup>th</sup>. Chancellor moving forward with reinstating the Ombudsman Office. Will be back in place by Fall. Chancellor hoping to have strategic plan out by July. Seems we have a flat budget for now. Associate Vice Chancellor for Enrollment Management position is open and using WittKieffer. Once position is filled he wants to move from Provost Area to Academic Affairs Area. Also open is the Vice Chancellor for Diversity, Equity, and Inclusion position. Not using WittKieffer for this search and have received several applications. Rae Goldsmith is retiring and Kim Renfield will be her Interim. We will be holding a national search for this position. Campus has updated the website.
  3. Diversity Committee – Crystal Harris
    - C. Harris – Met February 18. Spoke about Diversity Week, set for August 30<sup>th</sup> through September 3<sup>rd</sup>. The George Floyd Equity and Justice Service Award is new and agreed this will go to a student. The Certificate Program for Diversity, forming committees and working on this. Diversity Plan has been submitted to the cabinet and is under review. This will be apart of the Chancellor Strategic Plan. The student climate survey is moved to Fall 2021 at this time. Next meeting is March 10<sup>th</sup>.
  4. Employee Advisory Committee to the Merit Board – Shari Garnett
    - No report
  5. Legislative Advisory – Tammy Wieseman

No report

6. NEW Committee – Tammy Wieseman
  - T. Wieseman – Have not been notified I've been put on the committee yet.
  - A. Travelstead – Had a note to inquire about this. I will talk to Cindy and pass along your information.
7. Search Committee for Associate Chancellor for Diversity – Lindsey Carter
  - L. Carter – Still reviewing candidates.
  - A. Travelstead – Do you have a good list of people.
  - L. Carter – We do. We have a lot of applicants. Waiting on meeting invite to narrow down to top three candidates.
  - A. Travelstead – Do they have a time frame they hope to have this filled by?
  - L. Carter – No, I'm assuming July 1, but that's my guess. It doesn't have a specific closing date.

**VI. Old Business – Ombudsman Policy**

- E. Cheek – I served on the panel from 2005 to 2009. Chancellor wanting our input on the makeup for the Ombudsman Office.
- A. Travelstead – Looking at forming a subcommittee. Volunteers include myself, T. Wieseman, A. Fobs, E. Cheek, A. Steen, D. Harmon, J. Brant, and possibly T. Richardson. Look for an email about an upcoming meeting.

**VII. New Business – Deans search committees, Workplace Anti-Bullying Policy**

- A. Travelstead – Contacted by David DiLalla and submitted two names for the deans search committee.
- E. Cheek – The assembled document ~~I put together~~ is a draft. † It was made † from the 8 other university bullying policies ~~is in~~ that were emailed out to the Council members. We ~~will~~ need the committee to go through the document and other bullying policies to see what ~~we will~~ use needs added or subtracted from the document.

**VIII. Non-Agenda Items**

None

**IX. Adjournment**

Motion: T. Moore

Second: T. Wieseman