

2021-2022 Civil Service Council (Session 1)
Wednesday, May 4, 2022
Student Services Room 307
1:00 P.M.

I. Call to Order

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

II. Roll Call of membership

Members Present: Kofoworola Badejo, Anthony Fobs, Cynthia Green, Deborah Harmon, Crystal Harris, Jason Phillips, Terry Richardson, Dana Roland, Matthew Stottler, Anthony Travelstead, Tammy Wieseman, Christopher Woodruff

Members Absent: Elizabeth Cheek, Andrea Steen

Guests: Thomas Becker, Renee Colombo, Mickel Cordes, Josh Frick, Dawn Hattey, Andy Hawkins, Amelia Ketzle, Victor Martin, Diane McIntyre, Stacey Peach

III. Guest Speaker: None

IV. Approval of the Minutes for the April 2022 Meeting

Motion: D. Roland

Second: J. Phillips

A vote commenced: 0 Nays, 0 Abstentions; The minutes from April 2022 meeting were approved as presented on Teams.

V. Announcements – Shannon

A. Travelstead announced that Shannon Newman took a job off campus and is leaving the CSC. The Executive Committee decided to wait until next month to fill her seat due to upcoming elections. Travelstead also announced a group picture will be taken at the July meeting.

VI. Reports

A. Council President

1. Chancellor Meeting – Has not met. The last 2 meetings were canceled due to conflicts. The next meeting is Friday, May 13th. Will be having a video conference tomorrow with the Chancellor, Matt Baughman, and Julie McReynolds regarding the salary study.
 2. Board of Trustees Meeting – Met April 28th. The next meeting is July 21st in Springfield. The BOT approved funding to pay bills until budget comes in. Also, they approved updates to McLafferty, three new planes, there was no increase to tuition but some fee increases. Council members discussed updates to McLafferty and A. Travelstead said more details can be found on the Board's agenda posted to their website.
 3. Chancellors Leadership Council – Cancelled. Next meeting is not expected until the fall semester.
- B. School of Medicine Civil Service Council – Dawn Hattey – No report.
- C. Annuitants Association – Carolin Harvey – No report.
- D. Human Resources – Renee Colombo – Introduced Stacey Peach to the Council, who will attend meetings in R. Colombo's absence. Colombo reminded everyone that benefits

choice is starting May 1st and noted some changes. R. Colombo stated that the final response for the Systems audit from February 2021 will be posted in the next couple of weeks.

- E. SURS Member Advisory – Elizabeth Cheek – No report. A. Travelstead said any reports from E. Cheek will be uploaded to the Teams file.
- F. Council Committees
 - 1. Executive/Budget – Elizabeth Cheek – A. Travelstead said they met and set the agenda.
 - 2. By laws – ?? – Has not met. Committee will need to elect a new chair.
 - 3. Civil Service Benefits – Anthony Travelstead – Has not met.
 - 4. Education Assistance – Anthony Fobs/Anthony Travelstead – A. Travelstead stated the apparel sale from SilkWorm concluded on April 10th. Numbers were down and will do another apparel sale in the fall. Travelstead also mentioned that the Spring Flea Market was this past weekend and they had 35 participants. It brought in \$1205 and expenses will be taken out of that amount. A. Fobs stated that the local union will pick up the tab for some expenses. A. Travelstead had a vendor email about a refund, due to it not being what they expected. Travelstead stated that refunds are only to be given if the event is canceled and he is still communicating with the vendor. A. Travelstead said he is working with Steve on another Quatro's Day. A. Fobs said concession sales were \$275. M. Stottler asked about having a year patch added to the SilkWorm orders.
 - 5. Elections – Anthony Travelstead – Will be covered at the 2pm meeting.
 - 6. Public Information – Tammy Weiseman – No report. Has not met.
 - 7. Range - ?? – Not met. Committee will need to elect a new chair.
 - 8. Staff Excellence Committee – Cyndy Green – Ceremony was Monday, April 18th and Tarnisha Green (A/P Staff) and Cynthia Heisner (Civil Service) were awarded.
- G. Constituency Committees
 - 1. Advisory Committee, Director of Public Safety – Andy Hawkins – No report. Has not met.
 - 2. Computing Advisory – ?? – Has not met. Committee will need to elect a new chair.
 - 3. Honorary Degrees – Shari Garnett – No report.
 - 4. Intercollegiate Athletics Advisory – Victor Martin – Matt Kupec gave a presentation that discussed the budget, SIUC has the 84th largest TV market in the nation, ticket sales are progressive, looking to hire 22 new positions, hired Kelly Bond-White as new Head Coach for Women's Basketball, Jen Sewell for Softball, and Craig Roberts for Women's Soccer.
 - 5. Naming University Facilities – Anthony Fobs – No report.
 - 6. Parking and Traffic Appeals – April Imhoff – No report. Has not met.
 - 7. Recreational Sports and Services Advisory – Elizabeth Cheek – No report.
 - 8. Student Center Advisory – ?? – No report. Committee will need to elect a new chair.
 - 9. Traffic and Parking – Marianne Schoonover – No report.
 - 10. Commencement Advisory Committee – Cyndy Green – Passed out copies of events happening over final weeks and those events were briefly discussed.
 - 11. Staff Excellence – Cyndy Green – Discussed in Item G, 10.
- H. Special/Other
 - 1. Chancellor's Planning and Budget – Elizabeth Cheek – No report.

2. Chancellor Search Advisory – Elizabeth Cheek – No report.
3. Diversity Committee – Crystal Harris – Meeting was canceled but met at a later date and discussed diversity week. Meetings will continue through the summer.
4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek – No report.
5. Legislative Advisory – Matthew Stottler – Discussed local budgets, HB1167 to claim COVID days and the requirements, SURS website is updated with important information, and HB4320 being on hold until summer session.
6. NEW Committee – Crystal Harris – No report. Next meeting will be in the fall.
7. System Staff Advisory – Anthony Travelstead – Last meeting was canceled due to attendance. No report.
8. Search Committee for VC Research & Graduate Studies – Terry Richardson – Submitted names of the three finalists. Each committee member submitted their own final report and feedback. Just waiting to hear who the final choice will be.
9. Search Committee for CIO – ?? – A. Travelstead stated the search has been put on hold until the fall. Travelstead asked if anyone would be interested in serving on this committee. Amelia Ketzle volunteered.
10. Search Committee for VC Administration & Finance – Anthony Fobs – Taking applicants through the end of May and will schedule interviews in June. This is the second round due to all first-round finalists excepting other offers.
11. Search Committee for Director of Human Resources – Elizabeth Cheek – No report.
12. Search Committee for Dean of College of Liberal Arts – Anthony Travelstead – Had an open forum for the top three candidates and asked the committee to submit feedback on those candidates. Decision is now up to the administration.
13. Search Committee for Dean of College of Arts & Media – Crystal Harris – Met Monday to review final list of candidates and to give pros and cons. Decision is now up to the administration. A. Travelstead said that the searches for hires are mentioned on the Provost's website and not the Chancellor's page.

VII. Old Business

None

VIII. New Business

A. Fobs asked for an update on the bullying policy. A. Travelstead stated that the draft that went through legal was received by the Chancellor's Leadership Council to review and discuss. Travelstead said he will follow up with the Chancellor about this.

IX. Non-Agenda Items

A. Travelstead mentioned the outgoing members, Deborah Harmon and Crystal Harris. They were both presented with certificates of appreciation. Two more certificates of appreciation were awarded to non-present members, Shannon Newman and Andrea Steen.

X. Adjournment

Motion: T. Richardson

Second: M. Stottler

2022-2023 Civil Service Council (Session 2)
Wednesday, May 4, 2022
Student Services Room 307
2:00 PM

I. Call to Order

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

II. Roll Call of Membership

Members Present: Kofoworola Badejo, Thomas Becker, Mickel Cordes, Anthony Fobs, Cynthia Green, Amelia Ketzle, Diane McIntyre, Jason Phillips, Terry Richardson, Dana Roland, Marianne Schoonover, Matthew Stottler, Anthony Travelstead, Tammy Wieseman, Christopher Woodruff

Members Absent: Elizabeth Cheek

Guests: Josh Frick, Andy Hawkins, Victor Martin

III. Welcome and Introductions

Council members went around the table and gave brief self-introductions. A. Travelstead passed around the membership roster so members could make sure their information was correct. Travelstead spoke about Teams, reports, meetings, the meeting calendar, attendance, and committees. A. Travelstead asked that committee preference sheets be returned to him or E. Cheek by June 1st. Council members discussed the difference of job classifications to determine who's eligible to be on the range committee.

IV. Orientation

- A. Council Membership – A. Travelstead reviewed the 2022-23 Civil Service Council Membership Roster and the different sectors. Travelstead stated that it is the council's responsibility to be a liaison to the employees and the constituents in their areas and throughout campus. He also reviewed the ex officio members.
- B. Officers – A. Travelstead reviewed the duties and positions of Civil Service Officers. Travelstead stated that two positions, Council Vice President and Council Secretary are up for election this term. Travelstead said that if any member is interested in serving in one of the two positions to submit their statement of candidacy. He also stated that both positions are a two-year term.
- C. Committees – A. Travelstead reviewed the council committees and what their duties and responsibilities entail. Travelstead said he will send the council members more information on the specifics of the committees, later today. Council members discussed the expectations of committee participation.

V. Selection of Office Nomination Committee

A. Travelstead stated that an Office Nomination Committee Operating was sent out to the council and provided details about the committee's responsibilities. Travelstead reported that a minimum of five volunteers are needed. Members had a brief discussion about duties and responsibilities. A. Travelstead opened the floor for volunteers. A. Ketzle, M. Cordes, T. Becker, C. Woodruff, and D. McIntyre volunteered to serve on this committee.

VI. Non-Agenda Items

- A. Card and Flower Fund Guidelines – A. Travelstead reviewed the guidelines for the card and flower fund. Travelstead stated that the Council Secretary oversees the fund and asked members to donate \$5 as a one-time donation. He then reviewed past examples of use and said more information can be found in the operating paper.

VII. Adjournment

Motion: C. Green

Second: M. Cordes