

2022-2023 Civil Service Council
Wednesday, September 07, 2022
Student Services Room 307
1:00 P.M.

I. Call to Order

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

II. Roll Call of Membership

Members Present: Kofo Badejo, Thomas Becker, Elizabeth Cheek, Mickel Cordes, Todd Duermeyer, Anthony Fobs, Cyndy Green, Amelia Ketzle, Diane McIntyre, Jason Phillips, Dana Roland, Terry Richardson, Matthew Stottler, Anthony Travelstead, Chris Woodruff

Members Absent: Marianne Schoonover

Guests: Ann Coward, Josh Frick, Victor Martin, Stacy Peach

III. Public Comments

None

IV. Approval of the Minutes for August 2022

E. Cheek stated she was on university business during the August meeting and noted an excused absence.

Motion: D. Roland

Second: A. Ketzle

A vote commenced: 0 Nays, 0 Abstentions; The minutes from August 2022 meeting were approved as amended.

V. Announcements

None

VI. Reports

A. Council President

1. Chancellor Meeting (No report, next meeting September 9) – A. Travelstead reported no meeting in August and the next meeting is September 9. Travelstead noted that these meetings are now scheduled through the end of the fiscal year.
2. Board of Trustees Meeting (No report, next meeting September 15 in Alton) – A. Travelstead reported the agenda is available on the BOT website. A 2% pay increase is included for Carbondale and the System's Office, as of July 1, 2022, and the School of Medicine to receive a 2% increase beginning October 1, 2022.
3. Chancellors Leadership Council (No report, next meeting September 14) – A. Travelstead reported no meetings over the summer and all meetings are scheduled throughout the academic year. Next meeting is Wednesday, September 14.

B. School of Medicine Civil Service Council – Dawn Hattey – No report.

C. Annuitants Association – Carolin Harvey – No report.

D. Human Resources – Renee Colombo – S. Peach reported on classification revisions. As of 09/01/2022 many have gone to credential assessments and a few will continue with in-person testing. Peach said applicant applications need to be up to date and HR is still in the early stages with the applicant tracking system. A. Ketzle suggested sending out a

mass email to inform CS employees of this information. M. Stottler said this could be added to the CS newsletter.

- E. SURS Member Advisory – Elizabeth Cheek – Has not met.
- F. Council Committees
 - 1. Executive/Budget – Elizabeth Cheek – Met and set the agenda. A. Travelstead will share budget reports when received.
 - 2. Bylaws – TBD – D. Roland will set up a meeting to elect a chair.
 - 3. Civil Service Benefits – Diane McIntyre – The COVID Reimbursement Committee met and discussed reaching out to HR. Looking at having another meeting to see how other universities have handled the COVID reimbursement and looking for more data to see what impact this had on CS employees.
 - 4. Education Assistance – Anthony Fobs – Had a meeting yesterday. Numbers are still pending on the Quatro’s Day and Silkworm apparel sale. The next Quatro’s Day is October 18 and reached out to Don Taco to see about doing the same thing. The photo package sale date still needs to be decided and E. Cheek added that they require a certain number of certificates to be sold, or they will not come. A. Travelstead said they would like each council member to sell 6 certificates and will ask if they allow pet photos to be taken. Travelstead added that Old Main Lounge has been reserved on December 7 for the holiday luncheon. D. McIntyre added that Quatro gift certificates would be a good give for Boss’s Day on October 16.
 - 5. Elections – Anthony Travelstead – Has not met, no report.
 - 6. Public Information – Matthew Stottler – Met and set the agenda. Looking at sending the newsletter out after the next CS meeting in October. Council members discussed having access to files through Teams.
 - 7. Range – Amelia Ketzle – Has not met.
- G. Constituency Committees
 - 1. Advisory Committee, Director of Public Safety – Andy Hawkins – Has not met, no report.
 - 2. Computing Advisory – Amelia Ketzle – Has not met.
 - 3. Honorary Degrees – Todd Duermeyer – Has not heard anything on this committee. A. Travelstead said he has relayed T. Duermeyer’s information to Leslie.
 - 4. Intercollegiate Athletics Advisory – Victor Martin – Looking to schedule a meeting in late September or early October.
 - 5. Naming University Facilities – Anthony Fobs – Has not met.
 - 6. Parking and Traffic Appeals – April Imhoff – No report.
 - 7. Recreational Sports and Services Advisory – Elizabeth Cheek – Has not met.
 - 8. Student Center Advisory – Sarah Kroenlein – No report.
 - 9. Traffic and Parking – Marianne Schoonover – No report.
 - 10. University Joint Benefits – Chad Waters/Elizabeth Cheeks – Has not met.
- H. Special/Other
 - 1. Chancellors Planning and Budget – Elizabeth Cheek – This morning began interviewing candidates for the Vice Chancellor for Administration and Finance.
 - 2. Chancellor Search Advisory – Elizabeth Cheek – Has not met.
 - 3. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris – A. Travelstead emailed the report out to members and it has been uploaded to the Teams file.
 - 4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek – Executive Committee met on August 3 and discussed the promotional process. Next full

meeting will be October 12 & 13 in Alton. Council of Councils will move to an online format this year.

5. Legislative Advisory – Matthew Stottler – SURS website has been updated with recent legislation. Veto sessions will be in November and December.
6. Network Empowering Women Committee – Crystal Harris – A. Travelstead emailed the report out to members and it has been uploaded to the Teams file.
7. System Staff Advisory – Anthony Travelstead – The committee has not met but emails have been sent via listserv for leadership training sessions. Three sessions coming up on September 14, 15, 16. All slots were filled within the first hour the email was sent out. They are looking at having more sessions in October.
8. Search Committee for CIO – Amelia Ketzle – A. Travelstead will ask the Chancellor where they are with this search.
9. Search Committee for VC Admin and Finance – Anthony Fobs – The search has been narrowed down to three candidates. Interviewing the last two candidates tomorrow and Friday. VCAF staff have been a part of the interview process.
10. Search Committee for Dir Human Resources – Elizabeth Cheek – Has not met. Next meeting schedule September 19.
11. Search Committee for Associate Provost for Academic Administration – Matthew Stottler – The position has been posted on the WittKieffer website. A report was sent with information about the WittKieffer team. Meeting starting in two weeks to discuss applicants.

VII. Old Business

None

VIII. New Business

- A. Email Signatures – A. Travelstead stated employees under the Vice Chancellor for Administration and Finance were notified that the Chancellor wanted all email signatures to be the same format. Travelstead asked if this was university-wide or just under their line. Council members discussed a standardized signature on the university communications website and what they have seen in their departments. Travelstead said they gave specifics on logo and font size. E. Cheek voiced concern about being able to use a disclosure at the bottom of your email. A. Travelstead shared his screen and reviewed the email he received. It was determined that no other members outside the VCAF department received this email.

IX. Non-Agenda Items

- A. Travelstead reminded members that T. Richardson is collecting for the card and flower fund.

X. Adjournment

Motion: T. Richardson

Second: M. Stottler