

**2022-2023 Civil Service Council**  
**Wednesday, November 2, 2022**  
**Student Services Room 307**  
**1:00 P.M.**

**I. Call to Order**

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

**II. Roll Call of Membership**

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

Members Absent: Todd Duermeyer, Diane McIntyre

Guests: Ann Coward, Josh Frick, Andy Hawkins, Kim Howard, April Imhoff, Victor Martin, Stacy Peach

**III. Public Comments**

None

**IV. Approval of the Minutes for Oct 2022**

E. Cheek made a few spelling and grammar corrections in MS Teams.

Motion: E. Cheek

Second: C. Green

A vote commenced: 0 Nays, 0 Abstentions; The minutes from October 2022 meeting were approved as amended in MS Teams.

**V. Announcements**

A. Travelstead announced the recruitment retreat this morning. Travelstead offered to share the PowerPoint presentation. E. Cheek shared that it was a follow-up from last years.

**VI. Reports**

A. Council President

1. Chancellor Meeting (Met Oct 21, next meeting Nov 18) – A. Travelstead reported discussing recruitment number and upcoming holidays. Travelstead stated the bullying policy is in place, raises have occurred, and will begin discussing the next pay increase.
  2. Board of Trustees Meeting (Last Met Sept 15, next meeting Dec 1, 2022) – No report.
  3. Chancellors Leadership Council (Met Oct 12, Next meeting Nov 9, 2022) – A. Travelstead reported this was the first meeting of the semester. Travelstead spoke about the staff appreciation day(s) over the summer and touched on the CSC Education Assistance Program. Fall enrollment numbers were flat and numbers are looking good year to date.
- B. School of Medicine Civil Service Council – Kim Howard – No report.
- C. Annuitants Association – Carolin Harvey – No report.
- D. Human Resources – Renee Colombo/Stacy Peach – S. Peach reported they are working on retro pay. A. Travelstead confirmed flu shots were last week. A. Fobs asked about applicants receiving lower scores now compared to testing. Peach stated testing was

multiple choice and now is credential assessment. She stated you automatically get a 70 if you qualify and applications are scored based from experience and education and to be as detailed as possible. Fobs asked for clarification on top 3 scores receiving guaranteed interviews. Peach confirmed this and said they will continue interviewing candidates in order of scores if no one is selected. M. Stottler asked about applicants wanting to inquire about their scores and Peach welcomed applicants to contact HR to discuss your ranking. A. Coward asked for more explanation on reporting passed experience. Peach encouraged listing all known experience and give specific dates. A. Hawkins had a question and that was confirmed prior about detail. M. Stottler asked if HR uses LinkedIn with their software. Peach said they only look at the application. D. Roland stated she updated her application and received a higher score.

- E. SURS Member Advisory – Elizabeth Cheek – E. Cheek report a meeting on November 22 from 2-3pm. E. Cheek circulated an email to the council and read aloud. This was in regards to the SURSMAC Fall meeting as well as the notification of the proposal to dissolve SURSMAC.
- F. Council Committees
  - 1. Executive/Budget – Elizabeth Cheek – T. Richardson reported they met and set the agenda.
  - 2. Bylaws – Chris Woodruff – Did not meet.
  - 3. Civil Service Benefits – Diane McIntyre – No report.
  - 4. Education Assistance – Anthony Fobs – Had a meeting yesterday and will have the first Don Taco Day on November 15. Fobs reported they are still working out the percentage for sales. A. Travelstead passed around packets to council members. Travelstead reported the last Silkworm sales were \$527 and that has been deposited. Still waiting on the check from Quatro’s for the August and October events. Travelstead reported the portrait sale did not meet the minimum, even after extending the event to this Saturday. They decided yesterday to cancel the event and Travelstead told members to refund any tickets sold. A. Travelstead reported having a special meeting last week to select a caterer for the CSC Luncheon. The Anchor Grill was chosen and will serve fried chicken and having a taco bar. This will be December 2 from 11:00am to 12:45pm at the Faculty & Staff Lounge in the Student Center. Travelstead explained the packets passed around and gave instructions to members for the CSC luncheon details regarding sales and donations. A spreadsheet will be posted to record donations. The council discussed purchasing items to raffle off and decided purchases are not able with a state account. No donation limit was given and a gift in kind form should be provided to outside vendors. Travelstead asked members for donations by December 2 and to drop off and his or J. Frick’s office. T. Richards noted a correction on the flyer and will make that change.
  - 5. Elections – Anthony Travelstead – Has not met, no report. Looking to have a meeting in December.
  - 6. Public Information – Matthew Stottler – Has not met. The newsletter was sent out and looking to send another one out in spring.
  - 7. Range – Amelia Ketzle – Has not met.
- G. Constituency Committees
  - 1. Advisory Board, Department of Public Safety – Andy Hawkins – Has not met. No report.

2. Computing Advisory – Amelia Ketzle – Has not met. The council had a brief discussion on the lapse of this committee and also spoke about the CIO search committee.
3. Honorary Degrees – Todd Duermeyer – No report.
4. Intercollegiate Athletics Advisory – Victor Martin – The meeting on October 4 has already been reported and the next meeting is November 15. They will discuss what duties will be to help athletics succeed in their mission.
5. Naming University Facilities – Anthony Fobs – Members discussed the naming of the Glenn Poshard Transportation Education Center and discussed talks about naming the stadium.
6. Parking and Traffic Appeals – April Imhoff – No report. Next meeting on November 17.
7. Recreational Sports and Services Advisory – Elizabeth Cheek – Met on October 20 and the next meeting is November 17. E. Cheek will provide minutes when received.
8. Student Center Advisory – Sarah Kroenlein – Has not met. No report.
9. Traffic and Parking – Marianne Schoonover – Met on October 24. Agenda and minutes have been uploaded to MS Teams.
10. University Joint Benefits – Chad Waters/Elizabeth Cheek – E. Cheek reported the meeting for October 18 was canceled. The next meeting will be November 15.

#### **H. Special/Other**

1. Chancellors Planning and Budget – Elizabeth Cheek/Marianne Schoonover – E. Cheek reported they have not met. M. Schoonover reported the next meeting will be December 8.
2. Chancellors Search Advisory – Elizabeth Cheek – Has not met.
3. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris – A. Travelstead stated the report has be uploaded to MS Teams.
4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek – Met on October 12 and 13 in Alton. E. Cheek will provide minutes when received. A special meeting will happen on November 17 via Zoom.
5. Legislative Advisory – Matthew Stottler – M. Stottler reported that Election Day is Tuesday, November 8 and the SURs website has no new updates.
6. Network Empowering Women Committee – Crystal Harris – A. Travelstead stated the report has be uploaded to MS Teams.
7. System Staff Advisory – Anthony Travelstead – Met on October 17 and reviewed past leadership sessions. A. Travelstead reported they also discussed having other session modules for spring. They will give a presentation at the December 1 Board of Trustees (BOT) meeting and Travelstead encouraged members who have taken the training to contact Todd Bryson to speak at the BOT meeting.
8. Search Committee for CIO – Amelia Ketzle – A. Travelstead said 4 candidates were interviewed and he was able to sit through those interviews. They have one internal and 3 external candidates.
9. Search Committee for Dir Human Resources – Elizabeth Cheek – E. Cheek reported it was down to two candidates. One candidate dropped out resulting in a failed search.
10. Search Committee for Provost and Vice Chancellor for Academic Administration – Matt Stottler – M. Stottler reported they will have two days of interviews, tomorrow and Friday. They have nine candidates to interview via Zoom. Stottler said this is a

national search, with no internal candidates, and they have a diverse group of candidates.

A. Travelstead reported Susan Simmers was hired as the Vice Chancellor for Administration and Finance. Her first day will be November 16 and Travelstead has a meeting scheduled that afternoon. Council members discussed departments under this position.

**VII. Old Business**

None

**VIII. New Business**

T. Becker asked how the search committee process works. A. Travelstead said it goes through the Provost's Office. Travelstead also said searches are posted on the Provost's website and members briefly discussed current searches. A. Fobs spoke about SIH employees being able to pick selected merchandise from Silkworm for their birthdays. Fobs presented this to council for consideration. Council members discussed details and how this could be added as a benefit for employees.

**IX. Non-Agenda Items**

Members discussed employee evaluations for supervisors and how this feedback could benefit the university.

**X. Adjournment**

Motion: M. Stottler

Second: E. Cheek