

**2021-2022 Civil Service Council**  
**Wednesday, March 2, 2022**  
**Microsoft Teams Meeting**  
**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: Kofoworola Badejo, Elizabeth Cheek, Anthony Fobs, Deborah Harmon, Cynthia Green, Shannon Newman, Jason Phillips, Terry Richardson, Dana Roland, Andrea Steen, Matthew Stottler, Anthony Travelstead, Tammy Wieseman, Christopher Woodruff  
Members Absent: Crystal Harris, Tina Price  
Guests: Josh Frick, Dawn Hattey, Andy Hawkins, Mark Owens

**III. Guest Speaker: Mark Owens**

Mark Owens is the Director of Facilities and Energy Management (FEM) as of 12/01/2021. Mark came from Greenville University where he served as the director of facilities since January 2011 and gave a brief self-introduction. He's customer service focused and understands the effects his department has on the daily lives of students, faculty, and staff. Mark stated he's committed to improvement while exploring and examining the process. M. Stottler asked, what were your impressions of the interview process. M. Owens said it was a rigorous and slow process but liked the involvement the department had in the interview process. E. Cheek asked, with a few months in the position, what are the challenges you see in facilities moving forward. M. Owens answered, budget and how to keep everything running while being financially responsible. A. Travelstead offered the Council's assistance for employee problems and direction. M. Owens commended and highlighted the level of professionalism and skill the employees at the university have with facilities being so unique.

**IV. Approval of the Minutes for the January 2022 Meeting**

Motion: E. Cheek

Second: T. Richardson

A vote commenced: 0 Opposed, 0 Abstentions; The minutes from January 2021 meeting were approved as written.

**V. Announcements**

Travelstead announced that Chris Woodruff is replacing Lorrie Lefler on CSC. C. Woodruff gave a brief self-introduction and afterward the CSC members introduced themselves. A. Travelstead announced that D. Roland will be on Executive Committee as Treasurer, also replacing Lorrie Lefler. A. Travelstead announced the resignation of Tina Price and Tara Moore from CSC. S. Newman announced that today is the Day of Giving.

**VI. Reports**

A. Council President

1. Chancellor Meeting – Met February 21<sup>st</sup>, the 11<sup>th</sup> was rescheduled. The mask mandate was discussed and A. Travelstead shared his screen to show the COVID survey results. Also, discussed the salary survey, the bullying policy, and wage

increases. The Bullying Policy was presented to Cabinet and added to the Workplace Violence Policy with pending approval.

2. Board of Trustees Meeting – Met February 10<sup>th</sup>. Approved Thomas Brummer as Interim Director for Touch of Nature, Fred Martin hired as Executive Director of Broadcasting, Mark Owens hired as FEM Director, presentation on the System’s Strategic Plan, and approved Jim Potter as the Executive Director of University Communications. Also, approved 1.7 million to replace the chillers over by Neely Hall. Next meeting is April 28<sup>th</sup> here in Carbondale.
  3. Chancellors Leadership Council – Meeting was canceled, next scheduled meeting is TBD.
- B. School of Medicine Civil Service Council – Dawn Hattey – Meeting canceled.
- C. Annuitants Association – Carolin Harvey – No report.
- D. Human Resources – Renee Colombo – No report.
- E. SURS Member Advisory – Elizabeth Cheek – Has not met. Next meeting scheduled April 14<sup>th</sup>.
- F. Council Committees
1. Executive Committee – Elizabeth Cheek – Met and set the agenda.
  2. Bylaws – Shannon Newman – No report.
  3. Civil Service Benefits – No report. A. Travelstead reported this committee will call a meeting to elect a new chair to replace Tina Price.
  4. Education Assistance – Anthony Fobs/Anthony Travelstead – A. Travelstead reported today is the Day of Giving. Flea Market is being planned with 4 vendors currently signed up. Looking for a food vendor and will discuss with A. Fobs. E. Cheek reported having a spring apparel sale. Cheek has reached out to Silkworm to add certain items, and this should be ready by the middle of March.
  5. Elections – A. Travelstead reported committee met on February 25<sup>th</sup>. Travelstead was nominated Chair, to replace Tina Price, and looking at 13 seats up for election this year. A. Travelstead shared his screen to talk about the amendment to the Election Committee Operating Paper. The change is switching Survey Monkey to Microsoft Forms. This has been uploaded to the Teams file.  
Motion: S. Newman  
Second: E. Cheek  
A vote commenced: 0 Nays, 0 Abstentions; The Civil Service Council Election Committee Operating Paper amendment was approved by majority vote.  
A. Travelstead reported that the candidacy statement went out last Friday and if your sector has changed you will need to rerun under the new sector. Deadline is March 11<sup>th</sup> at 4pm. Travelstead also reported receiving the sector list from HR, he shared his screen to review with members, and that will be uploaded to the Teams file. A. Travelstead asked for a motion to move forward with the terms as recommended according to the 2022 Civil Service Employee Count by Sector, provided by HR.  
Motion: C. Green  
Second: C. Woodruff  
A vote commenced: 0 Nays, 0 Abstentions; The 2022 Civil Service Employee Count by Sector was approved by majority vote.
6. Public Information – Shannon Newman/Tammy Wieseman – No report.
  7. Range – No report. A. Travelstead reported this committee has not met and will need to elect a new chair to replace Lorrie Lefler.

#### G. Constituency Committees

1. Advisory Committee, Director of Public Safety – Andy Hawkins – No report.
2. Affirmative Action Advisory – Dawn Legier – No report. A. Travelstead reported speaking to Dr. Paul Frazier and Matt Baughman about this committee and has not heard back.
3. Computing Advisory – Shannon Newman – No report. Meeting with the Interim CIO to discuss possible changes.
4. Honorary Degrees – Shari Garnett – No report.
5. Intercollegiate Athletics Advisory – Victor Martin– No report.
6. Naming University Facilities – Anthony Fobs – No report.
7. Parking and Traffic Appeals – April Imhoff – No report.
8. Recreational Sports and Services Advisory – Elizabeth Cheek – Met on 02/17 with Tyler Burroughs as the guest speaker speaking about member services and the reception desk. Discussed masking guidelines, the cycle studio is complete, squash court conversion and Frisbee golf course are finished, minimum wage increase, spring building hours, staffing still being an issue in a few areas (Marketing, Competitive Sports, Aquatics, and Fitness), mentioned Jeffrey Burgin (Vice Chancellor for Student Affairs) and Mark Owens (FEM Director), hoist 9 station has been installed, selectorized equipment for the East Weight Room will be purchased in the Fall, and future meeting dates. Partnerships with athletics consist of some dual swimming meets, a track and field event, MAC swimming championships (March 1<sup>st</sup> – 5<sup>th</sup>). With the community, there is a smash volleyball 2 tournament, Saluki swim club, school groups visiting, and Kids Corner with Tuesday swim lessons. Special Events consist of the milk crate stack, try scuba on Fridays, climbing competitions, youth pickle ball classes, and kickball and salsa are becoming popular. Competitive and intermural sports are 5 vs 5 basketball, pool play competitive league has started. Sport Clubs: Equestrian, Bassers, and the Sport Club Council meeting via Zoom. No one is currently on the waitlist for personal trainers, about 25 fitness classes are offered weekly, and rock steady boxing available for level 3 and 4 participants.
9. Student Center Advisory – Shannon Newman – No report.
10. Traffic and Parking – Marianne Schoonover – No report.
11. Commencement Advisory Committee – Cyndy Green – Commencement Schedule is as follows: Friday, May 6<sup>th</sup> at 1pm is School of Law at Shryock Auditorium, Saturday, May 7<sup>th</sup> at 9am is CHHS, at 1:30pm is CAM, CBA, and CoLA, at 5:30pm is CALPS, CECTM, School of Education, and School of Medicine. Additional events added are a class ring ceremony, extended campus welcome tours, academic excellence awards, reception for honorary degree and distinguished service award recipients, and looking for volunteers. A link is at the bottom of the form that's uploaded to Teams.
12. Staff Excellence – Cyndy Green – Met on February 23<sup>rd</sup> and chose one A/P Staff candidate and one Civil Service candidate. Candidates have been submitted to the Chancellor for approval.

#### H. Special/Other

1. Chancellor's Planning and Budget – Elizabeth Cheek – Met this morning and discussed the strategic plan. The budget will be tied to the 5 pillars. The Governor has proposed a 5% increase to the State Appropriation, which is 3.8 million for SIUC. If approved will receive in April and have to spend by June 30<sup>th</sup>. Also, if approved will

receive a 5% increase for FY2023. Looking at how the budget has been setup in the past and for the next year. Tuition revenue and expenditures have increased from last year, due to scholarships. Working at building a reserve putting us back in the black in two years. Making a comeback from 2017, the year of no state appropriation. Diversity, Equity and Inclusion pillar includes a salary study. Civil Service is completed, and A/P Staff is currently being worked on. Looking at salary increases across the board if revenue allows. No tuition increases, as of now, and Dr. Burgin is working with student leadership regarding a potential increase in student fees. Discussed growth vs capacity and becoming more efficient. Next meeting is in April.

2. Chancellor Search Advisory – Elizabeth Cheek – Has not met.
3. Diversity Committee – Crystal Harris – No report.
4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek – Met on January 27<sup>th</sup> and 28<sup>th</sup> with installation of new members. E. Cheek was seated for SIUC. Had discussion on the Open Meetings Act training, and reports from executive, legislative and election. Had an election of officers and standing committees. The Merit Board was scheduled to meet on 02/24 but that was pushed back. Looking at 3 act modifications; employees can not test if they live out of state (item has not moved forward), certifying registers at a campus level and not at a system level (moved forward), Juneteenth (moved forward). Gave titles addressed through the systems office for FY2022 and pending notices. SIUC is in the draft phase for risk and compliance audit. Hearing on 02/07 for an electrician exam from a June 2019 complaint. Request received from the Merit Board for how frequent positions and promotions being filled on campuses by desk audit vs testing and placement on a register. Meeting schedule is April 7<sup>th</sup> and 8<sup>th</sup> at ISU, July 21<sup>st</sup> and 22<sup>nd</sup> at Systems Office in Urbana, October 12<sup>th</sup> and 13<sup>th</sup> at Northeastern Illinois University/Chicago followed by October 14<sup>th</sup> Council of Councils at Northeastern Illinois University/Chicago. Council of Councils will be hosted by Northern Illinois University on October 20, 2023. The CSC members discussed desk audits vs testing, what their experiences were, concerns, time, duties, and campus morale. October 20, 2023, Council of Councils will be hosted by Northern Illinois University.
5. Legislative Advisory – Matthew Stottler – City proposals for ARPA funding ended last week, mask mandate is over for the State, SURS information is updated as of 02/24 and link was posted in chat.
6. NEW Committee – Crystal Harris – No report.
7. System Staff Advisory – Anthony Travelstead – January meeting canceled due to weather. Met February 11<sup>th</sup> but was unable to attend. Next meeting is March 8<sup>th</sup>.
8. Search Committee for VC Research & Graduate Studies – Terry Richardson – Met January 20<sup>th</sup> to review applications. Met again on February 10<sup>th</sup> to narrow down the list of candidates and to determine interview questions. Next meeting is pending.
9. Search Committee for CIO – Shannon Newman – No report. Interim CIO is Wil Clark who has been appointed through 06/30/2022.
10. Search Committee for VC Administration & Finance – Anthony Fobs – Had narrowed down to three candidates, and two bailed before the Chancellor could make an offer. Waiting to hear what the next step will be.
11. Search Committee for CMO – Anthony Travelstead – Position filled by Jim Potter. This was announced at the last board meeting. Search committee concluded.

12. Search Committee for Director of Human Resources – Elizabeth Cheek – Met on February 2<sup>nd</sup> and received the charge. Began reviewing six applicants last week.
13. Search Committee for Dean of College of Liberal Arts – Anthony Travelstead – Met on February 17<sup>th</sup> and received the charge from the Provost. Met again on February 25<sup>th</sup> to discuss how to evaluate applicants. Next meeting is scheduled this Friday (03/04) to narrow down the 18 candidates and put forward names for interviews.
14. Search Committee for Dean of College of Art and Media – Crystal Harris – No report.

**VII. Old Business**

None

**VIII. New Business**

S. Newman reported receiving a question from a constituent about addressing with administration the sharing of performance evaluations of an employee with a coworker for filing purposes. CSC discussed how the records were stored, if it was through HR or in unit, and if this would be covered under the confidentiality clause. No negative outcome came of this matter only a concern. The job roll of that position was questioned and examples were given by council members in discussion. It was questioned if this constituent has reached out to their supervisor and that was recommended. Discussion continued on how evaluations were stored and filed and if is in the employee's job description. M. Stottler asked about having access to the elections file and viewing the changed sectors. It was agreed this could be shared with all council members, not just the election committee. A. Travelstead raised the question from an employee concern about using compensatory time during administrative closures. Travelstead reviewed and confirmed that the verbiage is included in the university policy but the employee works in one of the negotiated areas. In their contract, that verbiage is not included. CSC members discussed how this can be problematic with overtime pay and seemed to be the concern of the employee. The question was asked which policy to abide by, the university policy or the employee contract. A. Travelstead contacted Labor and Employee Relations and they recommend the employee contact their union representative.

**IX. Non-Agenda Items**

None

**X. Adjournment**

Motion: T. Richardson

Second: M. Stottler