

2022-2023 Civil Service Council
Wednesday, February 1, 2023
Anthony Hall Balcony Conference Room
1:00 P.M.

I. Call to Order

The February 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 Duermyer, Anthony Fobs, Cyndy Green, Amelia Ketzle, Diane McIntyre, Jason Phillips, Terry Richardson, Marianne Schoonover, Matthew Stottler, Anthony Travelstead, Chris Woodruff
Guests: Renee Colombo, Ann Coward, Rebecca Dycus, Kim Howard, Stacy Peach

III. Public Comments

None

IV. Approval of the Minutes for Jan 2023

A. Travelstead reported the January minutes were posted in MS Teams but not emailed to Council members.

Motion: A. Fobs

Second: E. Cheek

A vote commenced: 0 Nays, 0 Abstentions; The approval of minutes for January was postponed.

V. Announcements

A. Travelstead announced Dana Roland has resigned from the Civil Service Council.

VI. Reports

A. Council President

1. Chancellor Meeting (met Jan 23, 2023, next meet Feb 17)

A. Travelstead reported Matt Baughman joined in for half the meeting and the majority of discussion was about the letter submitted in regards to the equity study. Travelstead will post the administration's response in the MS Teams file and reviewed results. They are looking at Phase II of the study to be completed somewhere between 2025-2026. D. McIntyre addressed an equity concern for custom class jobs on campus and provided an example. A. Travelstead gave his understanding of job descriptions and the Council discussed the process of job descriptions. R. Dycus addressed having a full understanding of how the salary determination works and would like to see a process for scoring custom classes. The Council discussed issues with updating job descriptions and desk audits. A. Travelstead will address the issue with Interim HR Director Susan Simmers and will ask for a process for scoring custom classes. Travelstead informed the Chancellor that CSC is making a request from HR to look into longevity of range employees. They also discussed enrollment for fall, numbers are up across the board and hopefully state budget stays the same or has an increase.

2. Board of Trustees Meeting (has not met, next meeting Feb 9, 2023 – Edwardsville)

- A. Travelstead reported the agenda is posted on the Boards website and the meeting can be viewed on YouTube.
- 3. Chancellors Leadership Council (Jan 11 – cancelled, next meeting Feb 8, 2023)
- B. School of Medicine Civil Service Council – Kim Howard – No report.
- C. Annuitants Association – Carolin Harvey – No report.
- D. Human Resources – Stacy Peach – R. Colombo reported fringe benefits is working with IT on time entry and payroll is close to finishing retro pay. Colombo added a link to the chat for the State Universities Civil Service System (SUCSS) regarding requirements of a job description. M. Stottler provided an example and asked for clarification on overtime pay in his position.
- E. SURS Member Advisory – Elizabeth Cheek – Has not met.
- F. Council Committees
 - 1. Executive/Budget – Elizabeth Cheek – Met and set the agenda.
 - 2. Bylaws – Chris Woodruff – Has not met.
 - 3. Civil Service Benefits – Diane McIntyre – Has not met but requested list from HR on COVID reimbursement. Council members briefly discussed this policy.
 - 4. Education Assistance – Anthony Fobs – Looking at either 02/28 or 03/07 for Don Taco Day. The majority of members were present for the Education Assistance Committee and they decided to have the Don Taco day on March 7. Travelstead reported the Quatro’s day is set for February 14 and the spring apparel sale was active January 20 with details distributed via listserv. Looking at having the Flea Market on 04/22 or 04/29, waiting to hear back about parking lot availability. Council members discussed bringing back portraits around graduation time.
 - 5. Elections – Anthony Travelstead – Has not met but will schedule a meeting to discuss upcoming elections. A. Travelstead addressed filling the vacant seat under the general sector now or until annual elections. Council members discussed and decided to wait until annual elections. Travelstead also reported having a special election next month to fill the Treasure position on Council.
 - 6. Public Information – Matthew Stottler – Has not met but looking to get fundraising information for the spring newsletter.
 - 7. Range – Amelia Ketzle – Has not met but waiting on a report from HR.
- G. Constituency Committees
 - 1. Advisory Board, Department of Public Safety – Andy Hawkins – Has not met.
 - 2. Computing Advisory – Amelia Ketzle – Trying to reform this committee to discuss changes to the constitution.
 - 3. Honorary Degrees – Todd Duermyer – Has not met.
 - 4. Intercollegiate Athletics Advisory – Victor Martin – No report, next meeting is 02/07.
 - 5. Naming University Facilities – Anthony Fobs – No report.
 - 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 – Has not met.
 - 10. University Joint Benefits – Chad Waters/Elizabeth Cheek – Has not met. Next meeting is February 21.
 - 11. Staff Excellence Committee – Cyndy Green – Has not met but nominations are due this Friday at 4pm. The committee will then meet to review candidates and make a decision.
- H. Special/Other

1. Chancellors Planning and Budget – Elizabeth Cheek/Marianne Schoonover – Has not met.
2. Chancellor Search Advisory – Elizabeth Cheek – Has not met.
3. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris – Minutes from the last meeting were posted in the MS Teams file.
4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek – Met on January 19 and 20 in Urbana and the next meeting is at ISU on April 20 and 21. Minutes have been posted in the MS Teams file.
5. Legislative Advisory – Matthew Stottler – No update on HR82 since last meeting and student loan payments are still halted.
6. Network Empowering Women Committee – Crystal Harris – A report has been posted to the MS Teams file.
7. System Staff Advisory – Anthony Travelstead – Committee has not met but did receive a synopsis email on the fall training sessions that will be shared. A press release will announce spring training sessions and they are looking at making a training video along with having employee health and morale building sessions.
8. Search Committee for Provost and Vice Chancellor for Academic Administration – Matthew Stottler – Currently reviewing curriculum vitae for all new candidates and meeting this Friday to pick semifinalists for interviews next Thursday and Friday. This will narrow down applicants for on campus visits. M. Stottler addressed a concern for workload and having CSC represented. A. Travelstead provided information on the search for the HR director position and the Council discussed the importance for feedback with search committees.

VII. Old Business

Supervisor Evaluation Committee – Anthony Fobs – E. Cheek named the following members on the committee: A. Fobs (Chair), C. Green, T. Becker, V. Martin, E. Cheek, A. Ketzle. Council members discussed the listserv, if it has tracking abilities, updating names, and obtaining email data for promotional events.

VIII. New Business

Council Calendars for 2023-2024 and 2024-2025 – A. Travelstead shared his screen and reviewed the CSC meeting calendars for 2023-2024 and 2024-2025. The Executive Committee made the recommendation to extend dates for July 2023, January 2024, July 2024, a week later due to the holiday schedule.

Motion: M. Stottler

Second: K. Badejo

A vote commenced: 0 Nays, 0 Abstentions; The CSC meeting calendars were approved for 2023-2024 and 2024-2025 with the Executive Committee recommendations.

E. Cheek reported Council of Councils will be on October 20 at Northern Illinois University. If anyone is interested in attending email A. Travelstead or E. Cheek.

IX. Non-Agenda Items

None

X. Adjournment

Motion: T. Richardson

Second: M. Stottler