

**2023-2024 Civil Service Council**  
**Wednesday, July 12, 2023**  
**Student Services Building, Rm 307**  
**1:00 P.M.**

**I. Call to Order**

The July meeting was called to order by President Elizabeth Cheek.

**II. Roll Call of Membership**

Members Present: Thomas Becker, Elizabeth Cheek, Mickel Cordes, Ann Coward, Anthony Fobs, Brandon Gibbs, Cyndy Green, Tammy Hopkins, Amelia Ketzle, Kim Maier, Victor Martin, Marianne Schoonover, Matthew Stottler, Anthony Travelstead, Chris Woodruff

Members Absent: Bill Bruns, Jennifer St Louis

Guests: Josh Frick, Nick Wortman

**III. Guest Speaker: Nicholas Wortman, Assistant Vice Chancellor of Human Resources**

Nick Wortman spoke about his tasks and focus for human resources and answered questions from council members.

**IV. Public Comments**

None

**V. Approval of the Minutes for June 2023**

Motion: A. Ketzle

Second: C. Green

A vote commenced: 0 Nays, 0 Abstentions; The minutes from June 7, 2023 were approved as presented.

**VI. Announcements**

None

**VII. Reports**

A. Council President

1. Chancellor Meeting (June 16 meeting cancelled, Working on scheduling upcoming year) No Report
2. Board of Trustees Meeting (next meeting July 20 – Carbondale) No Report
3. Chancellors Leadership Council (June 14 – cancelled, No meeting in July) No Report

B. School of Medicine Civil Service Council – Kim Howard – No Report

C. Annuitants Association – Carolin Harvey – E. Cheek reported uploading an email in Teams from the annuitant’s president.

D. Human Resources – Nicholas Wortman, Assistant Vice Chancellor of Human Resources – No Report

E. SURS Member Advisory – Elizabeth Cheek (Has Not Met, No Report)

F. Council Committees

1. Executive/Budget – Elizabeth Cheek – Met and set the agenda.
2. Bylaws – Chris Woodruff – Met on June 13 and elected Chris Woodruff as chair. The committee will be looking to update some dialogue.
3. Civil Service Benefits – Amelia Ketzle – Met and elected Amelia Ketzle as chair.

4. Education Assistance – Anthony Fobs
  - Approval of Fall Awards - A. Travelstead reported meeting yesterday and reviewing applicants. Travelstead passed around information detailing fundraisers and gave a review. They had 37 applicants apply with one ineligible due to GPA. The committee would like to recommend an immediate disbursement of a \$250 award to the 31 candidates eligible and the possibility of 5 additional \$250 awards depending on hours or GPA requirements.
  - Motion: M. Stottler
  - Second: A. Ketzle
  - A vote commenced: 12 Yeas, 0 Nays, 2 Abstentions; The Civil Service Council approved a \$250 award to 31 eligible candidates immediately and approved 5 additional \$250 awards pending eligibility requirements.
  - A. Travelstead reviewed upcoming fundraisers and SSB 150/160 is reserved for the holiday luncheon. They are looking at sponsorships from local businesses and has received a donation for DJ services. T. Becker reported confirmation from MOD Pizza for Monday, October 8. They have premade flyers or you will be able to use a promo code for online orders.
5. Elections – Thomas Becker
  - Officer Election – Chris Woodruff – C. Woodruff announced the vice president position opening since E. Cheek was elected as Council President last month. Woodruff presented three nominations for the VP seat; Cyndy Green, Matthew Stottler, and Anthony Travelstead. C. Woodruff called for nominations three separate times and no other names were given. Woodruff collected the voting ballots and asked members online to message him directly with their vote.
  - \*\*The Civil Service Council meeting took a five-minute recess so the Elections Committee could privately meet and verify votes for the vice president election.
  - C. Woodruff announced that Anthony Travelstead was elected vice president, receiving 9 votes. C. Green received 4 votes and M. Stottler received 2 votes. C. Woodruff asked that the ballots be destroyed.
  - Motion: A. Travelstead
  - Second: A. Coward
  - A vote commenced: 0 Nays, 0 Abstentions; The Civil Service Council approved the voting ballots from the vice president election be destroyed.
6. Public Information – Matthew Stottler – M. Stottler reported meeting and electing T. Becker as chair. A full quorum was not present so, the committee will meet and redo the vote for chair. They also discussed working on a fall newsletter.
7. Range – Anthony Travelstead – Has not met.
- G. Constituency Committees
  1. Advisory Committee to the Director of Public Safety – Andy Hawkins – No report.
  2. Computing Advisory – Amelia Ketzle – A. Ketzle reported working with Wil Clark (CIO) on the constitution to follow the structure of the university after reorganization.
  3. Honorary Degrees – Todd Duermyer – Has not met.
  4. Intercollegiate Athletics Advisory – Victor Martin – Has not met.
  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, No Report)

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, No Report)
- H. Special/Other
1. Chancellors Planning and Budget – Elizabeth Cheek/Marianne Schoonover (Has Not Met, No Report)
  2. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris – Has not met.
  3. Employee Advisory Committee to the Merit Board – Elizabeth Cheek (Next Meeting July 13-14 at Governor’s State)
  4. Legislative Advisory – Ann Coward/Brandon Gibbs/Victor Martin – Has not met.
  5. Network Empowering Women Committee – Crystal Harris – Report posted in Teams.
  6. System Staff Advisory – Anthony Travelstead/Elizabeth Cheek (Has Not Met, No Report) – A. Travelstead reported their next meeting is July 24. Travelstead sent an announcement on the listserv for leadership training on July 26, 27, and 28.
  7. Search Committee Labor & Employee Relations Director – TBD – A. Travelstead reported submitting M. Schoonover and T. Hopkins’ information for the committee.

**VIII. Old Business**

-Supervisor Evaluation Committee – Anthony Fobs – A. Fobs gave a brief description of the committee to N. Wortman and would like to work with HR on developing a system. N. Wortman was open to discussing the idea.

-Council of Council Oct 2023 – A. Travelstead reported the Chancellor’s office will be matching funds to help council members with the trip and provided a brief description of events happening.

**IX. New Business**

E. Cheek thanked and presented A. Travelstead a certificate of appreciation for his service as Civil Service Council President for the past 7 years, on behalf of the Council. Cheek announced Mark Owens will be the guest speaker for August and Tena Bennett will be speaking at September’s meeting.

**X. Non-Agenda Items**

-Biographies and Headshot Photos for the Website – E. Cheek asked members to send their headshot and biographies to J. Frick for the website.

**XI. Adjournment**

Motion: M. Stottler

Second: A. Ketzle