

2023-2024 Civil Service Council
Wednesday, September 6, 2023
Student Services Building, Rm 307
1:00 P.M.

I. Call to Order

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

II. Roll Call of Membership

Members Present: Bill Bruns, Elizabeth Cheek, Mickel Cordes, Ann Coward, Brandon Gibbs, Cyndy Green, Tammy Hopkins, Amelia Ketzle, Kim Maier, Victor Martin, Marianne Schoonover, Matthew Stottler,

Members Absent: Thomas Becker, Tim Deterding, Anthony Fobs, Anthony Travelstead, Chris Woodruff

Guests: Tena Bennett, Josh Frick, Dawn Hattey, Dina Timmons, Nick Wortman

III. Guest Speaker: Tena Bennett, Assistant Vice Chancellor for Auxiliary Enterprise

Tena Bennett spoke about the different areas of Auxiliary Enterprises and answered questions from council members.

IV. Public Comments

None

V. Approval of the Minutes form August 2023

Motion: A. Ketzle

Second: C. Green

A vote commenced: 0 Nays, 0 Abstentions; The minutes from August 2, 2023 were approved as corrected.

VI. Announcements

None

VII. Reports

A. Council President

1. Chancellor Meeting – Sept 1 – E. Cheek reported the Chancellor meeting is rescheduled to 09/13 at 11:30am. There was a constituency heads meeting on 08/24 discussing the enrollment increase, proposed 2% pay increase, and the payback. The payback was skipped in 2019, therefore a hiring chill for Civil Service and A/P Staff. This will not affect faculty positions. Hiring will be approved at the Vice Chancellor and Chancellor levels. Staff will have the ability to request stipends if covering positions that remain open. Council members discussed the hiring chill, areas affected, and exceptions. The Executive Committee met and drafted an email to Chancellor Lane and Matt Baughman asking for a written statement that can be shared with the Council and constituents regarding the hiring chill on 08/28. E. Cheek read that email and no response has been received to date. Council members continued discussion about the hiring chill, stipends, and workloads.
2. Board of Trustees Meeting – Next meeting Sept 21 – SIUE East St. Louis, East St. Louis

3. Chancellors Leadership Council – No meeting in August. No Report.
- B. School of Medicine Civil Service Council – Kim Howard – D. Hattey had no report.
- C. Annuitants Association – Carolin Harvey – Briefing uploaded in Teams.
- D. Human Resources – Nicholas Wortman, Assistant Vice Chancellor of Human Resources – N. Wortman provided an update on the salary study describing how they will set the framework before conducting a market analysis. They are planning a COVID and Flu vaccine fair but still working on dates with the health department and Wortman reviewed COVID policies and CDC guidelines. HR has added a return to work slip for employees on their website and are working on a couple other website updates. N. Wortman asked to make sure we are adhering to contract processing dates and they have signed a contract with NEOED to replace HireTouch.
- E. SURS Member Advisory – Elizabeth Cheek (Has Not Met, No Report)
- F. Council Committees
 1. Executive/Budget – Tony Travelstead – Met and set agenda.
 2. Bylaws – Chris Woodruff – No report.
 3. Civil Service Benefits – Amelia Ketzle – Has not met.
 4. Education Assistance – Anthony Fobs/Tony Travelstead – Quatro’s Dates Sept 12, Oct 17, and Nov 14. MOD Pizza Date Oct 9. E. Cheek added they are working to finalize the online store through Silkworm.
 5. Elections – Thomas Becker – No report.
 6. Public Information – Thomas Becker – Working on newsletter.
 7. Range – Anthony Travelstead – Has not met.
- G. Constituency Committees
 1. Advisory Committee to the Director of Public Safety – Andy Hawkins – Has not met.
 2. Computing Advisory – Amelia Ketzle – Has not met, working on a new constitution.
 3. Honorary Degrees – Todd Duermyer – Meeting scheduled Tuesday, September 19 at 2pm.
 4. Intercollegiate Athletics Advisory – Victor Martin – V. Martin reported they are currently meeting and will have a report at the next Council meeting.
 5. Naming University Facilities – Marianne Schoonover – Has not met.
 6. Parking and Traffic Appeals – Leslie Ferraro – 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 – Stacia Werner – No report.
 10. University Joint Benefits – Dina Timmons/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 – Minutes posted in Teams.
 3. Employee Advisory Committee to the Merit Board – Elizabeth Cheek (HRDAC on August 25th at ISU) – Documents have been uploaded in Teams.
 4. Legislative Advisory – Ann Coward/Brandon Gibbs/Victor Martin – Has not met.
 5. Network Empowering Women Committee – Crystal Harris – Minutes uploaded in Teams.

6. System Staff Advisory – Anthony Travelstead/Elizabeth Cheek (Has Not Met. No Report) – Flyer for professional development is being sent out on the listserv that will take place on September 20th virtual.
7. Search Committee Labor & Employee Relations Director – TBD – Has not met.

VIII. Old Business

- Supervisor Evaluation Committee – Anthony Fobs (Has Not Met)
- Council of Councils Oct 2023 – E. Cheek forwarded email with contact information for hotel and conference.
- E. Cheek reported that Public Act 103-0287, removing the residency requirement for law enforcement, was signed and will be effective 01/01/2024. An email was sent out for honorary degree and distinguished service awards. Aimee Lemrise will be the guest speaker for October and an updated committee assignment file has been posted in Teams.

IX. New Business

None

X. Non-Agenda Items

- Biographies and Headshot Photos for the Website – Send to Josh Frick before next meeting.
- Card and Flower Fund Donation – M. Stottler reported having a total of \$136.51.

XI. Adjournment

Motion: M. Schoonover

Second: A. Ketzle