

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

I. Call to Order

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

II. Roll Call of Membership

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

Members Absent: Bill Bruns, Tim Deterding, Anthony Fobs, Brandon Gibbs, Chris Woodruff

Guests: Leslie Ferraro, Josh Frick, Jeff Harmon

III. Guest: Jeff Harmon, Chief Communications and Marketing Officer – Brand Focus Group for Civil Service Staff

Jeff Harmon had a focus group discussion with the Civil Service Council.

IV. Public Comments:

None

V. Approval of the Minutes for November 2023

Motion: A. Ketzle

Second: M. Stottler

A vote commenced: 0 Nays, 0 Abstentions; The minutes from November 1, 2023 were approved as presented.

VI. Announcements

T. Becker announced as of December 1, 2023 he has moved to athletics' ticket office.

VII. Reports

A. Council President

1. Chancellor Meeting – Met November 6. Next meeting December 8th. E. Cheek reported the Chancellor is planning on attending the luncheon. They discussed fundraising with education assistance and the foundation, Veterans Day only offered Mon-Fri, and raises being delayed due to the BOT meeting schedule while adding more work to HR. E. Cheek will send a letter to the BOT asking them to adjust their schedule, on behalf of CSC. There were no objections from council members. The Chancellor will be guest speaker at April's meeting. They also discussed compression and the equity study. E. Cheek explained the error with name submission for the labor and employee relations search committee.
 2. Board of Trustees Meeting – Next meeting December 7 – SIU Carbondale – E. Cheek stated she will be attending and reviewed items on the agenda.
 3. Chancellors Leadership Council – No meeting in November. No Report.
- B. School of Medicine Civil Service Council – Kim Howard – No report.
- C. Annuitants Association – Carolin Harvey – No report. E. Cheek uploaded an email in Teams.

- D. Human Resources – Nicholas Wortman, Assistant Vice Chancellor of Human Resources –
N. Wortman reported the RFP for the compensation study was issued, HireTouch is sunseting to NEOED with training on D2L and open forums, and working with IT to make paper-based contract processing digital. S. Werner asked for an update on the Labor Employee Relations hire. N. Wortman stated no offers have been extended. V. Martin asked about a paperless process for student employment. N. Wortman said there may be some potential with NEOED.
- E. SURS Member Advisory – Elizabeth Cheek (Has Not Met, No Report)
- F. Council Committees
 - 1. Executive/Budget – Tony Travelstead – A. Travelstead reported meeting and setting the agenda.
 - 2. Bylaws – Chris Woodruff (Has Not Met, No Report)
 - 3. Civil Service Benefits – Amelia Ketzle (Has Not Met, No Report)
 - 4. Education Assistance – Anthony Fobs/Tony Travelstead (Has Not Met) – A. Travelstead reported meeting on 11/28 to discuss the luncheon. The flea market will be held the last weekend of April. Spring awards has a list of 40 applicants and working on getting the required information. Also, looking at plasma donations through Biomat USA.
Slikworm – Looking at a couple of popup stores, talking with alumni about dates, and increasing logo options.
Mod Pizza – Date set for January 23, 2024.
Quatro’s – Dates set for February and April.
Luncheon – Dec 13 – 92 tickets sold to date and need more items for the raffle. Tickets will be available for purchase at the door day of event.
 - 5. Elections – Thomas Becker (Has Not Met)
 - 6. Public Information – Thomas Becker – Has not met.
 - 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 (Met 11/21) – A meeting has been scheduled this month.
 - 3. Honorary Degrees – Todd Duermyer – No report.
 - 4. Intercollegiate Athletics Advisory – Victor Martin – Met on November 2nd, homecoming and the hall of fame dinner was well attended. They submitted a bid to host playoff football games, all four rounds. The faculty athletic representative was chosen to serve on the NCAA Division One Legislative Committee. Molly Hudgins is still serving as deputy director and will work on a policy in regards to sports betting. Next meeting is tomorrow at 2pm.
 - 5. Naming University Facilities – Marianne Schoonover – Met November 9th by Zoom and approved two areas for naming; The Tedrick Welcome Center and within the Paul Simon Public Policy Institute, The John and Nancy Jackson Lobby. The committee is currently working on an inventory for potentially nameable spaces and dollar amounts.
 - 6. Parking and Traffic Appeals – Leslie Ferraro – Met by Teams on November 9th. They discussed two appeals, both students were present, and a decision was made.
 - 7. Recreational Sports and Services Advisory – Elizabeth Cheek (Met 11/16. Next Meeting 2/15.) A report has been uploaded in Teams.
 - 8. Student Center Advisory – Sarah Kroenlein – No report.

9. Traffic and Parking – Stacia Werner – Met on November 29th. Installing two new pay stations, road repairs at Evergreen Terrace, moving bollards in Lot 4, new decals have had a problem coming off, and a study concluded campus has plenty of parking spaces and do not charge enough for parking. Parking decals will increase, looking at increasing the fine for speeding, and added a section in the parking rules and regulations that if your car is towed all unpaid citations have to be paid. Members discussed salary range for decals and crosswalks.
 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 (Met Nov 3) – Discussed budget, payback, cost cutting recommendations, enrollment, and a historical chart on raises for each constituency.
 2. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris – No report.
 3. Employee Advisory Committee to the Merit Board – Elizabeth Cheek (Met 11/9 for a Special Meeting. Next meeting is January 24-25 in Urbana.)
 4. Legislative Advisory – Ann Coward/Brandon Gibbs/Victor Martin – Need to schedule a meeting.
 5. Network Empowering Women Committee – Crystal Harris – Report uploaded in Teams.
 6. System Staff Advisory – Anthony Travelstead/Elizabeth Cheek – Has not met. Training sessions for managers filled up and are happening today and tomorrow.
 7. Search Committee Labor & Employee Relations Director – Elizabeth Cheek (Met 11/7 and 11/8. Conducted interviews the week of 11/13. More information will be forthcoming soon.)
 8. CoBA Dean Search – Thomas Becker – Has not met, only through email communication. The job has posted with a deadline of January 3rd or until filled.

VIII. Old Business

- Supervisor Evaluation Committee – Anthony Fobs (Has Not Met)

IX. New Business

E. Cheek announced no guest speaker for January. Wendell Williams will be the speaker in February and Chancellor Lane will be the guest speaker in April. Members discussed speakers for March.

X. Non-Agenda Items

- Biographies and Headshot Photos for the Website (Becker, Cordes, Coward, Deterding, Gibbs (picture only), Schoonover, and Woodruff. Coward and Schoonover submitted their information.
- E. Cheek reported that Shannon Newman’s father passed away and the Council agreed to send an item for condolences.

XI. Adjournment

Motion: A. Travelstead

Second: M. Schoonover