

**2023-2024 CIVIL SERVICE COUNCIL**  
**Wednesday, May 1, 2024**  
**Student Services Building Rm 307**  
**1:00 PM – SESSION 1**

**I. Call to Order**

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

**II. Roll Call of Membership**

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

Members Absent: Bill Bruns, Matthew Stottler, Chris Woodruff, Todd Duermyer, Anthony Fobs, Victor Martin

Guest: Nick Wortman, John Donoghue, Diane McIntyre, William Becque, Melissa Yancey, Dina Timmons, Melissa Laake

**III. Guest Speaker:** (none)

**IV. Public Comments** (none)

**V. Approval of the Minutes for April 3, 2024**

Edit 4/3/24 attendance: mark Tammy Hopkins present; remove repeated info. from section VII.

Motion: A. Ketzle

Second: C. Green

A vote commenced: 0 Nays, 0 Abstentions; The minutes from April 3, 2024 were approved after edits.

**VI. Announcements** (none)

**VII. Reports**

**A. Council President**

**1. Chancellor Meeting**

E. Cheek stated the next Chancellor one-on-one meeting will be May 3, 2024. If anyone has any topics to add to the list, please email or call her.

**2. Board of Trustees Meeting** - Next meeting is July 11, 2024 at School of Medicine in Springfield.

**3. Chancellors Leadership Council** - No meeting in April. No Report.

**B. School of Medicine Civil Service Council – Kim Howard / Dawn Hattey (n/a)**

**C. Annuitants Association – Carolin Harvey** (not present at meeting)

A. Travelstead stated he had a conversation with Carolin. They are still looking to get a more active executive committee for the local chapter. A statewide meeting is coming up. Carolin didn't think anyone would be able to attend. Carolin may put together a social activity for the members of the local chapter in order to get more support and to replace the current president. They are looking at new membership for the executive team.

**D. Human Resources – Nicholas Wortman, Assistant Vice Chancellor of Human Resources**

Nick stated that he and Chancellor Lane met with the firm, CBiz, from St. Louis. The steering kick off meeting is tomorrow. E. Cheek, a variety of faculty, representative groups, and Todd Bryson are a

part of the steering committee. Data files are being sent to CBiz now. They are setting up our job questionnaire analysis tool for employees to provide details about their jobs. We made the decision to split the project into two pathways. Their data scientists are going to start with the faculty data, and other people on the project team are going to focus on the staff side of things. Employees will get a link specific to them where they will be asked a variety of questions about their job. Then it goes to their supervisor for added commentary. They won't be able to change anything the employees have written. Then their team of analysts will take that data to help us come up with those standard jobs, using job families, subfamilies, and levels. This will help figure out how the classifications will fall. Nick stated that an email will be sent early this week to the fiscal officers, time keepers, and supervisors. One piece of data that we have that we need to correct immediately is the supervisor record in AIS. It has not been kept historically. If anyone has issues with getting their supervisor information updated, send an email to HR. Lisa Hottensen will work with her team to make those changes manually as we need. Regarding the job audit process, we will use Microsoft Power apps which is like Microsoft forms. We'll use the timestamp of when an employee submits their audit to the system as the official date of submission. We'll have the employee fill out what they're doing differently, attach their current job description, then the supervisor will agree/disagree and may redistribute those duties. Nick noted that Brandon Buyers in IT is exceptional at what he does. We have been working on a pilot program to utilize Adobe sign for contract renewal. We have done training and testing. We have decided not to use Adobe sign, because it will make things more complicated. If there's an issue with the contract, the routing process would have to start over to the beginning. There is also no ease of ability to prepopulate templates with Adobe. Microsoft Power apps will be used for this.

D. McIntyre asked if the supervisors redistribute the jobs duties, will the employee who has done the duties for some time get credit/compensation for work they have done? Nick stated that he can check and that he doesn't have an answer that you're looking for. Without submitting a desk audit and having the data, he's not sure they can receive back pay.

A. Ketzle asked if duties are distributed and assigned to another individual and those duties are not in that employee's job description, is there anything that will allow you to pick up on that activity? Nick stated that was a good point. The questionnaire can ask what is the plan if duties are redistributed and who are the duties going to.

J. Donoghue asked if this is the same app that is used for inventory and if we are expected to use it on personal devices. Nick stated that it's the same platform and the intent is to have the desktop app.

Nick stated HR (now) is not just employment, benefits, and payroll. HR now encompasses Title 9, Office of Equity and Civil Rights, which includes any kind of discrimination, sexual harassment, and misconduct, and it also includes Employee and Labor Relations. Nick stated the Ombudsperson and the Faculty Ombudsperson both report directly to him which are great paths for employees who may not feel comfortable coming forward to make an official complaint. When the Ombudspersons report to us, they're reporting in generalities without specific names.

E. Cheek mentioned there is open enrollment. Nick stated open enrollment opens today and will be open for 30 days. The state raised the premiums \$10/month.

**E. SURS Member Advisory – Elizabeth Cheek (has not met, no report)**

**F. Council Committees**

**1. Executive/Budget – Tony Travelstead (agenda was set)**

## **2. Bylaws – Chris Woodruff / Marianne Schoonover (has not met)**

M. Schoonover stated they are hoping after committee assignments are made they then can get a meeting scheduled with all the new people.

## **3. Civil Service Benefits – Amelia Ketzle**

A. Ketzle stated they met and spoke about the desk audit process. We're continuing to work on it and with Nick who has listened to all of our concerns.

E. Cheek stated she wanted to add a couple of things which go along with Employee Advisory Committee to the Merit Board. She copied Amelia on an email and stated that one of our meeting discussions last week was in regards to how do you notify current employees of your job openings in case somebody would be interested in moving within the university. E. Cheek stated all the universities spoke up, different ones provided examples and I actually got a copy of U of I's example. They sent an email out saying these are the job openings for this week, they provide a link for all the rest of the job openings, and direct staff where they need to go whether they're inside the university or outside. She forwarded that to Nick and copied Amelia and is hoping the Benefits Committee can follow up on the email with HR and see if that's something we can be doing on this campus. Another topic is the exit interview process. The universities discussed that as well. Some of them do the process within the department while others have HR handle it and then communicate the information back to the college or department. This is on the list to talk about with Nick. The only way we're going to get better is to know where we're struggling. E. Cheek stated she thinks this is something that does need to happen on campus and through HR so there's more of a centralized location and then have information shared out. J. Donoghue stated that if process is done in HR then it can be more standardized where the questions are the same. A more honest answer may be given if the employee who is leaving does not have to speak to their former manager.

## **4. Education Assistance – Anthony Fobs/Tony Travelstead**

A. Travelstead stated that the committee has not met since the last council meeting. We will get together this month or possibly early June. The flea market was last Saturday. There were 33 vendors, but 29 showed up. It rained about two hours and some vendors left. The overall profit was \$1,245.00. There are some expenses that have yet to come in which includes the FEM bill and a porta potty rental fee. We should clear \$950-\$1,000. We had our Silkworm sale about a month ago. We received a check for \$430. We have another Silkworm apparel/sign sale and it starts May 6, 2024. It will be open for two weeks. Quatro's Pizza fundraiser was April 16, 2024. We profited \$315. T. Becker stated that Mod Pizza fundraiser is May 8, 2024. The flyer will be emailed. A. Travelstead said he has 88 Quatro's Pizza gift certificates which could be a gift idea for graduation. The scholarship application has been updated and the deadline is May 30, 2024 for the fall semester. Currently, there are 16 applicants signed up. There will be an email sent as a reminder. Applicants can fill out one application and mark it for both fall and spring.

## **5. Elections – Thomas Becker**

T. Becker stated the committee met, election concluded, and they approved the ballots. For one sector, there was a tie. E. Cheek and T. Becker conducted a virtual coin flip. The membership log reflects the new members and is in the Teams folder.

## **6. Public Information – Thomas Becker (haven't met, no report)**

## **7. Range – Anthony Travelstead (haven't met, no report)**

A. Travelstead stated that our proposal for the longevity increase to the Chancellor was submitted, and we haven't heard anything back from him yet.

## **G. Constituency Committees**

**1. Advisory Committee to the Director of Public Safety – Andy Hawkins** (haven't met, no report)

**2. Computing Advisory – Amelia Ketzle** (no report)

**3. Honorary Degrees – Todd Duermyer** (haven't met)

**4. Intercollegiate Athletics Advisory – Victor Martin** (no report)

**5. Naming University Facilities – Marianne Schoonover** (no report)

**6. Parking and Traffic Appeals – Leslie Bellock** (not present at mtg.)

E. Cheek stated I think we finally got that sorted out. That was transferred from the Chancellor's office to Dr. Burgin. Dr. Burgin has turned it over to Lewis Nazario in housing. They are in the process of getting those appeals lined up.

**7. Recreational Sports and Services Advisory – Elizabeth Cheek**

A. Travelstead attended this meeting and reported on behalf of E. Cheek. They are trying to purchase a couple of slightly used climbing walls with install, but purchasing at the university does not like buying used items. The equipment was barely used and it will cost about \$80,000. They are saving \$250k by buying used. They acquired a used Jon boat from fisheries. The plan is to use the boat to put chemicals in the campus lake to make sure it is safe and clean. A pickle roll (floor mate) was purchased. Three new trikes for the boat house were purchased. Their accountant retired. Dee Rains will be overseeing the accounting at the Rec. Center starting next Monday. The pool will be closed May 13-15, 2024 to address plumbing repairs and to resurface the diving platforms. The project to replace the sand in the filters with new sand will be \$80,000 and will be pushed until next fiscal year. A. Travelstead stated he has Corne's presentation. E. Cheek stated it should already be in the Teams folder.

**8. Student Center Advisory – Sarah Kroenlein** (n/a)

**9. Traffic and Parking – Stacia Werner** (n/a)

**10. University Joint Benefits –Dina Timmons/Elizabeth Cheek** (haven't met)

## **H. Special/Other**

**1. Chancellors Planning and Budget – Elizabeth Cheek/Marianne Schoonover** (haven't met)

**2. Chancellor's Task Force on Diversity and Inclusion – Crystal Harris** (n/a)

**3. CoBA Dean Search – Thomas Becker**

Dr. Marc Morris who was interim is now the current Dean for CoBA.

**4. Employee Advisory Committee to the Merit Board – Elizabeth Cheek** (meet April 25-26, 2024 in Springfield)

E. Cheek stated we had an installation of Andrea Hoskinson, the division of specialized care for children at UIC. We went through orientation and Open Meetings Act training. We approved the minutes for January and February. There's still discussion about the rule of three. The quarterly meeting schedule is July 18-19, 2024, and we'll be hosting here at SIUC. The meeting

starts at 9:00 a.m. in SSB-150/160. Anyone is welcome to attend those meetings. Council of Councils will be at UIC Oct. 23-25, 2024. E. Cheek stated our information from the executive committee has been submitted.

**5. Legislative Advisory – Ann Coward/Todd Duermyer/Victor Martin**

A. Coward stated the exemption rule will have two different phases. The first phase is happening July 1, 2024. An employee used to be unable to be considered exempt if their wage was over \$35,568, now it's going up to \$43,888 annually. You will be able to be compensated for overtime if you earn up to that amount. The second phase is January 1, 2025 and the level will be \$58,656. The salary thresholds will be automatically updated every three years. The problem is the way they did this, they made it vulnerable to a lawsuit. Each part of the rule is severable. If there's a legal challenge at a specific level, it can be wiped out independently. They are expecting lawsuits. The Highly Compensated Exemption (HCE) is if you're over \$132,000 (July 1<sup>st</sup>) or Jan. 1<sup>st</sup> is \$151,000. The Department of Labor put this through.

**6. Network Empowering Women Committee – Crystal Harris (n/a)**

**7. Staff Excellence – Cyndy Green**

C. Green stated the winners were presented awards on April 23, 2024 at 3:00 p.m. in Morris Library, Guyon Auditorium. We had two staff excellence awards that went to Katherine Elson (academic advisor) and FNU Tugiyanto (Information Technology manager).

**8. System Staff Advisory – Elizabeth Cheek (has not met)**

**9. Dean Search** - E. Cheek asked if anyone has received notification regarding the CALPS Dean search. M. Schoonover stated yes, I am on it. M. Schoonover stated we met April 23, 2024. We received a charge from the Provost, discussed the timeline, were asked to review the position ad, and submit any names that a potential candidate could be sent the job posting. E. Cheek asked if anyone heard about the SOE Dean search (no response). E. Cheek stated she will follow up on that.

**VIII. Old Business (none)**

**IX. New Business**

T. Hopkins offered suggestions to make things better and more effective. An effort to attend the meetings is important. Those who can come should come. She would like understanding of all the committees and know how many on which she can serve. E. Cheek said that there is no limit on the number of committees you can serve.

**X. Non-Agenda Items**

E. Cheek stated we are missing some headshots and biographies. We will address this again with the new council. E. Cheek thanked and acknowledged those who are leaving the Civil Service Council: Bill Bruns who served from 2023-2024, Amelia Ketzle (2022-2024), and Kim Maier (2023-2024).

**XI. Adjournment**

**Motion: A. Travelstead**

**Second: A. Ketzle**

**2024-2025 CIVIL SERVICE COUNCIL**  
**Wednesday, May 1, 2024**  
**Student Services Building Rm 307**  
**2:15 PM – SESSION 2**

I. **Call to Order**

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

II. **Roll Call of Membership**

Members Present: Thomas Becker, Elizabeth Cheek, Mickel Cordes, Ann Coward, Cyndy Green, Tammy Hopkins, Marianne Schoonover, Anthony Travelstead, John Donoghue, Diane McIntyre, William Becque, Melissa Yancey

Members Absent: Matthew Stottler, Chris Woodruff, Todd Duermyer, Anthony Fobs, Victor Martin

Guest: Amelia Ketzle, Kim Maier, Dina Timmons, Melissa Laake

III. **Welcome and Introductions**

E. Cheek asked everyone to introduce themselves, state the department where they work, and how long they have been on campus.

IV. **Orientation**

A. **Council Membership / Meeting Schedule**

Everyone received a meeting schedule that dates to July 2025. E. Cheek stated the calendar invites will come from Melissa, and we typically do one month at a time. A. Travelstead stated that we are an official organization of the university. You should be allowed release time from your department to attend these meetings (there may be exceptions). It's official release time. You do not have to use your vacation or sick time.

B. **Officers**

- **Appoint Officer Nomination Committee**

E. Cheek stated the officers we have are President, Vice President, Treasurer, and Secretary. If you don't want to run for any of those positions, the Officer Nomination Committee would be a good area for you to serve. Cyndy Green, Mickel Cordes, Tammy Hopkins, Diane McIntyre, and Amelia Ketzle will make up this committee. E. Cheek stated this committee will need to convene and elect a chair. The period of accepting nominations is two weeks prior to the council meeting.

- **Officer Candidacy Statement form**

E. Cheek stated this is uploaded in Teams. If anyone is interested in serving in these executive committee positions, there is only one that requires you to have at least one year prior Council service and that is the vice president's position. The rest of them do not require that. You will fill this out and then once the chair has been determined on the nomination committee, they would be the person that will be receiving these nomination forms back.

C. **Committees**

- **Council Committee Preference Sheet**

E. Cheek stated that everyone will need to fill out this sheet and return it to her. Then the Council and Executive Committee will get together to assign everyone to their respective committees. E. Cheek stated the Election Committee is mandatory if your term is not expiring and Range, if you're a range employee, that committee is going to be mandatory as well.

V. **Other Business**

- **Card and Flower Fund Guidelines**

E. Cheek stated that it's \$5.00 if you want to donate. It's optional. It goes towards a family member regarding a birth or death. The Executive Committee determines the award or appreciation gift for someone. It's solely supported by us and comes out of our account. It's not anything affiliated with the university. Give your money to T. Travelstead if you want to donate. A. Ketzle has the current money for this account and will give it to the next Treasurer.

- **Civil Service Council Bylaws**

E. Cheek stated the information is on the website. Everyone is encouraged to read and be familiar with it.

VI. **Non-Agenda Items**

- **Biographies and Headshot Photos for Website**

Headshot photos can be done at the Student Center at no charge. E. Cheek said to email Melissa so it can be added to the website.

VII. **Adjournment**

Motion: D. McIntyre

Second: C. Green