

2026-2027 CIVIL SERVICE COUNCIL
Wednesday, September 2, 2026
Student Services Building Room 307
1:00 PM

I. Call to Order

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

II. Roll Call of Membership

Present: Elizabeth Cheek, Odessa Colombo, Ann Coward, Cyndy Green, Kristen Matthews, Diane McIntyre, Terry Richardson, Marianne Schoonover, Jamie Schrader, Carolyn Smith, Nicole Smith, Anthony Travelstead, and Josh Tripp.

Absent: Mickel Cordes, Liz Franklin, Ian Hayano, Amelia Ketzle, and Dina Timmons.

Guests: Andy Hawkins, Melissa Laake, Maggie Miller, Ana Moyers, Kristie Parkins, Gail Schiesser, and Nick Wortman.

III. Guest Speaker – *Gail Schiesser, Executive Director State Universities Civil Service System*

E. Cheek introduced Gail Schiesser and Maggie Miller, both from the State Universities Civil Service System.

G. Schiesser has been the director since 2022. The discussion focused on improving hiring and classification processes by shifting from traditional credential-based assessments to competency evaluations. G. Schiesser noted that competency evaluations often provide a more accurate measure of a candidate's abilities and highlighted the importance of stronger collaboration between hiring departments and HR. She emphasized that HR staff need a clear understanding of the terminology and qualifications used in position specifications so they can better evaluate applicants and communicate expectations. Council concerns were expressed about communication gaps between HR and employees, arguing that staff are not receiving sufficient guidance or training on how to effectively present their qualifications during the hiring process. Employees should not be limited in career advancement because they do not use the specific language or keywords that may align with job specifications. M. Miller acknowledged these concerns but explained that the agency faces limitations because civil service testing materials, scoring rubrics, and evaluation criteria are confidential to preserve the integrity and reliability of examinations; they are excluded from FOIA. While the agency can provide general application advice, such as clearly describing responsibilities and having others review application materials, it cannot provide detailed guidance on how to answer specific exam questions. Maggie noted that universities are often better positioned to help current employees understand how to present their qualifications for internal opportunities. Gail stated we develop the test and the scoring rubrics and the universities/each employer does their own examination scoring. We don't have very much to do with rates of pay. Those are reported to us; we don't assign them or do market analysis to make sure that people in a classification or promotional line are paid by industry standards in the geographic location where they are. We gather those data and report them, and when we audit, we make sure that people in each classification were paid in range during that time. We don't review and really have no capacity to review individual by individual, whether this individual is being paid appropriately as to the range of the classification or as their pay relates to other people in the classification. Gail provided an update on the ongoing classification and job series reviews being conducted by the agency. Current projects include the Electroencephalographic Series, Institutional Compliance Examiner Series, Interventional Radiology, Invasive Cardiovascular Series, Member Services Representative (for SURS only), Phlebotomist, Radiation Safety Technician, and Radiation Therapy classifications. Future work will include reviews of the Library Series, Instructional Designer, Healthcare Administrator, and Deputy Director classifications, along with additional projects prompted by recently enacted legislation.

IV. Human Resources – *Nicholas Wortman, Vice Chancellor of Human Resources*

VC Nick Wortman introduced Ana Moyers to the council. He stated that she is fairly new to HR and works in Benefits. She will start doing a lot of our communication efforts and will be the liaison between

HR and Civil Service Council. Chancellor Lane, E. Cheek, and I will continue to meet once a month. Ana will be at your meetings giving updates and fielding your questions and bringing those back. Tomorrow you will receive information about enrollment; we are up 2.4% this year. Right now, Chancellor Lane and others are in Atlanta to get us some more folks down there. N. Wortman reported that HR recently conducted searches for both a Director of Benefits and a Director of Payroll. The payroll search resulted in the hiring of an individual, but the new hire later parted ways with SIU, all on good terms. The Benefits Director search did not yield the right candidate. Rather than immediately reopening the search, HR decided to focus on internal talent development. Anna Sanders and Christina Ketner have been appointed as temporary, co-assistant managers for the Benefits team with plans to promote and develop staff from within. HR will evaluate the effectiveness of this approach in approximately three months before determining whether permanent organizational changes are needed. The discussion also addressed plans to procure a new HR and payroll system through a formal Request for Proposals (RFP) process. N. Wortman stated he had gotten the green light for January to release the RFP. He emphasized that HR is reviewing multiple vendors to identify the best solution for the university rather than focusing on a single product. Council members discussed the importance of ensuring that any new system can integrate with existing university systems, including work order and time-tracking platforms. A key priority identified for the new system is employee self-service functionality, particularly the ability for employees to easily view their available paid time off (PTO) balances. N. Wortman confirmed that this capability will be a top requirement in the RFP and noted that it is considered a standard feature in modern HR software. School of Medicine was discussed with the RFP. Carbondale runs the payroll for the School of Medicine. The system will cover both campuses. The Executive Director in Springfield has resigned, and N. Wortman will travel there to work with their HR to see how the two campuses can work better together. A. Moyers announced that the upcoming flu shot clinics will be held at the Student Center on October 28 and November 5 from 9:00 a.m. to 4:30 p.m.

V. Public Comments – (none)

VI. Approval of the Minutes for August 5, 2026

Motion: T. Richardson

Second: A. Travelstead

A vote commenced: 0 Nays, 0 Abstentions; The minutes from August 5, 2026, were approved as presented.

VII. Announcements – M. Cordes' father passed away. A card will be sent on behalf of the council.

VIII. Reports

A. Council President

- 1. Chancellor's Meeting** – The committee meeting for August 14, 2026, was canceled. The next meeting will be September 11, 2026.
- 2. Board of Trustees' Meeting** – The next meeting is September 17, 2026, at Southern Illinois University Edwardsville, School of Dental Medicine in Alton.

B. School of Medicine Civil Service Council – Kristie Parkins/Andrea Mumaw

K. Parkins stated there have been some changes in leadership. The HR Director stepped down, and an internal staff member is now the Interim Director. The new Dean and Provost of the School of Medicine started yesterday. The Employee Appreciation Week is the week of September 14th.

C. Annuitants Association – (no report)

D. Council Committees

- 1. Executive/Budget – Terry Richardson** – They met and set the agenda.
- 2. Bylaws – Marianne Schoonover**

M. Schoonover stated we made a whole lot of changes but had zero suggested changes from the Council itself. E. Cheek stated the only concern she had was the top paragraph. The main changes were read during the meeting. M. Schoonover stated the first paragraph was reworded; that was more of a how not to get us caught up in technical terms when Elizabeth

is meeting with administration. We changed HR to VCHR. We did change the FML. We took out ESL, and we now say, council members on administrative or medical leave, FML, shall remain on council, but shall be excused from meetings and council activities while the member is on leave. The Executive Committee shall appoint another council member to fill in on any constituency and special committees should the member not be able to fulfill their duties. The other part that we added in was - no council member may take official action, speak for, represent, commit, or otherwise act on behalf of the council unless expressly authorized by the Executive Committee. The attendance is the next big one. We added in - executive session by majority vote of the council members present, a meeting may be closed for executive session subject to the provisions of the meetings of Public Agencies Act. Another one just reworded is virtual attendance. When a council member is unable to attend a regular meeting in person, the council member may attend the meeting online/virtually. A council member may join virtually up to three times in a consecutive 12-month period. An employee on administrative or medical leave shall be considered for an exception to this in accordance with Article 2, Section 9. This is something that everybody really needs to be aware of; we are only giving 3 online (attendance) in a 12-month period. And the reason behind that is the Bylaws Committee felt that in the past, there would be maybe six people physically here, and we would have a guest speaker. It looked very poor on us. It's harder for us to have discussions when there are so many people online. So, that is why we did this maximum virtual attendance. Your proxy may attend in person or online. If the proxy attends online, it will count towards the council member's allowable online meeting participation. Another thing we added in - all matters presented to council members in a closed session shall remain confidential and not be shared outside of council without Executive Committee's approval. We just added that in because sometimes we do discuss things that we don't want to get out, but we know we're going to have to go into closed session and follow those rules there. We added in council committees may meet in person or virtually as determined by the committee chair. We didn't have anything on bylaws for that. Quorum and voting - virtual attendance of a council member will count towards a quorum for a meeting. Whenever voting is required, determination shall be by majority vote of the members present at that meeting, except providing Article 3 and Article 8. Virtual voting - council members attending meetings online will be permitted to vote with the exception of secret ballots. Only council members physically present at a meeting will be allowed to vote using a secret ballot. If a member is voting while virtual, camera must be on to show that the member is present. The bylaws will be read at the next meeting for approval.

3. **Civil Service Benefits – Odessa Colombo/Amelia Ketzle** – The committee has not met.
4. **Education Assistance – Tony Travelstead/Diane McIntyre** – The committee has not met. One hundred 9" mums have been ordered for Family Weekend. Help is needed to man the booth during the game. The mum price will be \$16 each. A trailer is needed to pick up the mums in Herrin. They are looking at doing presales for the plants. The committee will have a meeting next week. The Silkworm sale ended last week, and they are still working on other fundraisers.
5. **Elections – Tony Travelstead** - The committee has not met. A. Travelstead stated he cannot be on the Elections Committee, because he is up for election this spring. His term ends in May 2027. O. Colombo will call a meeting to elect a chair.
6. **Public Information – Cyndy Green/Kristen Matthews** - The committee has not met.
7. **Range – Tony Travelstead/Ann Coward** – The committee has not met.
8. **Legislative Advisory – Ann Coward** - No report.

E. Constituency Committees

1. **Academic Calendar Committee – Todd Duermyer** – (no report)
2. **Advisory Committee to the Director of Public Safety – Andy Hawkins**
The committee has not met. No report.
3. **Technology Advisory Committee – Ann Coward/Amelia Ketzle** – The committee has not met. There will be a meeting in October.

4. **Honorary Degrees – *Odessa Colombo*** – The committee has not met.
5. **Intercollegiate Athletics Advisory – *Anthony Travelstead*** – The committee has not met.
6. **Naming University Facilities – *Marianne Schoonover*** – The last meeting was canceled; the next meeting is September 10, 2026.
7. **Parking and Traffic Appeals – *Mickel Cordes*** – (no report)
8. **Recreational Sports and Services Advisory – *Richard Mansfield*** – (no report)
9. **Student Center Advisory – *Amelia Ketzle*** – (no report)
10. **Traffic and Parking – *Josh Tripp*** - The committee has not met.
11. **University Joint Benefits –*Dina Timmons/Elizabeth Cheek*** – The committee has not met.
12. **Staff Excellence Committee – *Cyndy Green/Nicole Smith*** – The committee has not met.

F. Special/Other

1. **Chancellor’s Planning and Budget – *Elizabeth Cheek/Marianne Schoonover***
The committee has not met.
2. **Employee Advisory Committee to the Merit Board – *Elizabeth Cheek***
The next meeting is October 14-15 followed by Council of Councils October 16 at Eastern Illinois University. Chancellor Lane has approved funding for travel.
3. **Network Empowering Women Committee – *Diane McIntyre*** – The committee has not met.
4. **System Staff Advisory – *Elizabeth Cheek*** – September 22-24, 2026, will be the final Fall dates for the leadership workshops.
5. **COLA Dean Search Committee – *Dina Timmons*** – (no report)
6. **Provost Search – *Cyndy Green*** – No report.
7. **Human Resources Searches – Director of Employee Benefits – *Elizabeth Cheek*** – No report.

IX. Old Business

- **Future Guests** – October (TBD); D. McIntyre suggested T. Bennett to be a guest speaker. November guest speaker will be Chancellor Lane.
- **Council Compensation 2030 Working Group** – E. Cheek stated they have not yet received a response back from PAC.
- **Website Photos and Bios** – They are still needed.

X. New Business – (none)

XI. Non-Agenda Items – T. Richardson stated the advisors are part of the Association of Administrative Professionals. M. Schoonover stated the 1869 Grille is open, and they serve ice cream. A. Travelstead expressed congratulations to Nicole on her recent marriage.

XII. Adjournment

Motion: T. Richard

Second: J. Schrader