

**2016-2017 CIVIL SERVICE COUNCIL**  
**Wednesday, April 5, 2017**  
**Student Services Building Room 307**  
**1:00 p.m.**

**I. Call to Order**

April meeting was called to order by Tony Travelstead, President, Civil Service Council.

**II. Roll Call of Membership**

Members Present: Elizabeth Cheek, Diane Frew, Cyndy Green, Tina Gerecke, Ann Little, Jane Meuth, Jason Phillips, Marianne Shields, Barb Shiplett, Michele Tourville, Anthony Travelstead, Karin Wece

Members Absent with proxy: William Dozier (Michelle Bryant proxy)

Members Absent: Randy Lowe, Tara Moore, Shannon Newman

Others Present: Jay Brooks, Carolin Harvey

**III. Approval of the Minutes** – February and March minutes postponed

**IV. Announcements**

J. Meuth announced that her position as well as two other Civil Service positions in Center for English as a Second Language are being eliminated effective June 1. All three are being moved to different areas on campus. Their positions are being filled by Graduate Assistants.

T. Travelstead announced that R. Lowe is in the hospital and will be having his gallbladder removed today.

**V. Reports**

**A. Council President**

1. **Constituency Heads Meeting** met twice in the past week. The regularly scheduled meeting was March 28; the [Summer Flexible Schedule Program](#) was discussed; employees, with approval of the supervisor, will work 45 or 60 minutes over on Monday through Thursday, and leave three or four hours early on Friday depending on if the employees works 37.5 or 40 hours per week; this is an incentive to increase morale; more details will be made available soon; the Chancellor mentioned the SIU System Connection email that President Dunn would be sending later that day The constituency heads met again on March 30; this meeting was about the fiscal emergency declaration that President Dunn had referred to in the System Connection email that was sent the previous day; the policy referenced in the email is found on the Board of Trustees webpage [Section 2.c.1.e.1 through f.1](#);

*e. The Board has the authority to declare a fiscal emergency and to provide specific direction to cope with such emergency. (3/13/03)*

1. *The Board shall determine that a fiscal emergency exists and assess the extent of that emergency. (3/13/03)*
2. *The Board may recognize a fiscal emergency ranging from a temporary financial crisis to a long-term loss of resources. (3/13/03)*
  - a. *A short term fiscal emergency is the condition of financial necessity, which results when a decline in financial support is such as to require a reduction within the fiscal year in the personal services budget exceeding that which may be accomplished by attrition or non-renewal of term positions or other such measures after all workable reductions in support and operational costs have been*

made.

- b. A long-term fiscal emergency is the condition of financial exigency, which results when an imminent financial crisis will require long-term programmatic reductions and termination of tenured faculty.

f. The Board of Trustees will consider a declaration of fiscal emergency for either institution or for the University when such a proposal from the President is placed on the Board agenda. (3/13/03)

- 1. Representatives of the concerned SIUC or SIUE constituencies shall be consulted as far in advance as possible and continuously involved in making the decision to ask that the Board declare a condition of fiscal emergency.

Travelstead stated that long term fiscal emergency is not being ruled out at this time; the only other thing discussed at this meeting was that the Chancellor said that he would be increasing the size of his constituency heads council by two seats and consulting with the Diversity Council to appoint those two seats.

2. **Board of Trustees Meeting** is scheduled for tomorrow, April 6, 2017 at SIUC; the Chancellor highly recommended that the constituency heads attend this meeting; the financial emergency declaration is listed on the agenda as a notice item only and will not be voted on at this time; it will be voted on at the next BOT meeting in July or sooner if an emergency meeting is scheduled.

3. **Chancellor's Executive Planning & Budget** has not met; Travelstead reported that he received a Doodle poll for a meeting to be scheduled on April 10 or 13; that committee will probably start discussing the emergency financial declaration; this committee is looking forward to Academic Program Review committee report; there is a deadline of May 1 for this report to be submitted; whatever recommendations the Academic Program Review committee makes will not be implemented right away.

**B. School of Medicine Civil Service Council**

No report

**C. Annuitants Association**

No report. T. Travelstead asked J. Brooks how much longer his term is and who would be replacing him. Brooks stated that his term end in July and Carolin Harvey would be his replacement.

**D. Human Resources**

No report

**E. Council Committees**

**1. Executive**

E. Cheek reported that the committee met and set the agenda.

**2. Budget**

E. Cheek circulated the most recent information about the Civil Service Council's budget and an email from Cynthia Ciganovich from the Foundation; *temporarily versus permanently restricted depends on the type of endowment the money is permanently restricted. The money can never be spent. Only the income on the account can be spent. That income is recorded as temporarily restricted. Meaning that it is restricted only until it is spent. Money that goes into the expendable account or current account is also temporarily restricted until it is spent because it is restricted by the donor for a particular purpose; the only non-restricted funds we have are operating accounts; everything else is restricted because it's money from donors that are restricted for specific University use; the Civil Service Council accounts would be considered restricted by the Foundation.*

3. **Bylaws**
  4. **Civil Service Benefits**  
J. Phillips reported that the committee has not met, no report.
  5. **Education Assistance**
  6. **Public Information**
  7. **Range**
  8. **Staff Excellence**
  9. **Elections**
- F. **Constituency Committees**
1. **Advisory Committee, Director of Public Safety** – No report
  2. **Affirmative Action Advisory** – Dawn Legier submitted a report. ([Attachment A](#))
  3. **Computing Advisory** – No report
  4. **Honorary Degrees** – No report
  5. **Intercollegiate Athletics Advisory** – No report
  6. **Naming University Facilities** – No report
  7. **Parking and Traffic Appeals** – No report
  8. **Recreational Sports and Services Advisory** – No report
  9. **Student Center Advisory** – No report
  10. **Traffic and Parking** – Karin Wece submitted a report. ([Attachment B](#))
  11. **University Joint Benefits** – No report
  12. **UWPA** – No report
- G. **Special/Other**
1. **Employee Advisory Committee to the Merit Board**
  2. **Legislative Advisory**
  3. **Eclipse Committee**
  4. **Diversity Committee**

5. **Chancellor Search Committee**
6. **SIU System Constituencies Roundtable**

- VI. **Old Business**
- VII. **New Business**
- VIII. **Non-Agenda Items**
- IX. **Adjournment**