

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

**I. Call to Order**

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

**II. Roll Call of Membership**

Members Present: Elizabeth Cheek, William Dozier, Diane Frew, Cyndy Green, Tina Gerecke, Ann Little, Randy Lowe, Jane Meuth, Tara Moore, Shannon Newman, Jason Phillips, Marianne Shields, Barb Shiplett, Michele Tourville, Anthony Travelstead, Karin Wece

Members Absent with proxy:

Members Absent:

Others Present: Jay Brooks, Thyra Russell (State Universities Annuitants Association, SUAA)

**III. Invited Guest – Thyra Russell, SUAA of SIUC President**

Russell greeted the Council, passed out packets of information for those present, and provided a brief summary of her relationship with SIUC. Russell retired in 2003 after working at Morris Library for 31 years. Russell encouraged everyone who has not already done so to join SUAA's chapter at SIUC; there are currently 775 members and they are very active; the membership fee is \$39 per year and can be taken out of your paycheck as a one-time transaction or on a payment plan. SUAA is for both current and retired SIUC employees; they look out for employee healthcare and retirement.

**IV. Approval of the Minutes** – Minutes from the meeting on January 4, 2017 were presented. A motion was made by D. Frew to approve the minutes, seconded by R. Lowe. Minutes approved by voice vote.

**V. Announcements**

**VI. Reports**

**A. Council President**

1. **Constituency Heads Meeting** met on January 24. There was discussion about starting a nationwide search for a Chief Diversity Officer; there will be a request for a Civil Service member to serve on that committee. Travelstead stated that the Chancellor voiced his interest in having an open forum with the Civil Service and AP Staff combined. There was additional discussion about customer service training; there have been complaints from parents and others contacting SIUC about poor customer service. The next meeting is March 28.

2. **Board of Trustees Meeting** next meeting on February 9 at SIUE. Travelstead circulated the upcoming BOT agenda for everyone to review. Travelstead noted that Aviation is purchasing three planes; these funds are coming from student fees. Travelstead pointed out that there are some interesting things being discussed regarding housing; SIUC is looking into passing a public/private partnership which means they are looking at partnering with an outside source to help with designing, financing, and constructing up to two new residence halls.

M. Tourville stated that this is already being discussed in the housing department.

E. Cheek asked if any of the in-house employees are going to be used in this project or will it all be outsourced.

T. Travelstead stated that he does not think it has gotten that far; right now they are just trying to get Board approval to move forward with getting these contacts to try to get arrangements made.

T. Travelstead noted that the Board will be discussing the removal of out-of-state tuition fees; this means that Undergraduate students will not have to pay out-of-state tuition; Graduate students will still be offered the border discount; International student tuition will remain the same.

3. **Chancellor's Executive Planning & Budget** met on January 17, 20, and 27; they are formulating the Non Instructional Program Review report; this committee has been asked to prioritize the recommendations in that report.

B. **School of Medicine Civil Service Council**  
No report

C. **Annuitants Association**  
J. Brooks reported that the Association met in January and stated he will forward the minutes from that meeting once he receives them.

D. **Human Resources**  
No report

E. **Council Committees**

1. **Executive**  
T. Travelstead reported that the committee met and set the agenda.

2. **Budget**  
No report

3. **Bylaws**  
No report

4. **Civil Service Benefits**  
No report.

5. **Education Assistance**  
J. Meuth reported that there are 21 eligible applicants for the Education Assistance scholarship; each applicant will receive \$250. Meuth made a recommendation to approve the 21 applicants and a separate motion to award each applicant with \$250. Someone asked how much cash was available for the awards. Meuth stated that there is \$2,834.38 available cash plus \$2517.00 from the endowment interest. E. Cheek made a motion to award \$250 to each of the approved 21 applicants, seconded by B. Shiplett. Motion passed unanimously by voice vote.

J. Meuth passed out Cookie Cough/Made in America fundraiser brochures, the orders should be back by Easter; Quatro's Dine and Donate will be April 25, we will receive 40% of the sales that use one of our coupons/certificates on that day; the Annual Flea Market is on April 29 with a rain date of April 30; we will be selling Eclipse t-shirts, more information will be coming soon. This

committee will meet again on February 23. ([Attachment A](#))

6. **Public Information**

C. Green reported that the committee met and discussed agenda items including an open forum in April; the next meeting is March 9.

7. **Range**

No report

8. **Staff Excellence**

C. Green reported that February was the deadline for recommendations, the committee set a deadline of March 2 to make their final decision on who they will recommend to the Chancellor.

9. **Elections**

K. Wece reported that the proposed revised election procedure were sent with the agenda. ([Attachment B](#)) Wece asked if there were any questions and made a motion to approve the revised election procedures. Wece explained that changes made were to reflect the transition to electronic ballots. C. Green made a motion to approve the election procedures as amended, seconded by D. Frew. Motion passed unanimously by voice vote.

F. **Constituency Committees**

1. **Advisory Committee, Director of Public Safety** – No report

2. **Affirmative Action Advisory** – Dawn Legier submitted a report ([Attachment C](#))

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** – ([Attachment D](#))

9. **Student Center Advisory** – No report

10. **Traffic and Parking** – Next meeting is March 2.

11. **University Joint Benefits** – No report

12. **UWPA** – No report

G. **Special/Other**

1. **Employee Advisory Committee to the Merit Board**

A. Travelstead reported that committee met on January 19 and 20 in Urbana. Travelstead was re-elected to the Executive Committee and Legislative Committee. Travelstead stated that Governor Rauner removed all Board of Trustees members at Chicago State and is reappointing every

single one of them; Chicago State is having serious problems; only 86 freshman applied this past fall. Travelstead stated that some Civil Service classifications are going to be revamped; Business Administration Associate, Clerical, and Office Support; the test for Building Service Worker (BSW) has just been rewritten; current BSWs do not have to retest, only those who are on the registry and wish to remain on the registry. Travelstead stated that SIU was audited back in October; a second draft has been presented to the University; once the University responds to the draft, it will be sent back to the office and it will be made final.

2. **Legislative Advisory**

No report

3. **Eclipse Committee**

No report

4. **Diversity Committee**

J. Meuth reported that the committee is meeting frequently; there have been listening sessions for students; Faculty and Staff listening sessions are being scheduled.

6. **Chancellor Search Committee**

B. Shiplett reported that the committee has met, reviewed the applicants, and is on track to get Skype interviews set up.

7. **SIU System Constituencies Roundtable**

T. Travelstead stated that there was a survey sent from Edwardsville asking for input about a speaker for the next Constituencies Roundtable. The next Roundtable will take place at SIUC. Travelstead has asked the Chancellor if he would be willing to speak at the event and he agreed.

VII. **Old Business**

Card and flower fund revision ([Attachment E](#)) T. Moore presented the Card/Flower Fund draft.

C. Green presented Elizabeth Cheek as Civil Service Council Vice President and called three times for additional nominations; no other nominations; ballots were passed out to Council members and collected by C. Green; the election committee exited the room to count the ballots; E. Cheek was unanimously elected as Vice President of the Civil Service Council; R. Lowe made a motion to accept the results of the election and destroy the ballots, seconded by J. Meuth.

C. Green announced that there is a now a vacancy for Civil Service Council Treasurer; candidacy forms will be emailed to Council members.

There was brief discussion about not having a Council Treasurer because the President of the Council is the Fiscal Officer and other constituencies on campus do not have a Treasurer. It was concluded that there should be further discussion; if changes were made, the Bylaws would have to reflect the change.

VIII. **New Business**

T. Travelstead stated that he was contacted by Ruth Anne Rehfeldt regarding the Accreditation Steering Committee and requested a representative from the Civil Service Council; it would be a two year commitment. M. Shields volunteered.

IX. **Non-Agenda Items**

April 1 is the Big Event. E. Cheek asked if the Council would be interested in volunteering as a group. T. Travelstead stated that he will get more information and it will be discussed at the next meeting.

X. **Adjournment**

J. Phillips made a motion to adjourn, seconded by J. Meuth. Meeting adjourned at 2:49 p.m.