

**2025-2026 CIVIL SERVICE COUNCIL**  
**Wednesday, September 3, 2025**  
**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: Thomas Becker, Elizabeth Cheek, Odessa Colombo, Mickel Cordes, Ann Coward, Liz Franklin, Cyndy Green, Amelia Ketzle, Kristen Matthews, Diane McIntyre, Jason Phillips, Rick Pierson, Terry Richardson, Marianne Schoonover, Jamie Schrader, Dina Timmons, Anthony Travelstead, and Christopher Vick

Absent: n/a

Guests: John Charles, Rebecca Dycus, Melissa Laake, Kristie Parkins, and Nicholas Wortman

**III. Guest Speaker: John Charles, Executive Director for Governmental & Public Affairs**

J. Charles has been with the SIU system for 12 years. Before that, he worked 18 years at the Illinois General Assembly working his way through legislative staff. He started out as a communications staff person and finished up as the Deputy Chief of Staff for the Senate President. For over two decades, he had the chance to learn a lot about how the legislative process works and was able to bring that to the university. He shared insights into his role overseeing government affairs for the entire SIU system, including Carbondale, Edwardsville, and the School of Medicine. Initially strong in legislative knowledge, J. Charles has grown to understand the unique operations of universities and how state decisions impact them.

Key responsibilities include:

- **Legislative Advocacy:** Tracking and influencing legislation that affects the university. This year, 54 bills directly impacting SIU were tracked out of over 6,000 introduced, with 536 signed into law. <https://siusystem.edu/govt-public-affairs/legislative-reports.shtml>
- **Federal Engagement:** Monitoring federal legislation and advocating for SIU in Washington, D.C., including meetings with Illinois congressional leaders.
- **Campus Visibility:** Organizing events like SIU System Day at the Capitol and legislative staff tours to raise awareness among lawmakers, especially those from northern Illinois.
- **Special Projects:** Assisting with individual issues such as visa applications for visiting professors and working with the State Treasurer's Office on 529 plan concerns.
- **Civil Service Legislation:** Collaborating on a bill to allow hiring of out-of-state candidates within 65 miles of campus to address staffing shortages, particularly in Edwardsville and Carbondale.

Emphasis on the importance of continuous learning, collaboration, and storytelling to ensure SIU's interests are well-represented at both the state and federal levels was made. J. Charles offered to share relevant legislative information with A. Coward who serves on the Legislative Advisory Committee. E. Cheek asked, "What can we do as representatives of Civil Service staff on the Carbondale campus to assist you in your role?" J. Charles stated when it comes to the budget, maybe get a letter of support from all of you or a resolution that could be shared with our legislative delegation and the broader higher education legislators (provide more funding for the university). A. Travelstead requested to invite some of our legislators to come here to hear some of our stories directly. J. Charles offered to work with A. Travelstead regarding his request and meet with people when he is in town.

**IV. Public Comments – (none)**

**V. Approval of the Minutes for August 6, 2025**

Motion: A. Travelstead

Second: A. Ketzle

A vote commenced: 0 Nays, 0 Abstentions; The minutes from August 6, 2025, were approved as amended (E. Cheek requested to remove an apostrophe, add a capital letter, & remove the sentence about who took the group photo).

**VI. Announcements** – E. Cheek thanked everyone for the card she received. She also thanked A. Travelstead for leading the last meeting. M Schoonover stated Starbucks is open.

**VII. Reports**

**A. Council President**

- 1. Chancellor's Meeting** – E. Cheek stated they have not met. The next meeting is on September 12, 2025.
- 2. Board of Trustees' Meeting** – Next meeting is September 18, 2025, at SIUE, East St. Louis Center, East St. Louis. E. Cheek stated she will be unable to attend the meeting. She is hoping people can listen online. T. Richardson stated ACSE's union is trying to get a group together to go to the meeting.
- 3. Chancellor's Leadership Council** – No meeting in August. No report.

**B. School of Medicine Civil Service Council – Dawn Hattey**

K. Parkins stated there are no updates.

**C. Annuitants Association – Carolin Harvey – (no report)**

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

(Also see Section VII., F, 7) E. Cheek asked about the job opening (Senior Program Director – for Events & Outreach) that does not have a SUCSS title and is listed as a Civil Service vacancy. N. Wortman stated it's probably a working title, but I will have to look into it. E. Cheek stated we shouldn't be using a "working title," correct? N. Wortman stated he will look into it. A. Coward asked if the titles in the spreadsheet from CBIZ are called working titles. E. Cheek stated some of them are. E. Cheek stated I'm pretty sure we should be posting the SUCSS title, even if there is a working title on the website. N. Wortman stated he talked with E. Cheek and the Steering Committee a little bit this morning. We are still on par for CBIZ increases. We're looking to get those approved by the Board in September. What we talked about today in our Steering Committee is that we plan to have some open forums, probably on the 20<sup>th</sup>/ 21<sup>st</sup>. We're going to nail down those dates so that we can kind of do communication to campus and explain again the project in and of itself. We're developing basically letters to show people what the results of that study are going to be and what that means for them in terms of compensation. So, at that forum, what we'll focus on is how we're going to communicate out with people, kind of have some example letters to show people what they're going to get and what that means. We're talking through sort of an appeal process for folks. If they don't particularly agree with how they've been mapped, of course, we want to hear why and look into that. Hopefully, what we'll be able to do is sort of piggyback off of this new electronic job audit process that I think Elizabeth was explaining to you all and give people a couple of weeks window to appeal any kind of initial mapping results. That way we can clear those out of the queue, and we can kind of make any adjustments that we need to. And at the same time, start doing job audits, kind of moving forward. So, we're looking for communications probably the week of the 20<sup>th</sup>. Like I said, we'll be doing more of the open forums and communicating out through those times. E. Cheek stated she already mentioned that this is probably not going to be retroactive to July 1, but it would probably be October 1, 2025. N. Wortman said, "Correct." A. Ketzle asked to backtrack to the temporary upgrade. She stated I just had a question about like a substitute for the desk audits. I think if I understand correctly, the desk audits are something that the employee has a right to regardless of whether or not the department or the supervisor agrees

with it, whereas wouldn't a temporary upgrade have to be approved by the supervisor in the department for that to go through. So, what's the recourse? N. Wortman stated no – they can contact HR, or they can contact you and we'll address those situations if there's a problem. N. Wortman stated are we having issues or are we talking more in theory here? A. Coward stated there probably are issues, but basically nobody's been having desk audits, so it's not really clear. Everybody's been told, you know, wait for the CBIZ thing, everyone's going to be rectified and sorted, and the vast majority of people have sort of sat back and waited. So, I think there probably is an issue, but it just hasn't come up as hard as it's going to.

J. Schrader stated I've also had a personal experience where we as a department tried to get a temporary upgrade for someone, but it has to go through the Vice Chancellor level, and they wouldn't sign off on it. So, it just dies there. N. Wortman asked what happened with the duties? J. Schrader stated they just kept doing them, because someone has to do it. N. Wortman stated we can still look at trying to rectify it if there's an issue – not oppose to that.

**E. SURS Member Advisory – *Elizabeth Cheek*** – The committee has not met.

**F. Council Committees**

**1. Executive/Budget – *Tony Travelstead***

A. Travelstead stated they met and set the agenda.

**2. Bylaws – *Marianne Schoonover***

M. Schoonover stated they met last week. She asked everyone to read the Bylaws file in the Teams folder. Changes will be discussed at the next meeting.

**3. Civil Service Benefits – *Odessa Colombo/Amelia Ketzle*** - Committee has not met.

**4. Education Assistance – *Tony Travelstead*** - Committee has not met.

A. Travelstead stated September 9, 2025, is MOD's Pizza Day. Quatro's dates have been set. E. Cheek gave raffle items for the December luncheon. See the spreadsheet in Teams regarding raffle items. We make more money on the raffle than the luncheon. Luncheon tickets will be available at the next meeting to start selling. Education Assistance Awards for fall 2025 are being processed, but there has been a delay due to the Foundation moving locations. I do have two students that Financial Aid has told me twice that they don't have a FAFSA on file. I will reach out to Financial Aid again to confirm. I was copied on the email that the students received showing it was submitted. E. Cheek stated the Silkworm store closed today and September 30, 2025, is the close date for the signs.

**5. Elections – *Tony Travelstead*** - Committee has not met.

**6. Public Information – *Thomas Becker*** - Committee has not met.

**7. Range – *Tony Travelstead/Ann Coward*** – Committee has not met. A. Travelstead stated E. Cheek, A. Coward, and I met with AVC Nick Wortman, Tracy Bennett, and Director Renee Colombo. We do have the revised spreadsheet that they were looking at. The Range Committee will meet in the next week or two. E. Cheek stated she requested from AVC N. Wortman for the Range Committee Chairs to receive the list of classifications of people that are receiving an equity and compression increase and the numbers of those (& classifications) receiving the 1% increase. A letter will be sent to those getting pay increases. A. Travelstead stated the Board of Trustees meeting in September should address the CBIZ file with the adjustments for board approval. We were thinking it would be retroactive back until July 1<sup>st</sup>, but we are hearing they are looking towards October 1<sup>st</sup>; we are arguing that right now. The people that are not going to be adjusted due to the CBIZ study, they're looking at a 1% increase; so, everybody should get something. (Council members discussed October 1<sup>st</sup> date vs. July 1<sup>st</sup> date for adjustments in pay and job classifications.) T. Richardson stated in bargaining last week we were told that for example, an office administrator who was definitely a manager, what will happen – are you demoting? They said no, they'll keep their rate of pay, but the title itself will change. T. Richardson added, when you get the spreadsheet, make sure to look over it as

closely as possible, because there were so many errors in the one they sent us. We have had three spreadsheets sent to us. E. Cheek stated HR needs to know the working titles they compared to during the market study from now on, because they have to be able to compare to the same titles in the years ahead. However, SUCSS titles need to be matched up to working titles because SUCSS does not use working titles. I have not yet received the amended spreadsheet from HR, but Nick agreed that this could be added to the spreadsheet for clarification in a discussion with the Steering Committee. T. Richardson stated right now on the SIU website there is a Senior Program Director posting; it's not a SUCSS title (department - Civil Service). A. Ketzle stated during this fall period, they've been refusing to accept desk audits, which means that people who were entitled to be desk audited by state law don't have anything on file showing the back date where their pay should be back dated to. So, this has caused an issue in my department, you know, for sure. I don't know what the answer to that is, but it's something that people are very unhappy about, and I'm sure she's not the only one. I'm sure you know everybody who's been waiting and waiting and waiting and waiting for, you know, whatever for this to finish and see how this is going to impact them. It's probably feeling the same way. Like all this time I've been doing all these extra duties, not getting paid for it, not even allowed to ask for a desk audit, and now here's the solution that doesn't address all these months or years or whatever, I've been doing all this extra work. E. Cheek stated desk audits are going back into play using an automated system. She asked N. Wortman how are we going to address people that have tried to apply for a desk audit but couldn't apply for a desk audit and have waited during this whole time frame as far as something being retroactive? N. Wortman stated I don't want people to lose sight of the fact that the temporary upgrades have always been in play. So, if we've had people that have had significant changes, we should have been working through that process as well. A. Ketzle stated I'm sorry, but isn't that the 30-day limitation, the temporary upgrade thing? N. Wortman stated 30 days up and five days down per state rules, but they can go longer than 30. Another message that we sent out to leadership too was that you shouldn't be doing any kind of permanent reassignment of duties before you talk to HR to kind of talk through some of this proactively. So, in my mind this should be a pretty small group of folks, and we're happy to have those conversations on the one offs that that we might have some issues, and we can kind of look at it individually and work through, happy to do that.

#### **G. Constituency Committees**

1. **Academic Calendar Committee – Todd Duermyer – (no report)**
2. **Advisory Committee to the Director of Public Safety – Andy Hawkins - (no report)**
3. **Computing Advisory – Ann Coward**  
A. Coward stated the committee is now known as the Technology Advisory Committee.  
A. Ketzle stated the core groups of Computing Advisory Committee resumed and are working on a new version of it that works for Will Clark's vision that is broader in scope than just computers, technology broadly. Let us know your concerns.
4. **Honorary Degrees – Todd Duermyer**  
A. Travelstead stated an email went out to solicit applications for honorary degrees.
5. **Intercollegiate Athletics Advisory – A. Travelstead - Committee has not met.**
6. **Naming University Facilities – Marianne Schoonover - Committee has not met.**
7. **Parking and Traffic Appeals – Mickel Cordes - Committee has not met.**
8. **Recreational Sports and Services Advisory – Shari Garnett – (no report)**
9. **Student Center Advisory – Todd Duermyer – (no report)**
10. **Traffic and Parking – Stacia Werner – Committee has not met.**
11. **University Joint Benefits –Dina Timmons/Elizabeth Cheek – Committee has not met.**

#### H. Special/Other

1. **Chancellor's Planning and Budget – Elizabeth Cheek/Marianne Schoonover**  
Committee has not met.
2. **Chancellor's Task Force on Diversity and Inclusion – Amelia Ketzle**  
E. Cheek stated she forwarded an email to A. Ketzle stating that the committee has dissolved.
3. **Employee Advisory Committee to the Merit Board – Elizabeth Cheek**  
E. Cheek stated the next meeting will be Oct 22-23, 2025, at Governors State University. Council of Councils will follow on October 24, 2025. I have submitted the request to the Chancellor's Office for funding for that trip for everyone that is hoping to attend, and I have not received a response yet.
4. **Legislative Advisory – Ann Coward**  
A. Coward stated I follow the legislation all the time but just don't know it's an interest to you.
5. **Network Empowering Women Committee – Diane McIntyre** - No updates.
6. **System Staff Advisory – Elizabeth Cheek** – Committee has not met. A. Travelstead stated the July training went well. The October training sign up went out last week. They had issues last time filling courses and they contemplated canceling some of them. So, if you're kind of on the fence with it, go ahead and sign up.
7. **Assistant Vice Chancellor for Administration and Finance – Thomas Becker**  
T. Becker stated he hasn't heard anything.

#### VIII. Old Business

- **Future Guests** – VC Susan Simmers *will not* be able to attend in October.
- **Alternate Committee Assignments** – E. Cheek stated there are three openings that are alternate roles. O. Colombo volunteered to be an alternate for Andy Hawkins for the Advisory Board Department of Public Safety, C. Green volunteered to be an alternate for Anthony Travelstead for the Intercollegiate Athletics Advisory, and O. Colombo volunteered to be an alternate for Mickel Cordes for Parking & Traffic Appeals.
- **Council of Councils Attendance** Registration closed August 31, 2025. A. Travelstead stated the following will attend: E. Cheek, O. Colombo, C. Green, and myself. We will get a rental car and drive up on October 23<sup>rd</sup> and drive back on October 24, 2025.
- **Card & Flower Fund** – donations go to M. Cordes.

#### IX. New Business – (none)

#### X. Non-Agenda Items

**A. Travelstead** asked who is playing the concert on Route 51 during Homecoming weekend? They're going to shut down the highway.

**R. Dycus** asked about the job postings - they're not supposed to be using working titles, correct? A. Travelstead stated, we wouldn't think so. E. Cheek stated I would say if they are, they should still have the SUCSS title listed as well. **R. Dycus** asked about the process of how a SUCSS title can be used on campus if it's not currently being used. E. Cheek stated the DER, which is Nick, has to request it as long as it's in the SUCSS list, even if it's at other campuses, he has to be the one to request it. **A. Ketzle** stated in my experience, he has to agree that it's needed, that it fits the job title, and that they want to resurrect it or let it be used. We tried to do that with one, and they came back and said that they were trying to eliminate that one, because it was an old title and it was no longer really appropriate or something to that effect.

**D. McIntrye** asked if there's a starting point where compression starts. **E. Cheek** stated they're just trying to get everyone up to the minimum and a little bit above the minimum. **T. Richardson** stated in our list they were giving really small compression to two years in a classification.

**E. Cheek** stated I highly encourage everyone once these open forums start rolling out to please attend. Please encourage Civil Service Staff that you work with to attend. We want them to have as much information as possible, and remind them there will be an appeal process.

**XI. Adjournment**

Motion: M. Schoonover

Second: A. Coward