

2019-2020 CIVIL SERVICE COUNCIL
Wednesday, July 10, 2019
Student Services Building Room 307
1:00 p.m.

I. **Call to Order** - the July meeting was called to order by Anthony Travelstead, President, Civil Service Council.

II. **Roll Call of Membership**

Members Present: Richel Biby, Jim Bigogno, Jeletta Brant, Elizabeth Cheek, Beth Chester, Trish Cochran, Ann Gilliam, Cyndy Green, Deborah Harmon, Crystal Harris, Dawn Legier, Shannon Newman, Jason Phillips, Andrea Steen, Trinka Pape, Anthony Travelstead, Ira Tripp

Members Absent with proxy: Lindsey Carter (Mona Martin)

Members Absent without proxy: None

Others Present: Jennifer Watson (Human Resources)

III. **Guest Speaker(s)** – None

IV. **Approval of the Minutes** – The minutes from the June 2019 meeting were approved as amended.

V. **Announcements** – A. Travelstead announced we had a new hire in the Professional Constituencies Office.

VI. **Reports**

A. **Council President**

1. **Constituency Heads Meeting** – No report. A. Travelstead stated there was a meeting scheduled for July 10th but that has been rescheduled for July 22nd.

2. **Board of Trustees Meeting** – The Board met on June 20th. Highlights: The Board renewed the School of Medicine Dean's contract at \$600,000 per year for four years. They also extended the President's contract since it is due to expire and a President has not, yet, been hired.

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

C. **Annuitants Association** – C. Harvey – No report.

D. **Human Resources** – J. Watson – HR continues to evaluate open AP positions to ensure they are reclassified as civil service positions if they should be. J. Watson encourages everyone to create a Hire Touch profile. A. Travelstead noted the AFSCME union had agreed to a new contract which includes increased healthcare insurance costs to employees so it is expected that our insurance costs will rise as a result.

E. **Council Committees**

1. **Executive/Budget** – E. Cheek – Met and set the agenda.

2. **Bylaws** - I. Tripp – The committee met on June 13th to discuss changes to the bylaws regarding council member absences and proxy use. A revised document for a first reading of these changes was distributed to all members prior to today's meeting per existing bylaw requirements. There were no new revision suggestions so the topic was tabled pending a second reading and approval at the August meeting.

3. **Civil Service Benefits** - R. Biby – No report.

4. **Education Assistance** – T. Cochran – The committee has not met. The June Quatro's Day was a success. The next Quatro's Day is scheduled for July 30th. A. Travelstead asked the committee to schedule a meeting to review applications for the fall scholarship distribution. He also noted he received a call from the new office manager in the Constituencies Office saying he

had a good amount of mail when she arrived her first day. He is picking that up today and expects there may be more applications there, received by the June 30 deadline.

5. **Elections** – S. Newman – No report.
6. **Information** – C. Green – No report.
7. **Range** – J. Bigogno – The committee met on June 27th to discuss strategies for obtaining constituents' views and how they would want us to move forward in light of receiving a letter from the Chancellor denying our request for wage increases for FY20. A number of significant issues were brought up at the meeting. These include reports of bullying of civil service employees, retaliation when questions are asked, employee requests for desk audits that seem to make little progress, if any, and employee evaluations that are not completed regularly, if at all. Since these issues affect both range and union represented civil service employees, the committee would like to open the conversation to the entire council. E. Cheek asked Jennifer Watson about the desk audit process and whether employee initiated requests were handled differently than those submitted by superiors. J. Watson stated, Human Resources encourages all employees to go through their reporting lines because they, ultimately, make the final decision regarding the effect of the desk audits, i.e.: whether the duties are changed, the position is upgraded, a within class adjustment is warranted or even a new position created to handle the workload, etc. J. Phillips noted that going over the head(s) of a reporting line can often cause static within a department. J. Bigogno had prepared a list of potential survey questions to send out to all civil service employees and asked for the rest of council to review them and provide feedback or any other question ideas. The intention is to send out a survey to obtain anonymous responses from the entire civil service employee constituency group and discuss findings with the Chancellor. A. Travelstead also noted that Executive Committee discussed setting up a regular meeting with the Chancellor. There were mixed feelings about a group of four meeting with the Chancellor as opposed to a one-on-one meeting.

F. **Constituency Committees**

1. **Advisory Committee, Director of Public Safety** – J. Bigogno - No report
2. **Computing Advisory** – S. Newman/C. Woodruff – The committee met on July 3rd. Since this meeting happened just before the holiday, minutes have not been completed but will follow. Highlights: The Office of Information Technology (OIT) has a number of projects/initiatives running. These include:
 - External Email Notification – A statement will appear, in red text, at the beginning of each email received from senders outside of the SIU domain (ie: @siu.edu, @siumed.edu etc) with a message stating it is an external email. This is a warning for receivers to make sure attachments and links clicked on are safe before clicking them for security reasons.
 - SCCM/Encryption – All Windows computers that are attached to the network are required to be encrypted and properly added to SIU's Active Domain. Any computer found on the network and not encrypted were removed from network access until this is completed. Encryption on Apple devices will be completed using JAMF in the next phase. This is an initiative started because of audit findings resulting from lost computers and the State auditor's requirements for encryption on all devices to protect sensitive data.
 - Desktop replacements – OIT plans to start another round of computer replacements pending budget announcements but it has been advised to start as soon as possible.
 - The Edge Network – Replacement of network switches and other hardware components is complete. No further network interruptions are expected.
 - Microsoft Teams – Microsoft will be dropping Skype for Business in January 2020 and will be transitioning to Teams. Because of this, OIT is proactively migrating to Teams now. It is part of Office365 and adds various collaborative components in addition to the instant messaging used in Skype.
 - D2L Migration – The migration to Amazon Web Services is complete and D2L upgrades have completed. Most changes affect faculty and not so much the student users. An interesting component to the D2L changes is the addition of course evaluations to D2L. All evaluations will be completed by the students within D2L which is then monitored and reviewed by the instructor.

3. **Honorary Degrees** – S. Garnett - No report
4. **Intercollegiate Athletics Advisory** – T. Wieseman - No report
5. **Naming University Facilities** – C. Waters - No report. A. Travelstead did contact Chad Waters to see if the renaming of the Arena to Banterra Center was reviewed by the committee and while Chad was unable to attend the meeting, he did state he reached out to the chair of the committee and was told that it did go through this committee and was approved.
6. **Parking and Traffic Appeals** – E. Cheek - No report
7. **Recreational Sports and Services Advisory** – E. Cheek – Has not met except to complete the interview process for Director of Recreation and Sports Services. Evaluation forms were submitted last week. J. Phillips asked when a decision would be made. E. Cheek stated ASAP is what they were told.
8. **Student Center Advisory** – J. Brant – No Report
9. **Traffic and Parking** – K. Morgan – No Report
10. **University Joint Benefits** – E. Cheek/C. Waters – No report

G. **Special/Other**

1. **Employee Advisory Committee to the Merit Board** – S. Garnett – No report. Two reports from previous meetings were distributed via email.
2. **Legislative Advisory** – J. Brant – AFSME union contract was finalized. What affects us is the increase in health insurance rates. Health insurance rate are determined by this contract and it is expected to increase roughly \$13 per month.
3. **Diversity Committee** – A. Travelstead – No report
4. **University Accreditation Committee** – M. Shields - No report
5. **Chancellors Planning and Budget** – No report. A. Travelstead did get confirmation from Judy Marshall that our two representatives will be staying on that committee. Those are Elizabeth Cheek and Marianne Shields. A. Travelstead will contact Marianne to make sure she intends to stay on that committee and J. Phillips and S. Newman volunteered to sit on this committee in the event that Marianne does not wish to continue to serve.
6. **Presidential Search Committee** – E. Cheek. No report – Next meeting is September 10th.
7. **Performance Evaluation Review Committee** – D. Legier. This committee has completed its purpose.

VII. **Old Business** –

- Card and Flower Fund – A. Travelstead reminded the group that S. Newman was collecting \$5 donations for the Card and Flower Fund.
- Bios/Pics – A. Travelstead reminded the group to submit updated biographies and headshots to S. Newman to be uploaded to the Civil Service Council website.
- Ameren Brown Bag Luncheon – August 8th is the tentative date for Ameren to come to campus for a short seminar on Ameren's energy efficiency programs. This has been approved and encouraged by the Chancellor's office to do this. There will be two sessions: 12-12:30pm and 4-4:30pm to cover first and second shift employees.
- Round Table – E. Cheek previously sent out a tentative list of topics on June 10th and asked the group for preferred changes. A. Travelstead stated people from SIUE and School of Medicine were definitely interested in attending. A. Travelstead, E. Cheek, S. Newman, J. Bigogno and I. Tripp are

- the members of this event committee.
- Effect of minimum wage on civil service employees - A. Steen inquired if A. Travelstead has any information regarding her question from a previous meeting about the effect of minimum wage increase on civil service employees. A. Travelstead stated he has been told the change will not affect civil service employees. It is popular belief, and possibly fear, that civil service positions will go unfilled as departments prepare for the increased costs as a mechanism to reserve funds. This leaves the extra workload for other civil service employees in the department to get the work done.

VIII. **New Business** – None

IX. **Non-Agenda Items** – None

X. **Adjournment** –
Motion: A. Steen
Second: S. Newman