

**2025-2026 CIVIL SERVICE COUNCIL**  
**Wednesday, July 2, 2025**  
**Student Services Building Room 307**  
**1:00 PM**

**I. Call to Order**

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

**II. Roll Call of Membership**

Present: Elizabeth Cheek, Odessa Colombo, Mickel Cordes, Ann Coward, Liz Franklin, Cyndy Green, Amelia Ketzle, Victor Martin, Kristen Matthews, Diane McIntyre, Rick Pierson, Terry Richardson, Marianne Schoonover, Jamie Schrader, Dina Timmons, Anthony Travelstead, and Christopher Vick.

Absent: Thomas Becker

Guests: Dawn Hattey, Kristie Parkins, Melissa Laake, Susan Simmers, Carolyn Smith, Marilyn Updike, and Nick Wortman.

**III. Guest Speaker: Susan Simmers, Vice Chancellor for Administration and Finance**

VC Simmers stated she has been here at SIU about 2.5 years. VC Simmers stated we are still closing fiscal year 2025, so I can't report yet on how we did, and we are still working on the fiscal year 2026 budget. VC Simmers gave a PowerPoint presentation titled, "Facilities Master Plan." There was a committee already started when I came to look into the Facilities Master Plan and how we should approach that. We determined that we needed to hire a consulting firm that would be a specialty firm that specializes in campus master planning. So, we used what was called the qualifications-based selection process. Six firms sent in proposals, and two of the six firms were really in the master planning business. We chose the top two and invited them to campus for presentations. We chose Cannon Design. One of the big reasons we chose them is because they are specialty master planners and they've done a lot of work in higher education in both Illinois and other states across the nation. They really brought in different contractors, specialty contractors for HVAC, all the different types of things that we would need, and so they came out to be our top choice. The way we've laid the master planning process out, I wanted to show you the proposed governance and engagement structure that we're working under. We have a Steering Committee and we have a Master Plan Working Group. The Steering Committee is primarily cabinet members and Mark Owens, our Director of Facility and Energy Management. The Master Plan Working Group is where we have representation from the constituent groups on campus, such as Civil Service Council. And then we have some what we're calling Facilities Based Working Groups where we have a Parking and Traffic or Transportation Working Group. We have an Infrastructure and Sustainability Working Group. And then another Campus Planning Working Group and a Wayfinding Working Group. Then for student community engagement, we have a Greek Life/Council Group. We have student engagement sessions that are being planned. We had a session with alumni that was led by someone in our Alumni Association; they all met with Canon Design (a community session and a session for donors to the university). And then we're in the process of having small group interviews. Most of the areas and departments on campus had their interviews already. So, areas like mine, Administration and Finance, Anti Racism, Diversity, Equity, Inclusion, Human Resources, Student Affairs, etc. - all the non-academic areas. In the fall, we're going to be having the academic units have their working sessions with Canon Design, and we're getting those scheduled right now. There's also going to be some online surveys going out on campus so everybody has an opportunity to participate through that avenue. The Steering Committee establishes the project vision and priorities and provides overall guidance. The Master Plan Working Group provides input and feedback on the assumptions and strategies to align campus space needs with the present future needs. We want everybody to have good input there. Campus Planning and Working Group provides specific feedback on land and physical strategies. The Infrastructure and State Sustainability Working Group provides input and feedback on strategies to

enhance reliability and efficiency and identify ways to achieve sustainability targets. We have had a Sustainability Committee here at SIU, and we have a sustainability program and goals. That whole plan will be worked in with our Campus Master Plan as well. The parking - we actually changed this to transportation. The Parking and Transportation Working Group is going to look at the multimodal transportation strategies and the campus flow for transportation and future parking demand. And the Wayfinding Working Group is looking at how we navigate around campus, our signage, if we have an app, those kind of things. We only have one sign on one side of a building, and so if you're coming up to a building from the opposite direction, you don't know where you're at. So, we're taking a hard look at our wayfinding and our pathways around campus and how we have those signed and marked. And also, I think we need to look at an app too. I'm thinking maybe SIU should develop an app so we make sure we have all the building names and pathways marked. I don't think you can quite do that with Google. (Slides were shown to view each person listed in each working group.) The Facilities Master Plan schedule is divided into four areas. It will include a facilities condition assessment. We're looking at getting Greek life back on campus. Taking Greek Row and turn it into a Saluki Village concept which will create a community. It would be more than just Greek life. It might be housing for law students, because they're close to the law school. We're looking at needing some housing for medical students that are here doing their part on the SIU campus. So, there's a lot of things that are being encompassed into this that we're looking at. So, that's why we're calling it a Saluki Village concept and not just a Greek Row. We are getting ready to launch a website for the SIUC Facilities Master Plan.

**IV. Public Comments – (none)**

**V. Approval of the Minutes for June 4, 2025**

Motion: A. Travelstead

Second: R. Pierson

A vote commenced: 0 Nays, 0 Abstentions; The minutes from June 4, 2025, were approved as presented.

**VI. Announcements – (none)**

**VII. Reports**

**A. Council President**

- 1. Chancellor Meeting** – E. Cheek stated we have not met, but a meeting is scheduled for Monday.
- 2. Board of Trustees' Meeting** – The next meeting is July 10, 2025, at Southern Illinois University School of Medicine in Springfield. E. Cheek stated the agenda link was emailed to everyone.
- 3. Chancellor's Leadership Council** – No meeting in June. No report.

**B. School of Medicine Civil Service Council – Dawn Hattey – (no report)**

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

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

N. Wortman stated a hiring freeze was announced this week. The Chancellor communicated with cabinet members this week, and I sent out a follow up today to those who typically attend our HR business forums (fiscal officer delegates, fiscal officers in some cases, and business managers). The driving factor was some changes in the budget appropriations from a state level. There was a 2% withhold and the Chancellor said we're going to have to slow hiring down, particularly on the state funds. We'll revisit that if the 2% funds are released in the near future. The freeze only affects state-funded positions, inclusive of extra help positions on state funds, and that's a pretty small list across the institution. It won't affect any kind of local funds, self-sustaining funds, grants, etc. GAs and RAs are not affected if those are in state funds. Positions that are currently in process (in an interview phase) are going to continue to be filled. Positions in which we have already extended an offer, we are going to honor those offers. But any other

positions that are on state funds are going to be frozen. The Chancellor is going to talk to Elizabeth Cheek and Todd Bryson in more detail about all of this as well.

C. Vick asked if there is a process of an appeal to get a position filled. N. Wortman stated no. I think exceptions are going to be very few and far between. I would direct you to go through your channels up to your Vice Chancellor level. They're going to have more information and this was really some of their budget discussions that they've had recently with the Chancellor and with VC Susan Simmers as well.

O. Colombo asked about NTT and TT hires. N. Wortman stated so, NTT we do recognize that we're going to have to hire people at the last minute like we always do. Course enrollments change; people come out. So, the Provost is well aware of that, and we're going to continue on with those NTT hires as we need to. Tenure Track is a little bit different. The hiring for Tenure Track to start in the fall has kind of already been done. So, there'll be some discussions about which jobs will be posted for searching in the next year for starting in the fall of 2026. Typically, with the faculty Tenure Track hiring, we're running about a year behind in terms of recruitment. So, the Provost and Chancellor are still working through some of that timing.

V. Martin asked about the timeline for the freeze. N. Wortman stated throughout the fiscal year. If we realize any kind of a change in terms of the state funding and the governor's office releases that extra 2%, then we would immediately revisit some of that as well. V. Martin asked if this also applies to the cost of living like the 1-2% we have received in the past. N. Wortman stated, "No." Just to clarify, one of the reasons we're doing that is because we want to be able to commit to still giving increases this year.

D. McIntyre asked if there is any kind of a report that we can have that shows what kind of savings we're having as a result of the freeze because we've been on that chill for a while. N. Wortman stated VC Susan Simmers can provide that information when she does her budget updates.

M. Schoonover stated with Union negotiations, finalized contracts - culinary, for example, they received pretty good increases this go round with their contracts. Has upper admin. started to look at all at how close they are with regards to their supervisors who are not represented? N. Wortman stated yeah, I'm having some active conversations right now with Kendra and with Tina particularly around those groups.

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

**F. Council Committees**

**1. Executive/Budget – Tony Travelstead** – Committee met and set the agenda.

A. Travelstead stated the candidacy statements are in Teams. (A copy was passed around.) A paper ballot and an MS Forms ballot will be used for the election.

**- Officer Elections**

President candidate: Elizabeth Cheek

Treasurer candidates: Odessa Colombo & Mickel Cordes

*Note: No other candidates/nominations came forward during the meeting. Council members had the option to write in a candidate on the ballot too. The meeting was paused in order for the Election Committee to review the results of the votes.*

**- Officer Election Results:**

President: Elizabeth Cheek (15 yeas; 1 abstention)

Treasurer: Mickel Cordes received 8 yeas, Odessa Colombo received 7 yeas; with 1 abstention.

Motion: A. Travelstead

Second: A. Ketzle

A vote commenced: 0 Nays, 0 Abstentions; The disposal of the election ballots was approved as presented.

**2. Bylaws – Marianne Schoonover**

M. Schoonover stated I hope everyone reviewed the Bylaw changes that was sent out by T. Becker. (Each proposed change was read during the meeting and shown on the screen.)

Some of the changes include Article II., Section VII., A. 4. - A vacant seat on the Council shall exist when a member is absent, with or without a proxy delegation, from four regularly scheduled meetings within *a term year (instead of “any consecutive 12-month period”)*. Article II., Section IX was added: *“Council members on administrative or medical leave (ESL and/or FMLA) shall remain on the Council, but shall be excused from meetings and Council activities. While the member is on leave, the Executive Council shall appoint another Council member to fill in on any Constituency and Special Committees should the member not be able to fulfill their duties.”* Article III., Section II., C. 4. – The secretary shall submit an attendance report *monthly with the agenda* (instead of “to each council member on a monthly basis”). Article III., Section II., D. 2 was added – The treasurer *shall obtain AIS and Foundation Power BI access in order to access account information.* Article IV., Section IV. was reworded - *If a Council member needs to be absent from a regular or special meeting, they must (instead of “should”) notify the Secretary, any member of the Executive Committee, or the Professional Constituencies Office in advance of the meeting about their absence, except in the case of an emergency. If a council member is absent, with or without a proxy delegation, from four regularly scheduled meetings within a term year, the member will be subject to removal from Council as outlined in Article II, Section IV, 4-6.* Article IV., Section V. - *Virtual Attendance: When a Council member is unable (instead of “finds it necessary to not attend”) to attend a regular meeting in-person, the Council member may attend the meeting via online/virtually. A Council member may join virtually up to three (3) times in a term year. An employee on administrative or medical leave (ESL/FMLA) shall be considered for an exception to this in accordance with Article II, Section IX.* Article IV., Section VI. (wording was added) - *Proxy may attend via in-person or online. If the proxy attends online, it will count towards the Council member’s allowable online meeting participation.* Article V., Section I., A. – *“Legislative and Policy”* has been added to the list of Council Committees. Article V., Section I., G. (wording was added) - *Council committees may meet in person or virtually as determined by the Committee Chair.* Article V., Section I., H., 2. B. (reworded) – *Civil Service Benefits Committee shall be responsible for reviewing materials published in handbooks or other compilations that affect the benefits of civil service staff, ensuring that current and accurate information is provided to the relevant constituency.* Article V., Section I., H., 9. (section added) – *The Legislative and Policy Committee shall a.) be responsible for reviewing University policies affecting civil service employees and present information to the Civil Service Council for discussion as needed b.) be responsible for monitoring current and pending state and federal legislation and regulations affecting or potentially affecting current, future, and retired civil service employees and present information to the Civil Service Council for discussion as needed c.) consist of a minimum of three (3) civil service employees.*

Council members asked questions about the changes to the Bylaws, and due to time constraints, it was decided for the committee to take the comments/suggestions into consideration and update the document again.

Motion: M. Schoonover

Second: A. Coward

A vote commenced: 0 Nays, 0 Abstentions; The Bylaws Committee will make more updates to the document and will hold for Council approval until the next meeting was approved as presented.

3. **Civil Service Benefits – Odessa Colombo/Amelia Ketzle** – No report.
4. **Education Assistance – Tony Travelstead** - Committee met on Monday and appointed a Chair (A. Travelstead). Total funds raised for Spring 2025 are \$3,366.50 (Flea Market \$1,282, Silkworm \$669, MODS Pizza \$120.50, Quatro's Pizza \$720, & Payroll Deduction \$575). The Endowment interest for Fall 2025 is \$3,154.55. The Grand Total is \$6,520.50. A. Travelstead showed on the screen the (33) applicants for the Education Assistance scholarships. (Document is in Teams.) Three don't have FAFSA on file and four don't have 12 credit hours. The Committee approved 26 applicants with (7) pending verification that they meet the requirements previous to the start of the semester. It was recommended to the Council to approve \$200 per applicant.

Motion: A. Travelstead

Second: A. Coward

A vote commenced: 0 Nays, 1 Abstention; The (26) Scholarship Award Recipients with (7) pending requirements were approved as presented to receive \$200 each.

Our luncheon is set for December 10, 2025, at the Student Center Faculty and Staff Lounge. We are getting quotes for the meal. Council members are asked to collect items for the raffle.

5. **Elections – Victor Martin/Tony Travelstead** - Committee met and Co-Chairs were selected (V. Martin & A. Travelstead).
6. **Public Information – Thomas Becker – (no report)**
7. **Range – Tony Travelstead/Ann Coward** – Committee met and appointed Co-Chairs (A. Travelstead & A. Coward). A. Travelstead stated we are still waiting to hear what the survey study is going to do, but we did have a discussion with the union contracts that are in negotiation. There's been some information that's been disseminated to the unions to aid in their contract negotiations. Ann and I need to write a memo to formally request that we have access to this information, so that we can start working on recommendations for the non-represented employees.

M. Schoonover asked to be able to see funds used for salaries (state vs. non-state vs. grants). What percentage of campus salaries are from state funds?

#### 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 we are still waiting to hear from Olinda.
4. **Honorary Degrees – Todd Duermyer – (no report)**
5. **Intercollegiate Athletics Advisory – Tony 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 - (no report)**

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 & Inclusion – Amelia Ketzle**  
Committee has not met.
3. **Employee Advisory Committee to the Merit Board – Elizabeth Cheek**  
The next meeting is at Chicago State University on July 22-23, 2025, for a full EAC. SIU Carbondale will be a remote location for this meeting, and it will be here in the Student Services Building, Room 307. It is open to the public.
4. **Legislative Advisory – Ann Coward – (no report)**
5. **Network Empowering Women Committee – Diane McIntyre – (no report)**
6. **System Staff Advisory – Elizabeth Cheek** – The professional development training reminders went out. Dave was having trouble getting enough people to sign up for some of the sessions.
7. **Assistant Vice Chancellor for Administration and Finance – Thomas Becker – (no report)**

VIII. **Old Business**

- **Future Guests** – Chancellor Lane will attend in August. John Charles (lobbyist) was recommended to be a guest for September and VC Susan Simmers for October.
- **Card & Flower Fund** – donations can be given to M. Cordes.

IX. **New Business – (none)**

X. **Non-Agenda Items**

- **Council photo**  
Civil Service Council group photo will be August 6, 2025. Show up at 12:45 p.m. A photographer will be present.

XI. **Adjournment**

Motion: A. Travelstead

Second: J. Schrader