

**2024-2025 CIVIL SERVICE COUNCIL**  
**Wednesday, September 4, 2024**  
**Student Services Building Rm 307**  
**1:00 PM**

**I. Call to Order**

The September meeting was called to order by Vice President Anthony Travelstead.

**II. Roll Call of Membership**

Members Present: Thomas Becker, William Becque, Elizabeth Cheek, Mickel Cordes, Todd Duermyer, Shari Garnett, Cyndy Green, Victor Martin, Diane McIntyre, Marianne Schoonover, Anthony Travelstead, and Melissa Yancey.

Members Absent: Ann Coward, John Donoghue, Tammy Hopkins, and Matthew Stottler.

Guest: Leslie Bellock, Kelly Byrd, Rebecca Dycus, Amelia Ketzle, Melissa Laake, and Mark Watson.

**III. Guest Speaker: Kelly Byrd, Director of Labor and Employee Relations**

Director Kelly Byrd stated she has been here about five months, and this is the first university at which she has worked. Before, she was a union attorney for nine years. Reminder: the online Ethics Training is next month. K. Byrd stated she is under HR. One of her goals is to have training for new supervisors or for those who would like more training on how to handle discipline, how to read a contract, how to deal with absences, training on policies, etc. Her office oversees the performance evaluations. Issues about evaluations not being done (for years) was discussed. A. Travelstead stated a lot of people haven't done those or haven't had one done on them in a while. Are you going to make sure everything is up to date and try to get those going? Kelly replied, "Yes." D. McIntyre stated you're (the person not filling out the evaluation) jeopardizing someone the right to request a desk audit and an upgrade, because you have to have a current performance evaluation. So, there should be some accountability if that person is not doing their job. The supervisor should be setting the example. A. Ketzle stated it's not fair to the employee. A. Travelstead stated our performance evaluations dictated in the university policy comes down through state legislature. E. Cheek asked what is Labor and Relations' process after the deadline is not met for submitting the performance evaluation? Kelly stated Lori sends out a reminder, however she is aware Lori is behind.

M. Schoonover read the policy: after you've gone through your probationary period, formal annual evaluations shall be required if the employee makes such a request to their supervisor. So, annual evaluations are not required. Supervisors are strongly encouraged to give each employee's work performance a periodic work evaluation. So, the only time it's required is when somebody is in the probationary period.

D. McIntyre asked about the Job Questionnaire Analysis – if someone is moved from one classification to another, will they have to meet a probationary period? If so, will the current policy stay in place (base plus 10% for the minimum of that classification)? Kelly stated the wage policy should stay in place. Regarding the probation question, I don't believe anything has been set up just yet. Seniority in position vs. seniority in civil service was discussed, too.

**IV. Public Comments (none)**

**V. Approval of the Minutes for August 7, 2024**

Motion: E. Cheek

Second: S. Garnett

S. Garnett questioned Section III, paragraph one: How sure are we about \$1.7 million state appropriation figure? E. Cheek stated we can follow up with the Chancellor's Office to make sure.

Correction on page 2, Section IV, change “ACV” to “AVC” for Nick Wortman’s title. On page 5, Section VII., H., #3, remove “and” in second to last sentence.

A vote commenced: 0 Nays, 0 Abstentions; The minutes from August 7, 2024 were approved as amended.

## **VI. Announcements**

A. Travelstead passed around a card for members to sign. The card and gift card will be given to Tammy Hopkins as her mother-in-law passed away. A. Travelstead said we were informed today that her cousin also passed away.

Our enrollment is up. We have 11,790 students (over 400 new students). It’s the biggest increase we’ve had in 33 years.

E. Cheek suggested the Council put together a note to Undergraduate Admissions staff on behalf of the Civil Service staff to thank them for all their work this past year to boost enrollment. No one opposed this idea. A. Travelstead stated it can be written and distributed once it is shared with the Council members for approval.

## **VII. Reports**

### **A. Council President**

**1. Chancellor Meeting** - E. Cheek stated we have not met.

**2. Board of Trustees’ Meeting** – The next meeting is September 12, 2024, at SIUE School of Medicine, Alton. E. Cheek stated she emailed everyone a link of the agenda. A. Travelstead stated there is a 1% increase on the agenda for SIUC civil service employees retroactive to July 1. D. McIntyre stated could we ask for 2% to be more equitable with the rest of the campus? A. Travelstead offered to work on that as the Chair of the Range Committee. A. Travelstead stated the School of Medicine is slated for a 3.5% increase for their civil service workers, and SIUE for the third year in a row is not receiving a salary increase, at least not currently.

**3. Chancellor’s Leadership Council** - No meeting in August. No Report.

**B. School of Medicine Civil Service Council – Megan Matzat / Dawn Hattey** No report.

### **C. Annuitants Association – Carolin Harvey**

Guest, Mark Watson who retired from the library, came to ask for support through membership. He stated we need new leadership. He passed out a handout titled "State University Annuitants Association" – A. Travelstead stated a copy will be put in the file for everyone. Mark stated we need current employees to be running this organization because you’re the ones that are affected by this. The statewide organization is based in Springfield, and they are protecting our retirement income. We are one of the two founders. Our chapter has 500 members, and we have plenty of money. We need fresh ideas. Most of the members are retirees. Mark stated I need some board members. They’re about four of us left. We meet every other month, usually for an hour. A couple of times per year, we send a couple of members to Springfield or Bloomington to the statewide meeting, and we pay for all of that. Dues are \$44 a year, \$39 goes to the state organization, and they spend every penny of it well and \$5 locally. From time to time, we put on events to inform what is going on. Our two missions are to educate the local membership here at SIUC as to what’s going on with the pensions, with the state, etc., and the other is to try to get membership. It’s mandated in the Illinois Constitution in 1970 that you can’t reduce benefits to active and retired employees, but they keep trying. A. Travelstead stated SUAA does fight for our rights. A. Travelstead, A. Ketzle and E. Cheek are members. You can do payroll deductions to pay dues.

**D. Human Resources – Nicholas Wortman, Associate Vice Chancellor of Human Resources**  
No report.

**E. SURS Member Advisory – Elizabeth Cheek** Committee has not met. No report.

**F. Council Committees**

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

T. Becker stated the agenda was set.

**2. Bylaws – Marianne Schoonover – Committee has not met.**

A. Travelstead stated the following are on the Bylaws Committee: Mickel, Shari, Tammy, Victor, Marianne, Matt, and me. If you're interested in being a member of the Bylaws Committee, let Marianne know.

**3. Civil Service Benefits – Amelia Ketzle** Committee has not met. No report.

A. Travelstead stated the Benefits Committee will need to meet again (Elizabeth, Ann, John, Cyndy, Tammy, Amelia, Diane, and Marianne). Amelia cannot be Chair as she is not a council member.

**4. Education Assistance – Tony Travelstead**

A. Travelstead stated we concluded our Silkworm sale for the semester. Items should be in next week. The holiday luncheon is set for November 20, 2024 at the faculty/staff lounge in the Student Center. The Education Assistance Committee will get together in the next week or two. We'll put out a call for caterers, and we need to figure out what to serve for lunch. We need people to go out to get donations. This is for all Council members. If we get something from an outside business, there is a gift form from the Foundation that gets filled out. This would be a tax-deductible donation. Donations can be taken to A. Travelstead's office.

**5. Elections – Cyndy Green** Committee has not met.

C. Green will call a meeting so they can elect a Chair. A. Travelstead stated Elections - William, Elizabeth, Mickel, Ann, John, Cyndy, Tammy, Victor, Diane, Marianne, myself, and Melissa – if you are not on that committee, that means you are up for reelection in the spring.

**6. Public Information – Thomas Becker** Committee has not met. A meeting will be called with the goal of getting a newsletter out by the end of September.

**7. Range – Anthony Travelstead** Committee has not met. A. Travelstead stated I will put together a letter requesting for an additional amount for our salary increase. I will run that pass the Range Committee and then send it out to the Council for approval by the end of the week.

**G. Constituency Committees**

**1. Academic Calendar Committee – Todd Duermyer**

Committee has not met. No report.

**2. Advisory Committee to the Director of Public Safety – Andy Hawkins**

Committee has not met. No report.

**3. Affirmative Action Committee – Amelia Ketzle** Committee has not met.

**4. Computing Advisory – Ann Coward** No report.

**5. Honorary Degrees – Todd Duermyer** Committee has not met. We will meet later this month. A. Travelstead stated an email went out asking for nominations for honorary degrees.

**6. Intercollegiate Athletics Advisory – Victor Martin** Committee has not met.

**7. Naming University Facilities – Marianne Schoonover** Committee has not met.

S. Garnett asked if the welcome center and law school were named without the committee. M. Schoonover stated it did go through the committee.

**8. Parking and Traffic Appeals – Leslie Bellock**

L. Bellock stated the Appeals Committee met Aug. 29<sup>th</sup>. There were three students who appealed. All were addressed and decisions were made by the committee.

**9. Recreational Sports and Services Advisory – Shari Garnett** Committee has not met.

S. Garnett stated she will reach out to find out when the first meeting is going to be.

**10. Student Center Advisory – Todd Duermyer** Committee has not met.

**11. Traffic and Parking – Stacia Werner** No report.

**12. 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 met August 12, 2024. E. Cheek stated it was a rehash of what we had earlier in the Council meeting from the Chancellor and AVC Nick Wortman. No new information.

**2. Chancellor’s Task Force on Diversity and Inclusion – Crystal Harris** No report.

**3. Employee Advisory Committee to the Merit Board – Elizabeth Cheek**

E. Cheek stated the next meeting is October 23 & 24 at UIC.

**4. Legislative Advisory – Ann Coward** No report. E. Cheek stated in Teams there is an added tab for Legislative Advisory.

**5. Network Empowering Women Committee – Crystal Harris** No report.

**6. System Staff Advisory – Elizabeth Cheek** Committee has not met. E. Cheek stated there are Staff Wellness sessions going on – Sept. 23<sup>rd</sup> is Change Management in Practice and Oct. 16<sup>th</sup> is Crucial Conversations. Flyers are going out on the listserv.

**7. CALPS Dean Search – Marianne Schoonover**

M. Schoonover stated a meeting is scheduled for September 13, 2024.

**8. SOE Dean Search – Victor Martin** No report.

**9. School of Law Dean Search – Michele Tourville** No report.

#### **VIII. Old Business**

**Council of Councils** – October 25, 2024 at UIC (Chicago)

E. Cheek, J. Donoghue, Cyndy Green, A. Travelstead and M. Yancey plan to attend.

**Card and Flower Fund** – A. Travelstead stated if you have not made your donation, please consider doing that. It’s \$5/year. We did take a bit out to get the card for Tammy and the gift card. M. Cordes stated there is \$15 left in the fund.

#### **IX. New Business**

M. Cordes asked about the policy for the scooters; they are running in the middle of the streets. A. Ketzle stated they are to use the bike lane if there is one, otherwise they are to follow the traffic rules. A. Travelstead thought they are to follow the same rules that bicycles have to follow on campus. The following issues were discussed: scooters being used inside buildings, being almost ran over by scooters, people not looking when they come out into the street – they just zoom across, etc. S. Garnett stated there are policies on the Student Affairs’ website that they are to follow.

#### **X. Non-Agenda Items – (none)**

#### **XI. Biographies and Headshot Photos for the Website**

A. Travelstead stated we would like to have all of our Council members to have a photo on the website and a brief write-up/introduction of yourself. T. Duermyer stated there is a link in Teams where you can book your free photo session.

#### **XII. Adjournment**

**Motion:** M. Schoonover

**Second:** C. Green