

**2024-2025 CIVIL SERVICE COUNCIL**  
**Wednesday, November 6, 2024**  
**Student Services Building Rm 307**  
**1:00 PM**

**I. Call to Order**

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

**II. Roll Call of Membership**

Members Present: Thomas Becker, William Becque, Elizabeth Cheek, Mickel Cordes, Ann Coward, Tammy Hopkins, Cyndy Green, Victor Martin, Diane McIntyre, Marianne Schoonover, and Anthony Travelstead.

Members Absent: John Donoghue, Todd Duermyer, Shari Garnett, Matthew Stottler, and Melissa Yancey.

Guest: Leslie Bellock, Andy Hawkins, Melissa Laake, Megan Matzat, Dina Timmons, Stacia Werner, Nick Wortman, and Sarah Vanvooren.

**III. Guest Speaker: Sarah Vanvooren, Director of University Events and Conferences**

S. Vanvooren stated she has been at SIU since 2011 and previously worked at Purdue University. She shared a PowerPoint presentation about Events and Outreach. There are three pillars that fall under Events and Outreach which are Conferences and Camps, Continuing Education and Professional Development, and University Events. We give guidance and assistance for event planning, conference services and continuing education. Our services are not just for our campus; it can be utilized elsewhere. There are off-campus conferences that we manage. We do hire extra help and seasonal staff, but we do have volunteers, too. We have up to 200 conference service programs per year, which includes the camps on campus. The website is <https://conferenceservices.siu.edu/>. We are involved in professional organizations. We can manage their membership databases. The variety of camps we have can be found on our website: <https://camps.siu.edu>. Camps are a form of recruitment at a young age. Our camps are priced as low as they can be and there are camp scholarships available. Housing is provided in the towers – east campus. Continuing Education consists of 600 non-credit programs. Information can be found on <https://continuinged.siu.edu>. We have a partnership with the Center for Teaching Excellence for the courses offered in D2L to make sure the instructors and students have the best services as possible. We offer Continuing Education Units/Professional Development Hours and a Community Listeners Program (listen and learn for \$50 to audit a course). We handle University Events and the events on behalf of the chancellor, such as the campus appreciation cookout. During the 2024 Eclipse event, there were 20 events over four days. There were 45k people on campus over the weekend with 13,500 in the stadium. Campus Scheduling can be found at [scheduling.siu.edu](https://scheduling.siu.edu). The Event Management System (EMS) is the campus scheduling software.

**IV. Public Comments (none)**

**V. Approval of the Minutes for October 2, 2024**

Motion: A. Coward

Second: A. Travelstead

A vote commenced: 0 Nays, 0 Abstentions; The minutes from October 2, 2024, were approved as presented.

**VI. Announcements**

E. Cheek stated Melissa Yancey is no longer working on campus. Lynon Smith accepted the

Council seat, but later declined. Yesterday, Kristen Matthews accepted the Council seat to serve as a Council member. Her term will end in 2026.

## **VII. Reports**

### **A. Council President**

**1. Chancellor Meeting** - E. Cheek stated we met on November 4, 2024. There was discussion about the pride flag on the flagpole in front of the Student Services Building to commemorate LGBTQ+ History month. They had asked about putting up a Pride banner on the lamp post, not a pride flag on the flagpole, as constituents had asked about guidance going forward on what could be displayed. There are only three flags that will fly on those poles (American flag, State flag, and SIU flag). Reminder there is a business forum, and you can reach out to HR if you are a fiscal officer or delegate that deals with HR and payroll and are not receiving the invitation. There was a discussion on mandatory training and timing to accommodate staff with potential training options in the summer. The length of training is being reviewed, too. Professional development participation has been declining. Encourage staff to participate. There's legislation to have salary range listed with the job postings – effective January 1. If jobs are posted externally, it will also have to be advertised internally, starting January 1. The 2027 location for Council on Councils will be at SIUC. For the Saluki Takeover in the spring, the council is encouraged to participate. If someone leaves a position, the department managers will have the authority to use the lapse salary until the position is filled. Moving to R1 status in the spring was discussed.

**2. Board of Trustees' Meeting** – The next meeting is at SIUC on December 5, 2024.

**3. Chancellor's Leadership Council** - No meeting in September. No Report.

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

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

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

AVC Wortman shared his PowerPoint presentation, "CS Council Update 11.6.24." HR is doing monthly business forums and the target audience for this is fiscal officers and delegates. The new solution the project team is working towards, to replace some of the paper contracts, is very close to a final product. Training with pilot group participants will occur next week. We did the pilot for Adobe sign and determined that it didn't work. The project team developed something using the Microsoft Power apps platform. N. Wortman gave a big thank you to the project team (Brandon Byars, Alexis Stallman, Dana Wise, Clarissa Terbrak, Lisa Hottensen, and Crystal Harris). There are staff changes in the Fringe Benefits' area. Anna Sanders is taking over right now our leaves for Civil Service. There is a lot of training going on across campus. We're looking at spacing those out, offer more in-person trainings, and reducing some of the length of the trainings. We are going to bring the Sexual Misconduct/Sexual Harassment training in house and move away from using a third-party vendor to make the training more specific to SIU and hopefully make it a bit shorter. Alternative Training is on the equity website: <https://equitey.siu.edu/workshops.php>. There are new guides for NeoEd on the our HR website: <https://hr.siu.edu/employment/department-hiring-resources.php>. Reminder about annual increases – we are on schedule right now. The 1% salary increase was effective July 1, 2024, bi-weekly on BW22-pay date 11/1/24, Semi-monthly on SM22-pay date 10/15/24, monthly on MO11-pay date 10/31/24, and retroactive-anticipated pay to be processed on 11/29/24 pay dates. We are planning more open

forums regarding Compensation 2030. The initial results for the faculty study are complete. Staff JAQs are currently being reviewed with approximately two months before we have initial results.

M. Schoonover asked for an update on the Fair Labor Standards Act threshold that goes into effect January 1. N. Wortman stated we'll be working with cabinet members to let them know who will be eligible. There are court challenges right now in Texas. We're going to prepare for implementation come January 1.

**E. SURS Member Advisory – Elizabeth Cheek** - Committee has not met.

**F. Council Committees**

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

**2. Bylaws – Marianne Schoonover** –

M. Schoonover asked the committee to answer her in Teams. She would like to schedule a meeting before Thanksgiving.

**3. Civil Service Benefits – Amelia Ketzle**

C. Green stated the meeting is tomorrow to select a new chair.

**4. Education Assistance – Tony Travelstead/Todd Duermyer**

A. Travelstead stated they met October 30, 2024, to discuss vendor quotes for the luncheon fundraiser on November 20, 2024. Crystal's Catering will provide the meal (Mary me chicken & pork loin). All Council members received five meal tickets and 15 raffle tickets to sell. Lunch tickets cost \$20 and raffle tickets are \$5 or 3 for \$10. Forty-three students received \$150 during the fall awards.

Typically, there are 25 award recipients. T. Becker created a spreadsheet with all the places to contact for the raffle donations. The Teams folder has information for the Education Assistance Program. There are some Quatro Pizza gift certificates available to sell. Eighty-five certificates have already been sold. The Mod's Pizza fundraiser brought in \$30. T. Hopkins stated when she placed an online order for a pizza, it wouldn't accept the fundraising code. Today is the last day to place an online apparel fundraiser order through Silkworm. Orders should arrive before Thanksgiving. There was some SIU branded footwear that had been made in the past. We have approached the Alumni Association to be in partnership with us to offer 4-6 different styles of shoes with the Saluki logo on it. We're looking to do this in the spring. We already have mockups from Silkworm on styles.

**5. Elections – Cyndy Green** - Committee met today. Tammy Hopkins is the new Chair.

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

**7. Range – Anthony Travelstead** - Committee has not met.

**G. Constituency Committees**

**1. Academic Calendar Committee – Todd Duermyer** - Committee has not met.

**2. Advisory Committee to the Director of Public Safety – Andy Hawkins** - Committee has not met.

**3. Affirmative Action Committee – Amelia Ketzle** – No report.

**4. Computing Advisory – Ann Coward**

A. Coward stated a Teams message was sent to CIO Wil Clark. He stated no news yet.

**5. Honorary Degrees – Todd Duermyer** - Committee met October 18, 2024.

Two names were agreed upon by the committee and sent to Chancellor Lane.

**6. Intercollegiate Athletics Advisory – Victor Martin** – Committee will meet in Dec.

**7. Naming University Facilities – Marianne Schoonover** - Committee met Oct. 7,

2024. LGBTQ Resource Center was renamed to Paulette Curkin Pride Center. The McLafferty Annex was renamed to the Gower Translational Resource Center due to a \$2.5 million naming gift. The new marching Saluki band tower is now called the Mike Hanes Marching Saluki's Band Tower. There's a proposal naming gift to possibly construct a new Ag. Education building. This would replace the Quonset building. They're looking for a \$5 million dollar gift.

**8. Parking and Traffic Appeals – Leslie Bellock** – Committee has not met.

L. Bellock stated she is retiring November 30, 2024. Today is her last meeting.

M. Cordes volunteered to serve on this committee. A. Travelstead stated the request will be on the Executive Committee's agenda.

**9. Recreational Sports and Services Advisory – Shari Garnett** - No report.

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

**11. Traffic and Parking – Stacia Werner** – Committee met October 22, 2024. Due to the construction of the new welcome center, they did convert a lot to a red decal lot for extra parking by the Student Center. Lot 6-107 had vehicles subject to immobilization or removal. They lifted the restrictions on that lot and students can park there now with a decal, as long as the meter is paid; it's free on the weekends. There are no updates regarding the Foundation parking (having their own parking spaces). They are trying to get 40 stalls added to the east side of campus near the towers. They're getting an estimate for that. There is a repair needed in Lot 48. They would like to look at salary ranges for the cost of parking decals. Parking sticker sales were down this year. There's a deficit. The dental hygiene clinic asked for additional free parking for their patients. Scooter safety was discussed, as well as putting up signs or doing a social media campaign about safety. Someone proposed adding non-visitor parking spaces behind the Student Services Building but decided against it. The Chancellor is against raising the cost of parking stickers for anyone.

**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 has not met.

**2. Chancellor's Task Force on Diversity and Inclusion – Tony Travelstead**  
Committee has not met.

**3. Employee Advisory Committee to the Merit Board – Elizabeth Cheek**  
Committee met October 23 & 24 at UIC. Dr. John Butler who is the Vice Chair of the Merit Board attended this meeting. There are audit updates from the system's office on their website. The minutes from July 18-19, 2024, were approved and uploaded into Teams. There are also legislative updates. There are layoffs at WIU, including the election's committee chair. A new chair may be needed. SIU Carbondale's election process will take place in 2025. E. Cheek stated her term is up Dec. 2025, and she plans to rerun for the seat. The person will be seated in January 2025. There was training provided by the system's office. We approved the quarterly meeting schedule for 2025 (Jan 21-22 System's Office, April 15-16 at U of I in Urbana-Champaign, July 22-23 Chicago State, & October 22-23 Governor's State University). If Governor's State University determines they can't hold the meeting, the backup plan is at U of I, Springfield.

**4. Legislative Advisory – Ann Coward** – A. Coward will add more information to the legislative folder in Teams. It will include information about Tier 1 and Tier II.

**5. Network Empowering Women Committee – Diane McIntyre** - Committee has

not met.

**6. System Staff Advisory – Elizabeth Cheek**

E. Cheek stated the Leadership Training email went out. Staff are encouraged to participate (November 12-15, 2024). Dr. Stucky will be retiring by the first of the year. One StACSS representative will serve on the search committee. Names of all interested parties have been submitted.

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

There are 33 applicants – closed October 30<sup>th</sup>. The committee met this morning to finalize their top ten to the search firm. We finalized our interview questions. On November 12-13, 2024, we will be doing Zoom interviews with the ten individuals. At the conclusion of November 13<sup>th</sup>, we'll come up with our finalists. They are projected to be on campus December 2-4, 2024. The dean's role should be filled by January 1st.

**8. SOE Dean Search – Victor Martin**

V. Martin stated there will be an announcement soon. The search was completed, a candidate has been selected and they accepted the role.

**9. School of Law Dean Search – Michele Tourville**

E. Cheek stated all on-campus interviews have been completed.

**10. Assistant Vice Chancellor for Administration and Finance – Thomas Becker**

Their first meeting was on October 31, 2024. We met with the search firm. They want to have the Zoom interviews in January.

**VIII. Old Business**

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

E. Cheek, C. Green, and A. Travelstead attended. The keynote speaker was Jackie Billhymer from Illinois Human Resources, University of Illinois at Urbana-Champaign. Kristen Houch provided the SURS update. W. Bryan Soady provided the SUAA update. Lynne Thompson, Director at UIC Capus Recreation, spoke. Marie Lynn Miranda, UIC Chancellor, and Nicholas Simpson, attorney at law, both spoke. Laurie Schellenberger from UIC HR provided an update. That was followed by a greenhouse tour and another break-out session about work and mental health. The day concluded with a round table and the passing of the torch. A. Travelstead stated the Thursday night activity was a guided tour of the Latin American Museum. During the conference, it was mentioned that there are a lot of changes to the labor laws, including changes to maternity leave. The next Council of Councils will be at Governor's State University in Chicago.

**Card and Flower Fund –** The fund is low.

**IX. New Business – (none)**

**X. Non-Agenda Items –** There's a new Southern logo on banners, clothing, etc., but it's not an official new university logo. It came from the Alumni Association. E. Cheek stated there was a branding meeting yesterday where this was brought up.

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

M. Cordes & T. Becker

**XII. Adjournment**

**Motion:** M. Schoonover

**Second:** C. Green