Civil Service Council

­­­­Minutes

December 12, 2023

8:30 a.m.

The Loft in 7th Street Underground

Members present: Aaron Allison, Ke'an Armstrong, Arlene Brown, Crystal Brown, Kristin Hupp, Mindy Hurst, Phillip Kousma, Michelle Morgan, Lindsay Partlow, Jenny Stout, Justin Tierney

Excused: Carrie Gossett, Nathan Wehr

Others Present: Amy Morris

* 1. Call to Order - 8:30 AM

* 1. Approval of Minutes from November 14, 2023
     1. Motioned by Mindy Hurst and seconded by Kristin Hupp

* 1. Treasurer's Report (Stout)
     1. Civil Service Council Scholarship Endowment $26,681.94
     2. Operating Budget $170

* 1. Committees
     1. Committee Reports
        1. **Election (standing)** – No Report
        2. **Personnel (standing)** – No Report
        3. **Salary Plan Committee (standing )** – No Report
        4. **Public Relations (special)** *– Armstrong (Chair), Allison, A. Brown, Hupp, Kousma, Partlow* 
           1. CSC "EIU Eats" Cookbook fundraiser update

Currently no longer advertising sales of cookbook, have had a profit of $1100 - $1200.

* + - * 1. EIU Blue Chip fundraiser – no update
      1. **Scholarship (special)** – No Report
      2. **Constitution and Bylaws (special)** – *Morgan (Chair), C Brown, Gossett, Hupp, Hurst*
         1. Review of the Constitution and Bylaws happened at the end of the meeting. Please see section X.

* 1. VPBA Updates – VPBA Matt Bierman was unable to attend, the following items were emailed to Council President Michelle Morgan and read aloud for Council members.
     1. December commencement is scheduled for this Saturday, December 16th and the speaker will be Mr. Darius White—a member of the Alumni Association Board and a 2012 graduate of the College of Health & Human Services.
     2. The transition to the new EIU Microsoft Phone system has begun. Our first campus colleagues have moved to Teams Voice. I highly encourage everyone to attend one of the [training sessions](https://www.eiu.edu/telecomm/projectoverview.php). Held each Tuesday at 2-3pm and each Wednesday from 9-11am.
     3. The Presidents Council approved an update to the remote work policy to enhance reporting and compliance. Employees are now required to complete the notification form rather than Supervisors.
     4. The President’s Council recently revised IGP 64 & 66 to remove all references to holding transcripts. We will no longer hold transcripts effective 1/1/24 to be compliant with current and pending state legislation.
     5. Plans for summer first-year and transfer Orientation are underway. We will be returning to a one-day Gateway program, and we’re especially excited to be offering onsite Orientations in Chicago on three days in June in July. We hope that this will address the concerns of students and parents in that area who don’t have access to transportation. In addition, we’ll be offering students the option to complete advising and registration prior to Orientation, or when they come to campus for their program.
     6. New Amazon Lockers were installed in the Vending Lounge. Students, faculty, and staff can utilize the lockers for both returns and deliveries.
     7. We are making excellent progress on new academic programs. At the graduate level, the Council on Graduate Studies (CGS) has approved the Master of Arts in Teaching in Special Education. For undergraduates, the Council on Academic Affairs (CAA) is scheduled to approve a new Bachelor of Applied Arts and Sciences degree (B.A.A.S.) in Emergency Management, and another in Applied Engineering. These will be presented to the BOT in January.
     8. Enrollment Management will be piloting for the first time this year, contracting with Social Media influencers as we look to hold connections with our prospective students through this extremely unusual enrollment cycle.
     9. Marketing and Communications launched four new 30-second spot commercials for TV and paid social ads on the topics of [Inclusivity](https://vimeo.com/883337567/a3ceb64753?share=copy), [Campus Life](https://vimeo.com/881013709/70a63c89de?share=copy), [Academics](https://vimeo.com/869660094/9ddd1d19ea?share=copy), and [Personal Attention](https://vimeo.com/869660094/9ddd1d19ea?share=copy) with more to come on other topics. These advertisements are playing on television, YouTube, and Hulu from October through December. Check out those links.
     10. EIU is the recipient of a $200,000 IBHE grant to “End Housing Insecurity” to be led by Dr. Suzie Park. The grant crosses multiple University divisions and partners with CUSD #1 and ROE #11.
     11. Facilities Projects
         1. SRC Drainage has commenced. The parking lot north of the SRC will have some restrictions in the coming months.
         2. Science Building - We have received notice that CDB is reviewing a final contract with the design architect. We are hopeful to begin full design in the spring semester.
         3. Interior Renovations to the CENCERE building are almost complete. This project will conclude in January.
         4. The Lumpkin Fire Door replacement has been scheduled for Spring Break.
         5. Per our Contract with Chick-fil-A, UHDS is planning a remodel to their store in the food court. This project is in design currently and the work will take place in the summer of 2024
         6. The CDB sidewalk/ADA project near the MLK union and Buzzard is scheduled to be awarded by March, and the work will most likely occur this summer. This will replace broken and problematic sidewalks and accessibility paths
     12. Personnel Updates
         1. A new internal auditor has been appointed and Ms. Natalee Black will begin on January 1, 2024
         2. The inaugural Executive Director of the Office of Inclusion & Academic Engagement & Senior Diversity and Inclusion Officer, Mr. John Blue, begins his duties on January 8, 2024.
         3. Admissions has wrapped up its search process for the Chicago Regional positions. Rosa Varela and Sarah Daugherty join the team with a combined 35 years of experience. Rosa is bilingual and also an EIU graduate.
         4. FPM Search - There is no announcement yet but conversations with candidates continue.
         5. An announcement about the VPUA search will be coming soon.
         6. The Provost’s search is on track for completion prior to Spring Break.

* 1. HR Updates – Director Human Resources Linda Holloway unable to attend, no report from Human Resources.
  2. EAC Representative Updates – No Report from EAC Representative Lindsay Partlow

* 1. New Business
     1. Meeting with President Gatrell?
        1. Council President Morgan asked if University President should be invited to a future meeting. Council members agreed.
     2. Annuitant's Association visit (President Nora Pat Small)
        1. President Morgan reached out to the incoming Association President about a visit. She will check-in with her after the holiday break on possible dates.
     3. Jenny Stout stated she had been approached to join the union. She asked if anyone knew what the benefits were to joining the Union.
        1. This question could be answered by a Union Steward or the Union President, Kim Pope
  2. Unfinished Business
     1. Staff Senate
        1. Larry Shobe Memorial update – Council President Morgan shared the plan is to do a collection to improve the flower beds in memory of Larry Shobe.
        2. Food Drive for EIU Food Pantry update – Krystal Brown stated 139 pounds of food were collected from staff senate food drive, and possibly 1000 pounds from the holiday lunch.
     2. Constituent Concerns and Comments
        1. Suggestion Box Comment 1 (Mechelle Cohoon) – SSB Parking Lot Issues (Tree Sap and ticketing gravel lot).
        2. Suggestion Box Comment 2 (District 1 - President, VP, and VPAA) -- Optional 4-day work week in summer.
        3. Gift Day Policy Clarification.
        4. EIU HR Training and Development Staffing.
        5. Constituent Requests to Improve Staff Morale, New Employee Applications, and Current Employee Retention.
  3. Constitution review – The Council members received a word document outlining the committee’s proposed changes to the Constitution and Bylaws. Changes were reviewed by the council and questions, concerns or changes were discussed by the Council.
     1. Page 1 – No changes needed.
     2. Page 2 – Council members noted that in the constitution there is currently 2 Section 5’s. The second Section 5 will be moved to Section 6.
     3. Page 3
        1. Council member Philip Kousma asked if we should also add the Vice President of Business Affairs as an Ex-Officio Member the same as Director of Human Resource or the EIU EAC Representative to the Merit Board.
        2. The Council members agreed the VPBA should not be an Ex-officio member.
     4. Pages 4 – 9 - No changes needed.
     5. Page 10
        1. Page 10’s proposed change would remove Section 1 of Article X. Section 1 stated that amendment’s to the constitution could be proposed by a council member, and then voted on by council membership, if that was approved then the organization membership would have to vote on it. Space this was suggested because all council members are members of the organization.
        2. The Constitution and Bylaws Committee will work to make better wording for this section and bring it back to the Council.
     6. Page 11
        1. The council is requesting that Constitution and Bylaws Committee dig into seeing if bylaws need to be approved by the organization membership.
        2. The council requested for clarification of differences between by-laws and constitution, Council President Morgan explained that the constitution is the overarching document, but the by-laws explain the rules as to how the Council will proceed to satisfy the constitution requirements.
     7. The council agreed to table the discussion while clarification was collected on whether by laws had to be voted by the Organization members to be changed.
  4. Adjournment - 9:20 AM