Civil Service Council

­­­­Minutes

February 13, 2024

8:30 a.m.

The Loft in 7th Street Underground

Members present: Aaron Allison, Arlene Brown, Crystal Brown, Carrie Gossett, Kristin Hupp, Mindy Hurst, Philip Kousma, Michelle Morgan, Lindsay Partlow, Nathan Wehr

Excused: Ke'an Armstrong, Jenny Stout, Justin Tierney

Others Present: Amy Morris

* 1. Call to Order - 8:30 AM

* 1. Approval of Minutes from January 9, 2024 meeting
     1. Motioned by Allison and seconded by Partlow

* 1. Special Guest – Mrs. Nora Pat Small, Professor Emerita and President, EIU Annuitant's Association (EIUAA)
     1. EIUAA President Nora Pat Small shared about the EIUAA and its purpose for EIU.
        1. EIUAA is a chapter of the State University Annuitants Association which to collectively protect, enhance and advance the goals and common interest of present and future annuitants.
        2. Membership is open to all members of the EIU community including faculty, administrators, staff, annuitants and their spouses and survivors. To join you can visit the EIUAA website.
     2. Former EIUAA President Richard Wandling shared that SUAA fights for changes state retirement plans and monitors state health care plans
        1. Currently working to correct issues tier 2 retirement state plan.
     3. More information about the EIUAA can be found at https://www.eiu.edu/annuitants

* 1. Treasurer's Report (Stout) no report
     1. Civil Service Council Scholarship Endowment $26681.86
     2. Operating Budget $170

* 1. Committees
     1. Committee Reports
        1. **Election (standing)** – *Morgan (Chair), Hurst, Kousma, Tierney*
           1. Council Member Election – District 3 Results.
           2. Mindy Hurst motioned to confirm the election, which Kristen Hupp seconded, the motion was approved unanimously.
        2. **Personnel (standing)** – No report
        3. **Salary Plan Committee (standing)** – No report
        4. **Public Relations (special)** – No report
        5. **Scholarship (special)** 
           1. See New Business, need to meet soon to advertise
        6. **Constitution and Bylaws (special)** – *Morgan (Chair), C Brown, Gossett, Hupp, Hurst*
           1. Working on how to present information on the ballot.

* 1. VPBA Updates
     1. CDB/Campus Projects update
        1. Campus clocks – New clocks have been ordered. At this time the university is only planning to replace clocks in classrooms, they evaluate replacing clocks in conference rooms and removing clocks in hallways.
     2. Search Updates
        1. Director of Facilities Planning and Management - has been posted.
        2. Environment Safety Officer – this job should be posted soon.
     3. Other
        1. VPBA Bierman stated that they are progressing with the science building. The University is hoping to sign a contract with an architect soon. They are currently working to adjust the scope to meet the new budgeted amount. Bierman expects it will take about 18 months to design, with construction beginning in fall 2025 or spring 2026.
        2. Utility Tunnels – VPBA Bierman announced that the university is planning to update the utility tunnels throughout campus. They expect this project to be very disruptive to campus, and cost between and 21 and 22 million dollars. The project is projected to take place Summer 2025 or 2026.
        3. Parking lot repairs this summer - Bierman stated there will be parking lot work done in summer and fall of 2024. They will be doing some resealing and re-milling of lots, while working through a priority list of lots.
        4. Facilities reinvestment committee – Bierman stated that the university is working through a committee to determine which facilities make the most sense to invest funds into.
     4. Legislative season has begun, watching the bills being presented and voted on in Springfield.
     5. Accreditation – EIU’s 10 year accreditation process has begun, HLC will be on campus this fall.
     6. End of Year Process – VPBA Bierman stated the business office will be more firm with the end of year processing for purchasing
        1. Purchased items must be here by June 30th and invoice must be in by July 12 to be processed with fiscal year 2024

* 1. HR Updates
     1. University Civil Service System Office Audit - no new updates
     2. Other
        1. HR Director Linda Holloway stated that HR is currently in the process of filling 17 positions around campus. She went on to say that the HR department just hired an additional person but will have two additional people retiring soon.
     3. Years of service April 17
     4. SURS retirement counselors are coming to campus March 6th, and they will be holding SURS informational sessions.
     5. Arlene asked about the position information now showing in PAWS. However, Linda Holloway does not believe is active.

* 1. EAC Representative Updates
     1. EAC Representative Lindsay Partlow attended her first meeting
     2. Partlow shared that one of the discussion points during the meeting was a proposed changed to the rule of three. EAC would like to expand this number from 3 to 5 or even 10 candidates for interviewing.
     3. EAC is concerned that credential hiring allows for bias, they would like to help create systems that will help remove the bias.

* 1. New Business
     1. Staff Senate Update (Meetings - 2nd Wednesday of each month at 1:15 pm in Rathskeller Loft) - no updates
     2. Staff Concerns and Comments - none
     3. Meeting invitation to President Gatrell? – On hold
     4. Council of Councils Conference 2026 or 2027? On hold
     5. Civil Service Council Scholarship Award and Timeline
        1. $1026 available in endowment. We will discuss how much do we want to award at the next meeting.
        2. Student Applications are currently due March 15? Do we want to extend the deadline to April 30, like last year to allow time for more applications?
           1. Currently 4 candidates – none are eligible. The council will discuss if we want to push back the submission deadline to April 30 like last year – before students leave campus.
           2. Advertising will need to be done, once we decide if we want to change the deadline.
        3. FAFSA issues is changing the dates for enrollment and other dates which may cause some issues.

* 1. Unfinished Business
     1. Constitution and Bylaws Review Update *(Morgan, Hurst, C Brown, C Gossett)*
        1. The committee is currently working on the ballot and election process for Constitution revisions.
     2. Strategic Plan Update <https://go.eiu.edu/SPJune23>
        1. University Salary Plan revisions (Theme 4)
     3. Staff Senate
        1. Larry Shobe Memorial update – waiting on feedback from Grounds Dept.
     4. Constituent Concerns and Comments
        1. EIU – HR Training and Development
        2. Constituent Requests to Improve Staff Morale, Encourage New Employee Applications, and Current Employee Retention – nothing new to report
     5. Other
        1. The council took a few minutes to go around the room and introduce themselves.
  2. Adjournment - 9:08 AM