

**Civil Service Council Minutes**  
**December 14, 2011**  
**Rathskeller Loft, University Union**  
**8:30 am**

Members Present:

Bryan Callaway, Angie Campbell, Melissa Gordon, Mary Jo Montgomery, Michelle Morgan, Laurie Neese, Rhonda Nichols, Anthony Redding (Alt), Lori Rothrock, John Sigler.

Member's absent: Andrew Clapp, Melissa Coleman, Paula Embry, Suzann Mathews, Patty Hood, Amanda Starwalt, Janet Werden and Julie Wilkerson

Guests Present: William Weber, Vice President, Business Affairs and Linda Holloway, Interim Director of Human Resources

- I. Meeting was called to order at 8:35 am by President Campbell.
  - A. Minutes – Approved. (Morgan/Rothrock) -- Michelle Morgan motioned that from this point forward we distribute and approve minutes via email prior to the following meeting. Motion passed (Gordon/Rothrock).
- II. Old Business
  - A. Committee Updates –
    - a. Election – No report
    - b. Personnel – President Campbell reported that the President has not notified us of his selection to the University Personnel and Grievance Committee. She will contact him about it.
    - c. Constitution – Copies of the revised constitution and the vote/discussion topics will be emailed to all members to discuss at the next meeting. The review is in its final stages. Once the Council has finished its review; changes will be posted to our website for one month. Our constituents will be notified it is available to review. After that we will bring it before the membership to vote on ratification.
    - d. Public Relations – No report
    - e. Scholarship -- President Campbell contacted Tami Babbs in Accounting about the fund balance of the scholarship. She mentioned that we may have enough to make a small award next fiscal year based on our continued contributions. The Council will discuss and research this possibility and the committee will need to meet and finish up the application and selection process.
  - B. Constitution Review –
    1. VOTE Constitution Article V Section 3b. Motion to accept the changes as written passed unanimously (Morgan/Gordon)
    2. VOTE Constitution Article VII Section 1. Motion to accept the changes as written passed unanimously (Morgan/Gordon)
    3. DISCUSS Constitution Article VII Section 3a states: The general Election shall be completed by the **first Monday in October of each year**. Discussion and Vote at the next meeting.
    4. Bylaws Article II Section 1b. Motion to accept the changes as written passed unanimously (Morgan/Campbell).

5. VOTE Bylaws Article II add Section 2: **“The Vice President shall serve as an appointed member of the EIU Staff Senate.”** Justification: This proposed change is due to the revisions made to the constitution regarding Civil Service Council membership of Staff Senate. Motion to accept adding after President “or their appointee” passed unanimously (Morgan/Campbell).
  6. VOTE Bylaws Article II add Section 4: **“a. Shall receive record and disperse all monies of the Civil Service Council in accordance with University policies, procedures, and regulations subject to the Council’s decisions. b. Shall report at each regular meeting the condition of the Council treasury. c. Shall prepare and submit a proposed budget request each March for the following fiscal year for review by the Council.”** Justification: This proposed change is due to the adding of the office of Treasurer to the Council. The following section numbers will be changed to reflect the insertion. . Motion to accept adding after President “or their appointee” passed unanimously (Morgan/Campbell).
  7. DISCUSS Bylaws Article III, Section 2a Our Council President is ex-officio of this committee as it is a standing committee, Council needs to discuss a way of making sure that our president’s name is submitted as a member of this committee. Discussion and Vote at the next meeting.
  8. DISCUSS Bylaws Article III Section 2f and 3.
- C. Sick Leave Bank – Linda Holloway was present to discuss comments and concerns about the proposed changes to the policy. Discussion will continue at the January Council meeting.
- a. Some questions/comments:
    1. Were we really following the policy?
    2. Several had problems with adding the language “leading to an approved disability status” in the purpose.
    3. It is an unfunded “bank.”

### III. New Business

- A. Tours of Renewable Energy Center have been scheduled for December 13, 2011 at 2 and 3 pm.
- B. Discussion about the possibility of eliminating the paper EIU phone books distributed each year.
- C. CUPB Update – Tobacco Free Campus initiative was presented and discussed. This would replace the Smoke Free Campus initiative presented earlier.
- D. Meeting with President Perry
  - a. We have received all of our 2011 appropriations. We are slightly behind on our 2012 appropriation vouchers due to the appointment of a new Board of Trustees, but we are not as far behind as last year.
  - b. Dr. Webber distributed a first draft of our new Strategic Plan and its content was discussed. BOT will review it at the January 20, 2012 meeting and we hope to get final approval at the March, 2012 meeting.
  - c. Question was raised about the number of Desk Audits and about the University’s desire to “cast a larger net” to get the largest and best applicants for open civil service positions.

- d. CCR&R lay-off situation was discussed
  - e. The recent vandalism at EIU was discussed comments/questions related to the accommodations made for students and faculty with regard to research and final projects/exams.
  - f. State Pension issues were discussed.
  - E. HR Director Search – Melissa Gordon is the Civil Service Council representative. They will have their first meeting next week. Ads have been placed and a website has been developed (<http://www.eiu.edu/hrdirsearch/>)
- IV. Motion to Adjourn (Neese/Gordon). The meeting was adjourned at 10:10 am.

The next scheduled meeting of the Civil Service Council is Tuesday, January 10, 2011 at 8:30 am in the Seventh Street Underground (Rathskeller) Loft, MLK Union. All non-negotiated Civil Service employees are welcome and encouraged to attend.