

**Civil Service Council Minutes**  
**March 14, 2017**  
**7<sup>th</sup> Street Underground Loft, University Union**  
**8:30 am**

Members Present:

Rhonda Nichols, Angie Campbell, Melissa Gordon, John Sigler, Lionel Sanders, Dan Crews, JoAnn Thill, Donna Noffke, Bryan Callaway and Michelle Morgan

Members absent:

Anne Lewis and Jenny Stout.

Guests Present:

Paul McCann, Interim Vice President for Business Affairs

Bill Burnsides, EAC Representative

- I. The meeting was called to order at 8:30 am by President Angie Campbell.
- II. Minutes from February 14, 2017 meeting were approved and posted on the website.
- III. Treasurer Report (Gordon)
  - A. Scholarship balance is 15955.05
  - B. Still working on gaining view access to the endowment org for reporting purposes.
- IV. EAC Representative Report (Bill Burnsides)
  - A. Northeastern Illinois University has implemented layoffs for all employees over spring break and laid off all student employees. They will be assessing their financial situation further when they return from break.
  - B. SURS is allowing furloughed employees to buy back time.
  - C. The next EAC meeting is in May if anyone has anything they wish to be addressed.
- V. Committee Reports
  - A. Election Committee – No Report
  - B. Personnel Committee – No report
  - C. Public Relations Committee – No report
  - D. Scholarship Committee (Morgan/Campbell)
    1. The amount available to give is \$568.88. \$292.15 of that amount is appreciation.
    2. Michelle will look into sending an email to all campus staff to advertise this opportunity.
- VI. Old Business
  - A. Years of Service Program will be held April 18, 2017. It will be an afternoon reception due to the number of honorees.
  - B. Scholarship
    1. Motion (Nichols/Gordon) to give \$500 for FY 17 award. Approved by acclimation to give \$500.
- VII. New business
  - A. Summer hours have not been discussed yet, but assume that the practice will continue.
  - B. Office hours for financial aid have been changed to 9-4:30 due to short staff and to provide proper training of new employees.
  - C. Power outages questions

1. Supervisors are responsible for finding alternative workspace and duties for their employees.
- D. Vitalization Project (Interim VPBA, Paul McCann)
1. The Student Affairs subcommittee recommendations are being assessed.
  2. The issues regarding Student Insurance and Health Service are complex. Therefore, further consideration is needed before any final decisions are made.
  3. Athletics recommendations are also being considered.
  4. The recommendations regarding Facilities and ITS/CATS/Media Services is being evaluated. However, those changes require funding.
- E. VPBA update (Interim VPBA, Paul McCann) –
1. Enrollment is down from Fall 2017.
  2. Students and parents are questioning the support EIU is receiving from the State, and they are hesitant to commit.
  3. Admissions/Enrollment Management are working on increasing the yield in applications.
  4. EIU is close to signing an agreement with a marketing firm to help us identify branding information and develop a marketing plan. Due to procurement issues and budget constraints, we are late in the year for starting the process to gain benefit from it with enrollment for AY 17-18.
  5. Budget
    1. President Glassman and Interim Vice President McCann testified before the Senate Higher Education Committee regarding funding last week.
- VIII. Adjourn (Gordon/Nichols) at 9:18 am.

Upcoming Meetings:

**April 11, 2017** - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30

**May 9, 2017** - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30

**June 13, 2017** - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30

All non-negotiated Civil Service employees are welcome and encouraged to attend.