

Civil Service Council Minutes
September 10, 2019
8:30 a.m.
Rathskeller Loft

Members Present: Ben Merry, Rhonda Nichols, Angie Campbell, Carrie Gossett, Jenny Stout, Donna Noffke, and Michelle Morgan.

Guests Present: Bill Burnside, EAC Representative
Paul McCann, Interim Vice President for Business Affairs

- I. The meeting was called to order at 8:30 am by President Campbell.
- II. Minutes from the August meeting were approved electronically
- III. Treasurers Report 20,761.51 (Merry).
- IV. Committee Assignments currently in place are below. If new members wish to be assigned to any of these, let President Campbell know by email.
 - a. **Election** – Campbell, Nichols
 - b. **Personnel** – Campbell, Merry, Nichols
 - c. **Public Relations** – Craven, Gossett, Merry, Nichols
 - d. **Scholarship** – Established *June 22, 2007* – Campbell, Morgan, Nichols, Noffke, Stout
- V. Old Business
 - a. Status of A&P Position Review (McCann)
 - i. Thirty-seven employees have been identified as possibly classified A & P and should be Civil Service. Positions need to be reviewed, and a conversion process will begin soon.
 - b. Scholarship (Campbell)
 - i. A qualified applicant was identified. Hannah Houston was awarded a \$500 scholarship.
 - c. Vacancies (Campbell)
 - i. There are vacancies in each district.
 - ii. Chris Bartlett will be retiring at the end of September. Tony Craven was converted from alternate to membership in District II. We need an alternate to fill Tony's position
 - iii. District I (VPAA, President and University Advancement) needs 1 alternate; and District III (VPSA) needs one member and 1 Alternate. Applicants interested in being a member can self-nominate and are appointed by a majority vote of the Council.
- VI. New Business
 - a. EAC Report (Burnsides)
 - i. The EAC will be discussing grant-funded employee positions
 - ii. Rhonda Nichols asked that a discussion take place about updating the language to address the problem with pursuing desk audits in the wake of the massive layoffs leaving several still on the re-employment rosters. What can be done to move people from the permanent status on the re-employment roster (example, give it an expiration period)? The result has led to many being stuck in positions doing the duties of a higher

- classification, but fearful of completing a desk audit will jeopardize their employment status.
- iii. Council of Councils meeting will be on October 18 at UIUC, during EIU homecoming week.
- b. Reminders
- i. 9/11 Ceremony will be held at 9 am at the Library Quad
 - ii. The Klehm Hall Café opens on 9/12
 - iii. The Travel IGP has been updated. In essence, travelers can only be reimbursed for the least expensive mode of travel and must use a University vehicle or carpool when available.
 - iv. Homecoming T-shirts are available for sale at the Student Life Office for \$5
 - v. Flu shot clinic and Health Fair is being held on 10/8 in the Union.
 - vi. A second benefit choice period will not occur this year after further negotiation with AFSCME.
 - vii. Ethics Training will begin the first week of October.
- c. Scholarship Fundraiser
- i. Discussed conducting wreath sales after thanksgiving, between December 2-6
 - ii. Prices have increased, and tax will be included in the costs we incur.
 - iii. Committee will put together a flyer to advertise
- d. Homecoming Blue-B-Q sponsorship funding requested. Committee agreed by acclamation to give \$100 to sponsor the event.
- e. Discussion about the parking lot next to SSB being dedicated to special permits. Some staff were wondering if it is permanent.
- f. VPBA Update – Budget, Enrollment, Etc. (McCann)
- i. News will be released soon about the decision on Non-Negotiated Raises. It has to be presented to the Board of Trustees before an announcement can be made.
 - ii. Active enrollment has led us to a break-even budget. Revenue in 2019 is the same as 2020. No cuts being anticipated.
 - iii. The elevator projects are poised to be completed by around the first of the year.
 - iv. Work on the Booth Library north steps to begin next spring.
 - v. Life Science building is in the process of bidding. Not sure when that will be done.
 - vi. The physics department has completed upgrades to a Tudor room, waiting only on glass.
 - vii. Replacing HVAC on Old Main 2nd floor will begin soon.
 - viii. Blair's connection to the chilled water loop is complete. More electrical work is needed.
 - ix. The university employee's gift day was discussed. The question has been when it should be given. The Administration would like input from staff on when it should be.

VII. Motion to Adjourn 9:35 am (Nichols/Noffke)

Upcoming Meetings

October 8, 2019 – Rathskeller Loft

November 12, 2019 – Rathskeller Loft

December 10, 2019 – Rathskeller Loft