Civil Service Council

**MINUTES**

**August 11, 2020**

8:30 a.m.

Teams Meeting

*VIRTUALLY PRESENT: Aaron Allison, Ke’An Armstrong, Crystal Brown, Angie Campbell, Beth Gillespie, Carrie Gosset, Linda Holloway, Mindy Hurst, Paul McCann, Michelle Morgan, Sean Reeder, Josh Reinhart, Becky Shew, Jenny Stout, Jo Anne Thill*

1. Call to Order
2. Approval of Minutes

Sean Reeder said one area of July minutes was incorrect and asked for a change. The change was made in real time, read aloud by Angie Campbell, and universally agreed upon without a vote. Josh will redistribute corrected minutes and take an online vote for approval asap.

1. Treasurers Report

Endowment $20,483.97 reported by Ke’An Armstrong.

Committee Assignments Send updates or requests to Angie Campbell.

***Election –*** Campbell, Gossett, Hurst, Morgan

***Personnel*** – Campbell, Gossett, Thill, Michelle Morgan, Ben Merry added

***Public Relations –*** Armstrong, Gossett, Thill, Becky Shew, Josh Reinhart added

***Scholarship*** – Established *June 22, 2007* – Brown, Campbell, Gossett, Morgan  
 (Endowment Balance **$20,483.97** as of August 4, 2020)

1. Old Business
   1. Masks  
      Policies remain in place and all university employees are working toward enforcement. PC is aware of some noncompliance issues, and a reiteration of masking policies and enforcement operations are encouraged amongst all campus groups.
   2. Return to Work  
      There was a brief discussion to clarify emergency sick leave information as it relates to EIU’s COVID-19 return-to-work policies. The cap is 75 hours, which for civil service employees equates to 10-days, based on a 75-hour biweekly (37.5 hour/week) work schedule.
   3. Years of Service  
      The annual Years of Service activities did not take place this year due to the pandemic and its affiliated contingency planning. The event normally takes place in the spring. It was revealed that during the State budget impasse, the Years of Service activities were postponed and later evolved to combined celebrating two-years’-worth of honorees, which is again being considered. An emphasis was made that the event hadn’t been overlooked, only delayed.
   4. Fall 20 Return to Campus – EIU Guidebook release
      1. COVID-19 Testing  
         Council members were all encouraged to participate in testing, which will be offered this week. Michelle Morgan shared a testing link sign-up page in the group chat.
      2. Campus Safety  
         D.ii items were addressed as part of a larger D.iii discussion, below.
      3. Case Reporting  
         The group shared general conversation on current campus safety issues, including discussion on campus-related COVID-19 incidence rates and the responsibilities and challenges inherent in their public reporting. Sean Reed identified that some of the specific challenges included public data collection, reporting standardization, student and employee confidentiality, and Coles County/non-Coles County residency issues—all of which are being addressed as responsibly and accurately as possible by PC and local health leaders. The university is working to set up a public-facing dashboard for accurate and responsible reporting on a weekly basis while maintaining privacy rights. Beth Gillespie asked when we might see that dashboard. Sean Reed indicated it was a high-priority item and that the university is working to get it finalized and published ASAP.
2. New Business
   1. Fiscal Year Pay Increases  
      Per Paul and Sean, nothing has changed since last month’s discussion. The university must wait to see what enrollment looks like before making any advancements here.
   2. Salary Plan Variations  
      Per discussion, salary plans have not been updated since 2014. The committee would like to meet and discuss potential changes, especially regarding promotion. AFSCME 981 terms and university terms are diverse, and the committee would like to work alongside leadership to address that.
   3. Other VPBA Updates, Search status, Enrollment, Budget, Workforce, etc.  
      No official enrollment update was available, though outside discussions have led university enrollment managers to believe we may be flat for fall 2020. The university is preparing for students to return. Dr. Anne Flaherty has replaced Lynette Drake as the VP of Student Affairs. While the university community is saddened to see Ms. Drake retire, Dr. Flaherty has stepped in and is doing great things since starting in July.  
        
      Administration is aware that other universities are moving to an all-online format. They continue to watch the landscape and will make decisions that make sense for EIU based on Eastern’s unique testing results and anticipated on-campus density. It was noted that EIU moved 40 to 50% of its classes to either online, partly online, or hybrid. Sean Reeder asserted that EIU will be very responsive  
        
      Paul McCann gave a brief budget report, indicating that operating budgets were loaded at 80%, which is standard procedure. It was noted there is a potential for a Statewide pullback of the FY21 budget to combat unanticipated COVID-19 expenditures. Like other universities, EIU remains in a holding pattern as we await additional information from the Governor’s Office.   
        
        
      After the discussion ended, Angie Campbell made a motion to adjourn. Michelle Morgan seconded. The meeting adjourned.

**Upcoming Meetings**

September 8, 2020

October 13, 2020

November 10, 2020

December 8, 2020