**Civil Service Council Minutes**

**March 10, 2020**

**8:30 am**

**Rathskellar Loft**

Members Present: Angie Campbell, Carrie Gossett, Donna Noffke and Michelle Morgan

Members Absent: Tony Craven, Jenny Stout, Ben Merry

Guests Present: Paul McCann, Interim Vice President for Business Affairs

Crystal Brown, Non-Negotiated Employee

1. The meeting was called to order at 8:32 am
2. The minutes from the February 11, 2020 meeting were approved
3. Treasurer’s Report – the balance is 20,404.77 in the scholarship endowment
4. Committee Assignments
   1. Election Committee – no report
   2. Personnel Committee – no report
   3. Public Relations Committee – no report
   4. Scholarship Committee - Carrie Gossett was added to the Scholarship Committee
5. Old Business
   1. Vacancies – All Districts
      1. There are currently vacancies in all districts. Elections will be held, and the deadline to submit nomination forms is one week before the election. The election must be held by May 31, 2020. Angie will contact Carol Gayley to get a revised list of the non-negotiated employees, and we will notify them of elections and solicit nominations. Angie will also reach out to the Vice President’s asking them to encourage their non-negotiated employees to apply.
   2. Fundraiser
      1. The fundraiser raised $1,360 plus tax. Our profit was $468.93.
      2. The endowment shows 463.64 in earnings plus 303.15 in appreciation, for a total available of 766.79 to give. How do we want to apply the profits from the fundraiser? How much will we want to give for this year’s scholarship?
         1. It was approved to put the entire profit back into the scholarship corpus to draw interest in order to grow the scholarship endowment.
   3. PR committee - Flyer
      1. Carrie Gossett will be working on a flyer to go out about the council to non-negotiated employees. It will include information about the Council, Nomination information, and information about the scholarship
   4. Scholarship Deadline
      1. The Scholarship deadline is approaching soon. Please help spread the word. We hope to decide who the winner of the fall 2020 Scholarship will be by April 30, 2020.
6. New Business
   1. Coronavirus (COVID-19) travel advisory
      1. A travel advisory was placed in the University Newsletter that if someone plans to attend a conference, they should utilize the EIU travel partner to book flights and hotels. Doing so will allow them to cancel without penalty in the event the conference is canceled. Corporate Travel Partners (CTP) is the vender.
      2. CMS – Dependent Eligibility Verification Audit (DEVA)
         1. Employees were reminded to submit documentation of dependents who are to be covered under state encourage plans by April 25th
   2. Supplemental Statement of Economic Interests
      1. Employees with purchasing ability are reminded to complete their Supplemental Statement of Economic Interests form by the deadline
   3. VPBA Update, Search Status
      1. The President has approved a search for the Executive Director of ITS, and that has begun.
      2. Kelly Miller has been selected as the Admissions Director
      3. Phone interviews are taking place now for the VPSA search. Candidates will be narrowed down soon and sent to the President for consideration on whom to interview.
      4. The VPBA search has concluded. An offer has been made.
      5. The President is aware of the university community sentiment surrounding the 10% raise he received from the BOT. It was a recommendation by the BOT, and the President did not ask for said raise and felt it was not necessary. However, the BOT Insisted.
      6. Staff Senate will meet tomorrow
      7. The Sick Leave Bank committee has met this month to review a request
      8. The naming committee has met about the possibility of naming the Women’s Locker room. Funding has been pledged for the project.
      9. The Recent Human Resources audit by the system’s office was an extensive 5-year review. The process went well, and minor recommendations were made. However, the feedback that HR received was good. The University is waiting on the final report. The systems office confirmed that the positions EIU took on the conversion of positions from A & P to Civil Service. The auditors ran out of time, so temporary extra help questions did not come up.
      10. The University participated in hearings in front of the legislature last week. Both went well. The House hearing was difficult but better than last year. We requested a 6.6% increase with the Board of Higher Education support a 5.9% increase. The Governor’s budget proposal was a 5% increase but subject to the Fair Tax (graduated tax bill passage). The budget proposal we presented would go to salary increases, minimum wage increase support, and recruiting students.
      11. A mental health bill is drawing interest in that it will require mental health services to be offered on campus to students. We have a minimum level of support here on campus, but the criteria were to establish a more formal program. However, there are few qualified to do the type of work required, which is a problem, and the program comes as an unfunded mandate.
      12. The University has called back two students from Italy, and they are self-quarantining at home for two weeks before they can return. The University is concerned about spread after students return from spring break.
      13. The Governor suggested paying employees while they have to be in quarantine. However, the state Ethics Law prohibits paid leave such as this.
      14. EIU was approved 12 million to start the planning process for a new science building. The rest of the funding will be to construct the building. Chemistry and Biology will be moved to the new building. Occupants of the new building will be addressed through the master plan process. The committee will be re-established to help incorporate the new building into the current plan.
      15. CMS will have a benefits enrollment in May, and there will be an increase in the cost of insurance. There will be benefits fair on campus around May 23rd. The University assumes the costs will be in line with what was implemented for statewide AFSCME employees.
      16. Holiday schedules will be revealed soon. Christmas will be the 24 & 25, and New Year’s holiday will be December 31 and January 1. Nothing has been decided on the gift day yet.
      17. Summer hours will start on May 15 or 17, after graduation. The same format will be in place as in years past.
      18. The McAfee elevator is working.
      19. The work on the HVAC unit for the second floor of Old Main is almost done.
      20. No progress has been made on the library stairs work. Historical preservation still needs to sign off on the project.
7. Motion to Adjourn Donna Noffke (1), Carrie Gossett (2) approved by acclimation 9:25 am.