# Civil Service Council Minutes May 12, 2020

**8:30 am**

**Teams Meeting**

Members Present: Angie Campbell, Carrie Gossett, Mindy Hurst, Jenny Stout, Ben Merry, Aaron Allison, Beth Gillespie, JoAnn Thill, Becky Shew, Josh Reinhart, Kean Armstrong, and Michelle Morgan.

Members Absent: Krystal Brown and Lori Rothrock

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

1. The meeting was called to order at 8:32 am (Campbell).
2. President Campbell welcomed new members, and introductions took place. She thanked everyone for their participation and hopes that the Council can continue to grow and remain strong advocates for the Non-Negotiated Civil Service Employees.
3. The minutes from the May 2020 meeting were approved and posted (Morgan).
4. Treasurer’s Report (Merry) – the balance of the scholarship endowment is $20,464.29.
	1. President Campbell clarified that the Council also has a $300 appropriated budget balance housed under the Department of Human Resources.
5. Committee Assignments
	1. President Campbell described the three districts and the major committees.
	* Election Committee – no report
	* Personnel Committee – no report
	* Public Relations Committee – no report
	* Scholarship Committee – no report
6. Old Business
	1. Scholarship Amount and Recipient (Campbell) - Hannah Hudson was selected by the Scholarship Committee as the winner for the Civil Service Council Scholarship. The Council approved by acclamation to award $500 to Hannah Hudson from the endowment and return the remaining funds to the Corpus.
	2. Masks (Campbell/Morgan) – The Council members discussed the suggestion brought forward by Mrs. Morgan regarding the purchase and distribution of branded masks to the Community through a get one give one event. Vice President McCann reported that the University looked into branded masks, but they were cost-prohibitive. He also reported that the University had purchased masks and bandanas, which are being distributed upon request. The idea is to have the nose and mouth covered at all times, and there will be an expectation that University employees will be required to wear them unless they have been approved for an accommodation. Vice President McCann also said that Admissions is working on the possibility of distributing branded masks for incoming students. Beth Gillespie mentioned that the Office of Civic Engagement and Volunteerism would be producing no-sew masks as a project for the EIU day of service. We may want to look at collaborating with them on the project.
7. New Business
	1. Election of Officers (Campbell) – President Campbell announced the current officers and shared the duties and responsibilities for each position up for election.
		* President - Carrie Gossett nominated President Campbell. The nomination as seconded by Ben Merry. No other nominations were put forth. Angie Campbell accepted the nomination and was elected President by acclamation.
		* Vice President – President Campbell nominated Carrie Gossett. Jenny Stout seconded the nomination. No other nominations were put forth. Carrie Gossett accepted the nomination and was elected by acclamation.
		* Secretary – Josh Reinhart self-nominated for the position of Secretary. The nomination as seconded by Michelle Morgan. No other nominations were put forth. Josh Reinhart accepted the nomination and was elected by acclamation.
		* Treasurer - Ben Merry self-nominated to continue as Treasurer. Angie Campbell nominated Michelle Morgan. Ben Merry conceded his nomination. Jenny Stout seconded Angie Campbell’s nomination. Michelle Morgan accepted the nomination and was elected by acclamation.
		* Committee assignments (Campbell) – President Campbell briefly went over the Committees and asked that Council members email her their committee preferences. Committee assignments will be discussed at the next meeting.
	2. Return to Work (Campbell/McCann)
		* President Campbell referred to the email recently sent to University staff regarding mask requirements and asked Vice President McCann to discuss it further. There was a concern that failure to wear masking would result in disciplinary action and what form that would take. Vice President McCann reiterated the expectation that all employees are to wear masks unless they have accommodation as a way to reduce the spread of a virus. It was mentioned that Peer Pressure would be the informal way they hope to enforce the requirement. The University will also be providing wipes, disinfectant, and sneeze guards where necessary. In cases where staff work in areas by themselves or where there is a door that can separate them from others, staff may not have to wear a mask. However, if they are walking around campus and in contact with others, they will be required to wear facial PPE.
		* The plan is to have employees back on campus on July 6. However, some may need to have a child or adult care in place before they return, which can make returning difficult. Some may also need to ask for additional accommodations through Human Resource. There is a remote work policy currently in place for Civil Service employees. (CLARIFICATION FROM LINDA HOLLOWAY, INTERIM DIRECTOR OF HUMAN RESOURCES - EIU does not have a remote work policy.  What we do have is a temporary process to apply for an accommodation request to continue to work remotely……ie, the COVID-19 ADA-hybrid Reasonable Accommodation Request.  This process is similar to a pure ADA accommodation request in that it consists of interactive conversations with the employee and supervisor(s) and after reviewing a job description that describes the primary functions of the position, the process determines if the request is reasonable.  Some of the differences being that this is very temporary in nature and is not necessarily in response to a disability (but could be) but rather in response to a COVID-19 identified high risk medical condition. Email received by Council dated 6/23/2020)
		* President Campbell reported that the form used for Civil Service Employees is substantially different from the one used for Faculty and ASP’s. Some employees have reached out to President Campbell about the differences in the two forms and asked that the Council get some clarification on why the requirements were different. The concern is that the Civil Service form asked employees to release their medical records to the University for review. Vice President McCann said that faculty are seen as integral to maintaining the concept of stability for students who are returning to campus. The remote work policy accommodation will be in place for two months and then revisited at that time as necessary for non-faculty employees. Vice President McCann said he would look into the new form and as to why employees needed to produce medical records for the University.
	3. Years of Service Event (Campbell) – President Campbell asked if there has been any discussion as to if the University would be holding a recognition event for employee years of service. Vice President McCann said that it had been discussed, yet they are unsure how they will handle the event this year. Employees will be honored in some way. It may be a virtual ceremony like this year’s graduation.
	4. Other VPBA Updates (McCann)
		* Search Updates – Dr. Anne Flaherty was selected as the new Vice President for Student Affairs. She will start July 15, 2020, and will work with Vice President Lynette Drake until her retirement on July 31, 2020. She will assume her permanent role on August 1, 2020. Sean Reeder has been selected as the new Vice President for Business Affairs. He will start Monday, July 1, 2020. A new Executive Director of Information Technology Services is expected to be announced soon. There is currently a search underway for an Assistant Director of Admissions. Interviews will be announced soon. There is a Board of Trustees meeting on June 26, 2020. Most of the selections for positions will be identified and announced before that date.
		* Enrollment – Enrollment appeared to be up slightly from this point last year, and we anticipate an increase. However, it may not be as much of an increase as we had projected because of elements behind the University's control. The offer of single occupancy rooms has had a significantly positive influence on housing deposit increases. The University is continually working through processes and procedures to prepare for housing students and conducting on-campus instruction for the fall 2020 semester. There is still work to be done, but we should have plenty of supplies on campus to aid our following of CDC Guidelines. The main concern is to prevent exposure and address the concentration of people in areas on campus. The University is looking at testing on campus and how that can be done to decrease risk.
		* The FY 21 budget was approved at the same level as last year. Funding for capital projects approved last year was appropriated. However, a lack of state tax revenue from the state COVID shutdown may have an impact on what we receive. EIU received about 8 million from the state in the last few weeks and continue to owe an additional 8 Million from 2020 appropriation. The FY 21 budget submitted was conservative, and the budget impasse added a layer of complexity to the budget proposal. However, a stable budget appropriation is a positive sign. Work continues on deferred maintenance projects to maintain the residence halls. Work continues on the Science Building. The University will meet June 30 with the Designer and Architect to begin the process. It will be a long time before construction begins. The Life Sciences building bid process will begin by the end of summer 2020. The McAfee Clock Tower work should begin in the fall. The Booth Library stairway has run into some setbacks. The Historic Preservation society wants the University to retain the materials and look of the stairway. They have received the go-ahead to replace about 30 stairs and other pieces so far. The University has received 19 million in reappropriation for deferred maintenance around campus. That money has not been released by the state yet. This weekend, more water pipes were replaced to control the water flow around campus. Air conditioning was a problem, and buildings have slowly begun to cool. The Food Court was affected by an unexpected power outage around 7th street on Friday. There will be planned outage for Old Main as the result of work on the chilled water loop. A fire alarm at Old Main was set off when a steam pipe broke over the weekend.
		* The University is expected to host students in the fall. However, this rides on the Governors' orders and mandates. The University must remain flexible to the extent possible, and it is expected that students will be hosted and classes will be held on campus this fall.
		* The University is working on a solution for students and staff if masks cannot be worn due to medical reasons. Some may need to wear face shields. However, no substitutions have been identified yet.
		* President Campbell mentioned that the Benefits Choice has concluded and resulted in a substantial increase in premiums and out of pocket expenses for employees. She asked that the administration keep that in mind when discussing raises for non-negotiated employees this fiscal year. Vice President McCann reported the administration is working on it and are hopeful that they will receive more funding from Springfield and enrollment increases to make that a reality.
		* Mrs. Becky Shew asked if a date had been identified to start having doors unlocked for essential building and those that serve the public. ITS has had issues with students needing in the building. Students are required to call the office, and they would send someone down to let them in if necessary. The idea was to restrict traffic flow, but as the University starts opening up the campus, some buildings will need to be up earlier than others are. Vice President McCann said if a request comes from the leadership in that area, he would look into it. Building Coordinators are currently working on a plan to incorporate social distancing guidelines into classes.
		* At this time, it has not been determined who will be attending the Civil Service Council meetings. That will be left up to the new Vice President. However, someone will continue to attend at Civil Service Council meetings.
8. Motion to Adjourn Morgan (First), Allison (second) motion to adjourn approved by acclimation 9:26 am.