Civil Service Council

Minutes

July 14, 2020

8:30 a.m.

Teams Meeting

Online Attendees (per MS Teams): Aaron Allison / Ke’an Armstrong / Crystal Brown / Angie Campbell / Beth Gillespie / Carrie Gossett / Mindy Hurst / Paul McCann / Michelle Morgan / Sean Reeder/ Josh Reinhart / Becky Shew / Jenny Stout / Jo Thill

\***8/11/20 Update:** During the 8/11/20 CSC meeting, it was revealed that the minutes re: tuition and fee increases were inaccurate. A sentence was removed and the minutes reread aloud for clarity during the August meeting. Updated minutes were approved verbally. Also, Crystal Brown was added to the attendee list for July. She was not listed in the original minutes but did attend the July meeting online. Josh Reinhart shared that he would redistribute the July minutes via email for council approval after these updates were made.

1. Call to Order
*Meeting called to Order by Angie. A reminder was shared to make sure the committee works to get the new CSC members and committee assignments up on the council website.*
2. Approval of Minutes
*Minutes approved for June meeting by consensus voice vote.*
3. Treasurers Report

*The Endowment Fund is currently sitting at $20,484.13.*

Committee Assignments

***Election –*** Campbell, Gossett

***Personnel*** – Campbell, Gossett, Thill

***Public Relations –*** Armstrong, Gossett, Thill

***Scholarship*** – Established *June 22, 2007* – Campbell, Gossett

*Angie said these names should be updated but members can send names to her if they want to be considered for a committee spot.*

1. Old Business
	1. Masks

*Angie asked about updates to masking policy with special regard to enforcement. Josh said campus guidelines have been updated to provide a stronger enforcement with a mention of disciplinary actions for those students not complying. Paul agreed and shared general university concerns about enforcement. Paul opened the discussion for questions. Angie asked about signage referencing EIU’s approach to the Tobacco-Free Campus policy. Paul indicated masking signage had gone up already and that will continue. Current signage is where the university has started the process and employees will continue to monitor for proper coverage/efficiency. Sean added that there would be Banners added to Coleman, Lumpkin and Klehm, along with areas including Lantz and Doudna.*

* 1. Return to Work
	*Angie mentioned the updated HR Return to Work policies and documents. She asked if there were questions about these items, and there were none.*
	2. Years of Service
	*Angie asked if this event (or at least a recognition acknowledgement) was still being planned. Paul said yes.*

	***NON-AGENDA ITEM:*** *With the notice of EIU’s first COVID-19 case on campus yesterday, Angie asked if there were concerns or questions. A general discussion occurred. Paul mentioned the Clery Act only demands the university announce the initial on-campus case but does not require additional numbers tracking. Beth then asked if or how EIU planned to monitor counts independent of the Clery Act to keep an active count of on-campus cases. Paul said there likely is and will look into it. Beth thanked him for that.*
1. New Business
	1. Fall 20 Return to Campus
		1. COVID-19 Testing
		2. Campus Life
		3. General Safety Procedures

*The three 5.A subitems were discussed as a whole. Angie confirmed with Paul that testing voluntary only for all three groups (students/staff/faculty). Paul added that he hopes that the campus community will be responsive to the testing, which as he understands should not be very invasive (no deep nasal swabs). Angie asked if an employee does volunteer to test and is positive how that would reflect on their leave/absence reporting. Paul said the university provides every employee with 12 days of paid medical COVID leave. Additional sick time can be used to cover longer absences from campus. Michelle asked about the cost of testing. Paul said as of now it would be covered by independent student insurance or employee insurance. Paul said students who don’t have insurance would likely still be able to be tested by Sarah Bush Lincoln (SBL) hospital systems to the extent they can get reimbursed through other means, including their insurance or federal/state assistance. When those reimbursement options are not available to SBL, the hospital is likely to assume those costs. A question was asked about timeliness of testing, and Josh replied that the forthcoming Guidebook updates indicate returning student and employee testing are strongly being encouraged in the 10-14 days before returning/coming to campus, with an equally strong request for self-quarantine/isolation for two weeks for all students and employees to the extent possible before returning/coming to campus.*

* 1. Fiscal Year Pay Increases
	*Angie asked about raises, Paul said there had been no discussions on the topic yet at PC level as the university must wait on 10th day enrollment numbers to determine how or what that might look like.*
	2. New Director of Advising announced *(Dr. Tyler Phelps)*
	3. New Executive Director of ITS announced *(Ryan Gibson)*
	4. Academic Success Center and TRIO move to McAfee finalized
	*Angie said all these moves are complete and added that Nursing is nearly complete in their new 9th Street Hall headquarters.*
	5. Other VPBA Updates, Search status, Enrollment, Budget, Workforce, etc.
	*Paul shared that the budget is in the process of being posted for FY21. So far, FY21 budgets have been loaded (at 100% salaries and 80% operating costs) and will be moving into allocation soon as part of the final budgeting process. Initial numbers from Springfield have been issued, indicating that EIU (and others) should expect a flat budget. For EIU, this equates to roughly $41M in terms of dollars distributed. There is a slight caveat this yea—Paul indicated that Springfield released those numbers with the possible caveat that they could call some of that funding back, citing COVID expenses. For that reason, EIU is again being very cautious in its approach to account for this possibility. Estimates on the callback amount ranged anywhere from 5% to 10%. Springfield hopes to share more details with the universities soon. In that vein, last BOT meeting approved a 2% tuition and housing increase with some supplementary additions to fees. This should provide an approximate $1.65M increase to revenue. The university is managing those conversations moving forward. Some of the additional revenue will be used to offset the possible callback from Springfield. Along those lines, EIU is tracking COVID expenditures to ensure we are being realistic about how we’re handling our response. We have about $2.25M from the federal government to allocate across the university as part of our COVID response, and we are being cautious with those expenditures so that they last as long as possible and/or as long as needed.

	CARES Act funds began to be distributed to those eligible for financial aid. The application process for those funds will allow student to apply for additional aid, with the per-student total to not exceed $1,000. EIU has dispersed $1.7M in CARES Act funds so far.

	Not much construction being done at the moment. The new Life Science Building is the most immediate project. We are looking a September/October, and are currently waiting on the bidding process. EIU is working with the Capital Development Board (CDB) to approve the architect engineer. An initial plan has been drafted. Also, the clocktower at McAfee has been promoted as a project and is ready to go, currently at bid. Elevator projects in Student Services and McAfee are complete. Cold water loops and HVAC updates across campus also have been completed. Booth Library updates look like they will take place next summer due to concerns shared by the historical preservation agency in Springfield.*

*Sean: Bidding of capital projects across the state has been delayed because of bond challenges in the state due to COVID economy.*

 *Angie asked how the university is responding to the federal guidelines surrounding international students. Paul said we are working on a response to the federal government’s intent to hold back international students. Right now, EIU does not anticipate a large number of international students on campus this fall. Even so, enrollment is even to a little up compared to this time last year, which is surprising but refreshing given the unique circumstances surrounding the pandemic.*

*Someone asked about the status of the gravel lot east of Student Services. Paul shared that it was eventually to become an asphalt parking lot, but the process is just slow-moving at the moment.*

1. Motion to adjourn

*Mindy made a motion to adjourn, Josh seconded. Meeting ended at approximately 8:40 a.m. Angie mentioned that if there were any additional questions people could reach out to her for a response.*

**Upcoming Meetings**

August 11, 2020