Civil Service Council

Minutes

December 13, 2022

8:30 a.m.

The Loft in 7th Street Underground

Michelle Morgan / Angela Campbell / Josh Reinhart / Ke’an Armstrong / Kristen Hupp / Aaron Allison / Phil Kousma / Linda Holloway / Matt Bierman / Catrina Stanley / Diane Pepperdines / Jenny Stout / Crustal Brown

1. Call to Order  
   Angie called the meeting to order at 8:30 am.
2. Approval of Minutes  
   Josh motioned to approve, seconded by Ke’An. Approved unanimously.
3. Treasurer's Report
   1. $25,257.94 in the scholarship endowment fund as of 12/7 (Michelle reported out on status of endowment fund.)
4. Committee Assignments/Reports
   1. Public Relations – Fundraiser updates  
      Ke’an talked about the cookbook option, Angela/Carrie/Ke’an have been working with Christy Kilgore to create it. The form is available now for submitting recipes. Submissions are open to everyone in the EIU community.
5. VPBA Updates
   1. CDB/Campus Projects Update  
      Matt: General Counsel has taken another job, a search for new GC will start soon. COVID tests are still available but sparse; we’ll make one more order for spring. Deferred maintenance tour with VPs took place last week, tradespeople shared what needs to be done. There are additional dollars available this year for deferred maintenance so most work will begin in spring (e.g. Buzzard shingles). Other projects include updating the Lantz roof over the weight room, retaining wall work on Grant St. in front of Lincoln Hall. ADA projects also planned for spring, including north of bridge between unions, Buzzard, and Klehm concrete work. Next Tuesday, there will be a water shutdown for some buildings on campus for large valve replacement. Also a power outage schedule for Wednesday. Heat won’t be turned down until after Dec. 23rd. Budgets should be loaded on the first few weeks of the year for FY23. Spring Enrollment looks satisfactory; some good components highlight the stability but likely that enrollment will be flat or slightly up. Some concern on returning students with balances over $1,000, that is being investigated.
   2. Presidential Search Updates  
      Interviews took place in Indianapolis Airport last Friday and Saturday.
   3. Other  
      Remote Work Policy discussion—IGP updates are more project-based than weather based; Matt will review the policies and share the details again.
6. HR Updates
   1. Years of Service Recap  
      Linda said it was well attended and there were several compliments on the program. We’ll be back on track for hosting an annual event again beginning next year.
7. Old Business
   1. EIU Shout Outs   
      Continued thanks for sharing those, build employee morale.
   2. Strategic Planning Update

Josh provided an update on the status of Survey 2, shared a brief overview of themes and initiatives. It was suggested to send a reminder in January, but pacing in early spring semester will likely mean data will be reviewed before students return.

* 1. Raises  
     Gratitude was offered for the raises and the unique scale slide for lesser-compensated employees. An issue about the timing of the raises and promotions was shared. Angie talked about how the notification system is supposed to be set up with regard to effective date for the raises which is typically March 1 (to June 30) then the raise does not apply – that information is in the salary plan. Matt will review and report back.
  2. Gift Days  
     Gratitude and appreciation to the President and administration was once again offered in tandem with the raises.
  3. Office temperatures December 19-22.  
     Covered above, though there was a concern the info wasn’t shared broadly. Josh will add the info to the newsletter today.

1. New Business
   1. EAC Updates  
      Tony not here.
   2. Available Open Hours for Flu Shot Clinic  
      Some BSWs found it challenging to participate in the flu hot clinic because it was offered in the afternoon. A suggestion was made to perhaps go back to a 10am to noon slot or open it up so more people can take advantage of it. It also was noted there are flu shots available for free via our health insurance at Walgreens and CVS, etc.   
        
      Other Items:  
      1) Employees like the new HR system online; some areas are having area-specific challenges but overall the upgrades are being enjoyed.   
      2) A request for CSC to talk about salary plan (equity adjustment) with administration from the Civil Service suggestion box. Angie read the request for the group. HR will look into the matter but reiterated the desk audit process is not for a salary increase, it’s to ensure that an employee is in the correct plan. Matt agreed there is currently not a mechanism for that, but that a reevaulation of the process will need to take place as a full market study, which is a challenge at this time. It’s on Matt’s radar but will take some time/maneuvering to adjust. Also, the inflationary rates are a unique variable at the moment also impacting how the process/evaluation works.
2. Adjournment  
   Meeting adjourned at 9:32am.

Upcoming Meetings:

* January 10, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* February 14, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* March 14, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* April 11, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* May 9, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* June 13, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground