Civil Service Council

­­­­Minutes

August 8, 2023

8:30 a.m.

The Loft in 7th Street Underground

Members present: Aaron Allison, Arlene Brown, Crystal Brown, Carrie Gossett, Kristin Hupp, Mindy Hurst, Phillip Kousma, Michelle Morgan, Lindsay Partlow Jenny Stout, Nathan Wehr

Excused: Justin Tierney, Michelle Morgan, Mindy Hurst

Special Guests: Linda Holloway Human Resources Director and Vice President for Business Affairs Matt Bierman

Others Present: Amy Morris

1. Call to order – Called to order by Kristin Hupp
2. Approval of minutes from July 11, 20223
   1. Motioned for approval by Aaron Allison, seconded by Nathan Wehr, unanimously approved.
3. Treasure Report - Jenny Stout reported the following.
   1. Civil Service Council Scholarship Endowment $25,406.66
   2. Operating Budget $300
4. Committee Reports
   1. Election – No Report
   2. Personnel – No Report
   3. University Grievance Committee - No Report
   4. Salary Plan Committee – No Report
   5. Public Relations – Ke’an Armstrong reported
      1. CSC "EIU Eats" Cookbook fundraiser status update – sold 90 cookbooks so far.
      2. Committee is looking for places ways to advertise the cookbook more.
   6. Scholarship – No Report
   7. Constitution and Bylaws – No Report
5. VPBA Update – Matt Bierman
   1. CDB/Campus Projects update
      1. Qdoba scheduled to be opened the week of August 14th.
      2. Football turf has been replaced.
      3. Camera and wifi installation still happening across campus but they are having trouble getting laborers from the union halls to complete other projects.
      4. The storm from June 28th 2023, has been declared a disaster and the Vice President of Business Affairs is working on an insurance claim to help pay for some of the damages occurred from the storm.
   2. Non-negotiated raises for FY24 update
      1. At this time there is no announcement for raises for non-negotiated Civil Service employees but Vice President Matt Bierman believes it should be announced at the September 28tth Fall update by President Gatrell or before.
   3. Staff training provided by Vice President of Business Affairs.
      1. Currently have a D2L course created that is being used to store training. Currently has trainings for PCard with time card trainings expected to be added this week.
   4. Enrollment updates
      1. Vice President Bierman reported that they believed the enrollment would be about the same. They are currently seeing first year freshman and transfers down slightly, but international Graduate student numbers are up.
   5. Other
      1. Contract negotiations have begun with EIU’s chapter of AFSCME
      2. There have been changes in students being allowed to register while owing a balance on their student account. Currently if they owe money they can register for a class, if they owe less $1000 they are able to take the class, if they owe more $1000 2 weeks before the class starts they will be removed.
      3. The state no longer allows the registrar to hold transcripts if the student account has a balance.
      4. An announcement regarding December gift days is expected at the September 28th fall update.
6. HR Updates – Linda Holloway
   1. EIU EAC Representative Special Election
      1. Finalizing dates and wording for an email to be sent regarding the special election for an EAC representative.
   2. Other
      1. Ms. Holloway reported that there has been some discussion among the HR heads, EAC and Civil Service at a state level are looking to extend temporary extra help contracts from 900 hours to 1800 hours.
7. Unfinished Business – Kristin Hupp
   1. Reviewed the results the special election for District 3 committee member and welcomed new committee member Lindsay Partlow.
8. New Business
   1. Larry Shobe Memorial – Arlene Brown asked that we consider how the university can memorialize Larry Shobe. She reported that she had mentioned it to University President who stated that there a memorial block could be done on campus. Carrie Gossett stated that Staff Senate has a committee that would be able to assist with this.

Meeting adjourned at 9:00 am