Civil Service Council

Minutes

June 13, 2023

8:30 a.m.

The Loft in 7th Street Underground

Members present: Angie Campbell, Carrie Gossett, Ke’an Armstrong, Aaron Allison, Crystal Brown, Kristin Hupp, Mindy Hurst, Phillip Kousma, Jenny Stout, Justin Tierney, and Nathan Wehr

Absent: Arlene Brown and Michelle Morgan

Special Guests: Matt Bierman, Vice President of Business Affairs

Others Present: Amy Morris, Lindsay Partlow

1. Call to Order – Angie Campbell at 8:30 a.m.
2. Approval of Minutes – May minutes to be sent electronically to members for approval
3. Treasurer's Report – No report – no update from business office.
4. Committee Assignments/Reports
	1. Public Relations
		1. Scholarship status – Jenny Stout stated that our CSC Scholarship recipient for the AY23/24 year is Rachel Mellott. Rachel will be awarded with $1000 towards tuition and fees from the CSC scholarship fund.
		2. Cookbook status – Ke’an Armstrong stated that the cookbook is still in production with the EIU Copy and Print Center. Our initial order of 150 books should be complete by the end of June. At time of meeting, 49 books had been pre-sold. A total of 75 books need to be sold to break even on costs.
5. VPBA Updates – Matt Bierman updated Council on following:
	1. CDB/Campus Projects Update
		1. Emergency Operations Plan – Approved by University Administration and updated plan will include items related to weather, safety, etc.
		2. Threat Assessment Training – 2-day training course for approximately 20 staff members across campus relating to active shooter on campus and plans to handle that type of situation. The trainer for the course worked with Virginia Tech after their campus shooting incident.
		3. Summer construction projects –
			1. Roofs of Buzzard and roof of Lantz buildings hopefully completed by winter.
			2. Lantz building generator request being sent to BOT for approval.
			3. Remediation of water leak at the Student Rec Center, will include extensive digging, adding tile and replacing brick.
	2. Ice Cream Social – is it being rescheduled? – According to President Glassman, no plans to reschedule ice cream social.
	3. Non-negotiated raises for FY24 – No decision made as of date on Non-Negotiated pay raises for FY24.
	4. Signage for Child Care Resource and Referral – Matt just made aware and will work on this.
	5. Timeline for PAWS9 Supervisor Proxy to be fixed. – Matt just made aware. Mindy Hurst will check into this to see what corrections need to be made.
	6. Other – Matt stated that the EIU Beautification Project is scheduled for this Saturday, June 17. All employees and community members are encouraged to assist. Future Beautification Projects will probably occur in Fall and Spring semesters during an afternoon right before both Homecoming and Graduation.
6. HR Updates
	1. Any searches still in the works?
		1. Employee and Labor Relations committee plans to meet to review current applications.
		2. Internal Auditor position will be posted soon.
	2. Audit – Civil Service Audit information from EIU has all been submitted and HR is waiting on results/report. May take months to receive report, according to Matt Bierman.
	3. Carol Galey in HR retiring in June 2023. Madeline Henebry to take that position within HR.
7. Old Business
	1. Strategic Planning update – Angie Campbell stated that the committee is working on due dates and tasks currently.
	2. Angie Campbell brought up issue of current alternate member not attending any CSC meetings since 2022 election. CSC constitution states that a member with 3 successive absences can be voted off the council by members. Angie has reached out to this individual and said person stated that another meeting at same time of CSC meetings takes precedence and must be attended. Lindsay Partlow made the motion to remove said person. Motion was seconded by Crystal Brown. Vote was unanimous to remove person from alternate position. Since no other alternate is available for District II, that seat will remain unfilled until next election in May 2024.
8. New Business
	1. Summer Hours/Regular Hours – Matt Bierman stated that no plans are in motion to change the summer hours/regular hours switch for holiday weeks. All will be as previously scheduled.
	2. Angie Campbell announced her own retirement at end of June 2023. The CSC awarded Angie with a certificate of appreciation and flowers for her 15 years as President of CSC. Cookies and gifts were provided to congratulate Angie’s superb reign on the CSC and at EIU.
9. Election of Officers – all offices had only one nomination and all were unanimously approved and new officers take office immediately after election.
	1. President – Michelle Morgan Nominated by: Angie Campbell 2nd by: Jenny Stout
	2. Vice President – Kristin Hupp Nominated by: Angie Campbell 2nd by: Ke’an Armstrong
	3. Secretary – Phillip Kousma Nominated by: Carrie Gossett 2nd by: Angie Campbell
	4. Treasurer – Jenny Stout Nominated by: Angie Campbell 2nd by: Mindy Hurst
10. Adjournment – Angie Campbell at 9:06 a.m.

Upcoming Meetings:

* July 11, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground