Civil Service Council

Minutes

October 13, 2026
8:30 a.m.
The Loft in 7th Street Underground

Members present: Morris, Magee, Stout, Zerbst, Mattingly, Partlow, C. Brown, Adducci, Steiskel

I. Call to Order at 8:31 a.m.

II. Approval of Minutes from **the September 8, 2026,** meeting – Motion for approval: Zerbst; 2nd Partlow: motion passed.

III. Treasurer's Report (Stout)
A. Civil Service Council Scholarship Endowment - $34,981.33
B. Operating Budget - $233
C. Larry Shobe Memorial Garden - $745.17

IV. VPBA and HR Updates – *Vice President Matt Bierman*
A. CDB/Campus Projects update
1. COC Attendance – If attending during work hours, no leave time has to be used. Absence from the office must be coordinated with your supervisor. Any events after work hours are considered personal time and no leave can be used.
2. Budget/VSIP – Final VSIP numbers were 10 A/P and seven faculty. Still determining which positions will be filled but waiting until after VSIP payout deadline. Final savings are undetermined at this time.
    a. Immediate searches for UPD Office Manager (Stacy S.) and an IT position (Mark B.). The Bursar position (Linda C.) is being absorbed with current staff in Business Office.
    b. Becky Shew (Help Desk) position being filled but in a different classification.
    c. UPD transitioned under VPBA with Jeremy Clark as interim Chief of Police
3. Utility Tunnel – Concrete has been poured in the North phase of the project. There will be intermittent shutdowns across campus to tie in new piping by 11/1.
    a. The west phase will continue through winter.
    b. Science Building – Gound breaking to be set soon but still having budgeting issues.
    c. Campus roofing projects funded by the state – Summer 2028 Old Main, Booth Library, Klehm Hall and possibly McAfee scheduled to get new roofs.
    d. Thomas Hall Renovation – ran into some abatement issues but is on schedule.
    e. Pemberton Hall renovation – still searching for a quote within budgeted funds.
4. Enrollment Update – None

B. Human Resources update- *Dr. Todd Vilardo – new Interim HR Director*
1. HR Training and Development (Ongoing)
    a. Todd is learning the complexities of the civil service system.
    b. HR currently short staffed but continuing to do cross-training.
    c. Plan to hire an HR Officer; reviewing staffing and space functionality of HR.
2. Office Supply Surplus Project update - None

V. EAC Representative Update (*EIU Representative)* – Applications are due to HR by 10/23; candidate list will be posted 11/4 and elections held on 11/19. Term of service is 10/6/2026 to 12/31/2028. Contact Christy Kilgore with any questions. EAC application email will be sent to all Civil Service Employees.

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VI. Staff Senate – No report

VII. Committees

A. <u>Committee Reports- notify an Executive Committee member by the first Thursday of the month to add to the agenda.</u>

VIII. New Business – No District 1 Alternate at this time. Will vote in a new alternate at next elections in April 2027.

IX. Unfinished Business - None

X. Constituent Concerns & Comments - None

XI. Adjournment at 8:52 a.m.
Recorder: Felicia Magee

Upcoming Important Dates and Deadlines

- Staff Senate Meeting – Wednesday, October 14 @ 1:15 pm (Loft - 7th Street Underground)
- Staff Senate Meeting – Wednesday, November 11 @ 1:15 pm (Loft - 7th Street Underground)
- Staff Senate Meeting – Wednesday, December 9 @ 1:15 pm (Loft - 7th Street Underground)

    - Meet & Greet on October 15th starts at 6pm in Old Main. CSC members attending, please plan to arrive at least 15 minutes prior to the start.

Upcoming Council Meetings:

November 10, 2026 at 8:30 am – Rathskeller Loft - 7th Street Underground

- December 8, 2026 at 8:30 am – Rathskeller Loft - 7th Street Underground

General Announcements:
Homecoming Events – Office Decoration Competition judging is 10/13.
Blue-B-Q/Food Drive on 10/21/2026
Enjoy and support Homecoming events as you are able.