Civil Service Council

­­­­Minutes

January 9, 2024

8:30 a.m.

The Loft in 7th Street Underground

Members present: Aaron Allison, Ke'an Armstrong, Arlene Brown, Crystal Brown, Kristin Hupp, Phillip Kousma, Michelle Morgan, Lindsay Partlow, Justin Tierney

Excused: Mindy Hurst, Carrie Gossett, Nathan Wehr, Jenny Stout

Others Present: Amy Morris

* 1. Call to Order - 8:32 AM

* 1. Approval of Minutes from December 12, 2023 - Allison/Brown
		1. Motioned by Aaron Allison and seconded by Arlene Brown

* 1. Treasurer's Report Read by President Morgan
		1. Civil Service Council Scholarship Endowment $26,681.86
		2. Operating Budget $170

* 1. Committees
		1. Committee Reports
			1. **Election (standing)** *- No report*
			2. **Personnel (standing)** - *No report*
			3. **Salary Plan Committee (standing)** *- No report*
			4. **Public Relations (special)**
				1. Chairperson Armstrong reported that there were still 6 cookbooks from the CSC "EIU Eats" Cookbook fundraiser.
				2. EIU Blue Chip fundraiser update *- No report*
			5. **Scholarship (special)** *- No report*
			6. **Constitution and Bylaws (special)**
				1. Please see section IX.A for discussion regarding constitution and bylaws changes.

* 1. VPBA Updates
		1. CDB/Campus Projects update – The following updates were given by Vice President of Business Affairs Bierman
			1. Science Building -There has been some movement in the project, the contract between CDB and Architect has made some progress. Once the contract is signed we can move into design phase.
			2. SRC Project – The project has begun and will take most of the spring semester. We are hoping to have it done by May for commencement.
			3. CENCERE renovations are almost done
			4. Lumpkin’s fire door – This project has been scheduled for Spring Break.
			5. Per our Contract with Chick-fil-A, UHDS is planning a remodel to their store in the food court. This project is in design currently and the work will take place in the summer of 2024
			6. The CDB sidewalk/ADA project near the MLK union and Buzzard is scheduled to be awarded by March, and the work will most likely occur this summer. This will replace broken and problematic sidewalks and accessibility paths.
			7. VPBA Bierman is hopeful to announce some updates being done to the utility tunnels across campus later this month.
			8. Facility Reinvestment Committee – This committee is meeting this month to discuss which facilities we should be investing our money in.
		2. Search Updates
			1. Director of Facilities Planning and Management was deemed a failed search, relaunching shortly.
			2. Internal Auditor Natalie Black has started.
			3. Chief Diversity Officer John Blue has started.
		3. Other
			1. Teams Phones - the Teams Phone conversion has started; departments are being changed over. Staff are encouraged to attend some of the trainings being hosted by Becky Shew to help prepare for the transition.
			2. Travel Rates – Travel rates have changed. They will now be based on federal travel tables.
			3. The process when an employee leaves the university is changing from a paper system, to a digital format.
			4. IGP 7.6 - personal leave for part time employees has been put in place, this is in response to a new Illinois state law.

* 1. HR Updates – No report, Linda was not able to attend this meeting.

* 1. EAC Representative Updates *-* No Report from EAC Representative Lindsay Partlow

* 1. New Business
		1. Staff Senate Update (Meetings - 2nd Wednesday of each month at 1:15 pm in Rathskeller Loft)
		2. Staff Concerns and Comments - none
		3. Meeting invitation to President Gatrell?
			1. There was no response from University President Gatrell’s office.
		4. Annuitant's Association visit (President Nora Pat Small) - no response from the office yet.
		5. Call a meeting of the Election Committee - The election committee will be working on the ballot format for constitution revisions. An election will take place in February to replace District 3 member Nathan Wehr.
		6. Council of Councils Conference 2026?
			1. Michelle shared that we would like to host the council of council in 2026. The main concern was costs associated with holding the conference.
			2. Arlene Brown, shared what this year’s meeting was like and that they were provided a light breakfast, lunch and a notebook, not sure if there was an honorarium for the speakers.

* 1. Unfinished Business
		1. Constitution and Bylaws Review Update
			1. Constitution and bylaws revisions related to amendments in Article X were discussed. A motion was made by Arlene Brown to recommend that the language related to Amendments in Article X remain unchanged. Lindsay Partlow seconded the motion.
		2. Staff Senate
			1. Larry Shobe Memorial update
				1. President Morgan has reached out to the facilities to see if there was a project we can assist with, she has not heard back from facilities yet.
	2. Adjournment - 9:09 AM
		1. Motioned by Kristin Hupp and seconded by Philip Kousma