Civil Service Council Minutes  
August 14, 2012  
Rathskeller Loft, University Union  
8:30 am

Members Present:  
Angie Campbell, Melissa Coleman, Paula Embry, Patty Hood, Mary Jo Montgomery, Gary Hanebrink, Rhonda Nichols, Suzanne Mathews, Thomas MacMullen, and Anthony Redding.

Member’s absent:  
Bryan Callaway, Melissa Gordon, Michelle Morgan, Lori Rothrock, Jeff Wilson, John Sigler

Guests Present:  
William Weber, Vice President, Business Affairs; Richard Enyard, Director of Human Resources; Julie Benedict, EAC representative; Sandy Bowman, University Ethics Officer.

I. Meeting was called to order at 8:30 am by President Campbell.

II. Introduction of all present since new members.

III. Minutes  
A. No June minutes – no quorum.  
B. No July minutes – no meeting.

IV. Treasurers Report – Melissa Coleman  
A. Budget for the year is $596.25.  
B. Scholarship balance is $7214.38.

V. Old Business  
A. Committee Assignments for the new year were discussed.  
B. Public Relations  
   a. Flyer will be ready after addition of new members.  
C. Scholarship Committee  
   a. Application process can move forward so we can award first scholarship.  
D. Secretary  
   a. Patty Hood and Rhonda Nichols agreed to share this responsibility.

VI. New Business  
A. Information Services – Rhonda/Tony/Thomas  
   a. Four new members to IT staff.  
   b. Interviewing for Associate Director of Information Services.  
   c. 11g Oracle Upgrade over weekend was successful.  
   d. New Technology Guides have been released.  
B. School of Technology—Mary Jo  
   a. Dr Lou—Cencere project (new biomass program)—deals with biomass gasification as a renewable energy source received three year grant for educating students.  
   b. Wind turbine trainer, Dr. Slaven.  
   c. In the process of buying new remote robot arms and have put new windows in for all to see these.  
   d. Search for new chair underway.
C. Insurance--Angie  
   a. Became its own department on July 1.  
   b. Location remains in Financial Aid Office.
D. Housing
   a. Move-in day Thursday, August 16.
   b. Numbers are down for this year.

E. Environmental Health & Safety—Gary
   a. Emergency Response Team successfully conducted safety exercise this summer.
   b. This exercise brought in an additional $80,000 to the community via businesses.
   c. Each department needs to review their emergency plans and keep a contact list off-site.
   d. Availability for a graduate assistant for training and safety.
   e. Training available for new employees.

F. Family and Consumer Sciences—Melissa
   a. Have a budget through June 30, 2013.
   b. New Chair and Assistant Chair

G. Human Resources—Paula/Patty
   a. Pension committee meeting Friday.
   c. There have been approximately 50 Civil Service new hires since June 1.
   d. Approximately 50 new full/part time faculty.
   e. New parking tag time.
   f. SURS meeting in the fall.
   g. Rick
      1. Mandated Reporting Act-new statute in Illinois
      2. Need to focus on our internal processes to better serve the EIU community
   h. Sandy
      1. Surprised at the number of people that are continuing to leave and retire after July 1.
      2. Checklist for supervisors for new employees
      3. Ethics training required within 30 days for new employees. New system online to see who is compliant.
      4. Oct 17 is first day of Ethics training.
      5. Need to re-visit the new employee/promotions/changes list in the newsletter. Some people didn’t want published. Issue for personnel committee to evaluate.
   i. Julie
      1. There is a new employee website with list of mandatory requirements. Email forthcoming.

H. EAC—Julie
   a. Rick, Amy, counseling center reviewing threat assessment training.
   b. Looking for her role to the university—what we expect from her—how can she help us as a group.
   d. Quarterly meeting in July—SURS update
      1. 924 retirees in June
      2. 1466 retirees in July
VII. Dr. Weber update
A. Strategic Planning
   a. New website to track implementation, updated quarterly
   b. Revamp marketing & communication by using the new director of marketing to help boost enrollment.
B. Renewable Energy Center
   a. East end of campus will get new steam pipes due to sump pump failure.
   b. Start on Aug 20 and last approximately 2 months.
C. Budget/Enrollment
   a. Enrollment is down significantly which will make for a tight budget next few years.
   b. Tiered scholarships, with tier 1 being the most academic and high demand students. Will know more after 10th day numbers.
      1. Tier 1 = 3500
      2. Tier 2 = 2500
      3. Tier 3 = 1500
D. Attrition in personnel
   a. Retirement was up due to uncertainty with SURS.
   b. U of I recruiting some of our employees.
   c. New employee website outlining why come to work for EIU.
E. Cash Flow
   a. State still owes 11.7M for FY12 which is better than ending FY11 with almost 21M being owed.
   b. Need to cut back by slowing down spending and internal borrowing.
F. House voting on pension bill but does not directly affect SURS but could serve as a model if passed.

VIII. Rick asked for clarification between the Civil Service Council and Staff Senate.
IX. Motion to Adjourn (MacMullen/Hanebrink). The meeting was adjourned at 9:35 am.

The next scheduled meeting of the Civil Service Council is Tuesday September 11, 2012 at 8:30 am in the Seventh Street Underground (Rathskeller) Loft, MLK Union. All non-negotiated Civil Service employees are welcome and encouraged to attend.