

**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.
  - b. Healthcare contract expires September 30.
  - 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.
  - c. Customer Service Initiative—Employee empowerment.
  - 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 10<sup>th</sup> 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.