

**Civil Service Council Minutes**  
**May 12, 2020**  
**8:30 am**  
**Zoom Meeting <http://eiu.zoom.us/j/8020989568>**  
**ID 802 098 9568**  
**312-626-6799**

Members Present: Angie Campbell, Carrie Gossett, Donna Noffke, Jenny Stout, Ben Merry, Michelle Morgan, and Linda Holloway, Interim Director of Human Resources & Ex-Officio member  
Members Absent: Tony Craven  
Guests Present: Bill Burnside, EAC Representative

1. The meeting was called to order at 8:35 am
2. The minutes from the April 2020 meeting were approved. All minutes from previous meetings have been posted to the CSC website.
3. Treasurer's Report – the balance is 20,444.45 in the scholarship endowment
4. Committee Assignments
  - a. Election Committee – see below
  - b. Personnel Committee – no report
  - c. Public Relations Committee – no report
  - d. Scholarship Committee – Ben Merry was added to the Scholarship Committee.
5. Old Business
  - a. Scholarship review
    - i. There are ten applicants for the scholarship to review so far. Several appear to qualify for various reasons. Donna Noffke will check the eligibility for those in question.
    - ii. Ben Merry volunteered to act as a reviewer to have an odd number. Jenny Stout, Angie Campbell, Michelle Morgan, and Donna Noffke are also on that committee.
    - iii. The applications will be reviewed and a winner selected by the end of May.
6. New Business
  - a. EAC Update
    - i. Bill Burnside mentioned the Merit Board Executive Director notified EAC group members that rule 250.90 related to the probationary period for new/promoted employees have been extended for the time being due to the COVID order. He will send a summary of what happened at the last meeting to the Council.
  - b. Nominations/Election
    - i. Angie Campbell sent an email blast to Non-Negotiated staff on campus to solicit interest in participating.
    - ii. We have received three nomination forms, and one person has expressed interest directly to President Campbell.
    - iii. Council members were asked to reach out to constituents from their areas and solicit participation. We need to increase our visibility and level of interest.
    - iv. There are currently vacancies in all districts. Elections will be held based on the number of nomination forms we have received so far. The deadline to submit nomination forms is May 22, 2020, as the election must be held by May 31, 2020. Angie will be set up the election with ITS.

- c. Benefits Choice period has begun.
  - i. Linda Holloway reminded the Council that there were significant increases in premiums, and those increases were more prevalent for Dependents. They also added another income step to the member premium scale. Angie Campbell asked Linda Holloway to make sure to share with Paul the concerns our non-negotiated staff have about raises in light of the insurance increase and the President's recent pay increase. It was also reiterated that the minimum wage is going up, and non-negotiated raises have not kept up with the rate of inflation. We are substantially behind others in our professions and our negotiated counterparts.
- d. Coronavirus (COVID-19) and Family First Act
  - 1. The Act provides emergency leave for those impacted by the COVID-19 virus. Employees can receive two weeks of emergency sick leave paid at 100% of their salary if they have been exposed by the Department of Public Health they must quarantine. There have been employees who have had to utilize all or some of it.
  - 2. The Act also provides emergency family leave with two-thirds pay for those who need to care for children due to school and daycare facilities closing. Several employees are taking advantage of that. This can be used in combination with FMLA, but you do not get more than the 12-week allocation.
  - 3. Human Resources employees have been working on creating processes and forms to administer and comply with the new mandates.
- e. Human Resources and VPBA Update
  - i. The University administration is working on a Decision matrix based on the phases for reopening the state for business. Telework has been encouraged in stage 3 while returning to work is the stage for four targets. Some employees may have anxiety due to pre-existing vulnerable when we return to work. Human resources will be developing a machform to use for people to convey requests for accommodations. Human Resources will need a declaration from a physician for ADA accommodation. However, the University will try to accommodate employees as much as possible when they return to work. FMLA may be needed for those who may be at risk in the fall. Some employees at greater risk of contracting the virus. EIU is planning for students to return in the fall, and they will be encouraging they practice social distancing.
  - ii. Michelle Morgan brought up the idea of distributing two masks to people (one to get and one to give) to build community support for the students to return. It is being done at other University campuses. It can be a promotional item with the EIU Logo and be used to enhance recruitment efforts as well. Angie Campbell said she would like to see Council funds used for this type of project. Linda Holloway will bring it up to the Emergency Management Team.
  - iii. It was asked if any business processes will be permanently modified based on what we learn from the remote work environment. Many processes that require signatures have been impacted. Will traditional signatures continue to be a standard practice, or will we be converting electronic signature processes? For the time being, we will continue to require actual signatures. Delays will try to be mitigated as much as possible.

- iv. Inventory verification will continue as originally planned. It may be delayed due to the Covid-19 order.
  - v. The Emergency Management Team meets every two weeks and to address concerns and facilitate communication. Lynette Drake and Eric Davidson are heading that team. Sneeze guards, hybrid classes, food court issues are being addressed to ease anxiety. Locked buildings continue to be an issue on campus this summer. Students are on campus, but they have been given no official communication on how to contact departments.
  - vi. Linda Holloway said the VPSA and ITS Executive Director Searches wrapping up and enrollment numbers look optimistically stable based on deposits for fall 2020.
7. Motion to Adjourn Michelle Morgan (1), Ben Merry/Jenny Stout (2) adjourned by acclamation 9:35 am.