**Civil Service Council Minutes**

**February 11, 2020**

**8:30 a.m.**

**2116 Blair Hall**

Members Present: Angie Campbell, Carrie Gossett, Donna Noffke and Jenny Stout

Members Absent: Tony Craven, Michelle Morgan, Ben Merry

Guests Present: Paul McCann, Interim Vice President for Business Affairs, Linda Holloway, Human Resources, and Bill Burnsides, EAC Representative

Laura McLaughlin, General Counsel presented proposed University Code of Conduct for review (see attachment) and has asked for feedback by end of February. You can send feedback to her directly or send to Angie if you would rather reply as a group.

Legal cannabis in Illinois was discussed and since we are a public institution that receives federal funding the use and possession of cannabis is not allowed on campus. Cannabis is still illegal on the federal level. If someone is using medically, they must leave campus to use. Basically employees are still expected to be able to do their jobs.

Treasurers Report - $20,384.77.

Angie reported that the Naming Committee recently met. A recommendation was made to approve the Harry & Gladys Frost Women’s Basketball Locker Room naming request. This recommendation will be submitted to the Board on 4/24. The Schnorf Family Victory Suite project is moving forward. Announcement on the William Weber Study Abroad Program was also shared.

Paul McCann VPBA updates – Elevators in McAfee and SSB are in and open for operation.

EIU has received $12 million planning money for science building project. It will take 3-4 months to get an architect hired; 1 year before plan is set and then bidding will go out; 1 ½ - 2 years before construction will begin. Expected to be $118 million project.

Search statuses – 2 deans have been appointed this week; 3 candidates for VPBA will be on campus soon; Director of Admissions search is underway – interviews have been completed. Search for VPSA and ITS positions are moving forward.

It is anticipated that the gravel lot between SSB and old steam plant will soon be organized parking space soon. The request for the review of the pine trees in SSB parking lot was taken to the tree committee. It was determined that these are not dirty trees and no need for removal. Suggestion was made to park in a different location if you have concerns with it.

Break out to attend Civil Service System’s Office Audit meeting at 9:00 am for 30 minutes.

We will discuss how we want to allocate the funds raised in the holiday fundraiser at the next meeting.

Carrie will work with PR committee and get a flyer ready to send out to all non-negotiated employees. Will work with Angie on accessing the listserv.

Carrie Gossett has agreed to fill the position of Vice President, left vacant upon Rhonda Nichols leaving the university. Carrie will fill this vacancy for the remainder of Rhonda’s term (May 2020).

Reminder that Klehm Café is open Tuesday & Thursday 11:30 – 1:00, W-2’s are available in PAWS and there is a new W-4 form available. HR has recommended employees review the new form.

Bill Burnside reported on new procedure where employees that exceed 30 days of unpaid, unprotected dock or suspension time during the year 6/1/19 – 5/31/20, will be considered part-time employees for insurance purposes the following year beginning on 9/1 and will have to pay the State’s contribution for benefits. This does not include FMLA time.

Bill also shared that language is being reviewed for the progressive discipline process. A bullying policy is being worked on and an annual appraisal system for supervisors is being discussed.