Civil Service Council

Minutes

November 9, 2021

8:30 a.m.

Teams Meeting (Virtual)

[Join Microsoft Teams Meeting](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_NDk5MWM3NzUtYzVlYy00ODgyLTgzNTAtZjVkNGQwOTllNWJh%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522616ae545-5db6-48ed-9651-732703b94552%2522%252c%2522Oid%2522%253a%252219623d9b-f1b4-47ea-aefa-f6405ab40f0a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=bd3445d0-b1b4-480f-b315-1081211210e4&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

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| --- | --- | --- | --- | --- |
| Jo A Thill | 11/9/2021, 8:29:20 AM | 11/9/2021, 10:02:19 AM |  |  |
| Jean Toothman (Guest) | 11/9/2021, 8:16:06 AM | 11/9/2021, 10:06:37 AM |  |  |
| Diana D Pepperdine | 11/9/2021, 8:19:47 AM | 11/9/2021, 10:02:11 AM |  |  |
| Angela R Campbell | 11/9/2021, 8:21:21 AM | 11/9/2021, 10:02:18 AM |  |  |
| Joshua D Reinhart | 11/9/2021, 8:22:22 AM | 11/9/2021, 10:02:25 AM |  |  |
| Michelle L Morgan | 11/9/2021, 8:22:27 AM | 11/9/2021, 10:02:12 AM |  |  |
| Sean D Reeder | 11/9/2021, 8:23:51 AM | 11/9/2021, 10:02:11 AM |  |  |
| Ke'an Armstrong (Guest) | 11/9/2021, 8:23:53 AM | 11/9/2021, 10:02:13 AM |  |  |
| Carrie E Gossett | 11/9/2021, 8:25:07 AM | 11/9/2021, 10:02:13 AM |  |  |
| Amy L Morris | 11/9/2021, 8:25:55 AM | 11/9/2021, 10:02:11 AM |  |  |
| Beth M Gillespie | 11/9/2021, 8:25:58 AM | 11/9/2021, 10:02:11 AM |  |  |
| Nancy R Murray | 11/9/2021, 8:26:43 AM | 11/9/2021, 8:27:01 AM |  |  |
| Crystal M Brown | 11/9/2021, 8:27:23 AM | 11/9/2021, 9:49:49 AM |  |  |
| Mindy E Hurst | 11/9/2021, 8:27:43 AM | 11/9/2021, 9:57:21 AM |  |  |
| Aaron B Allison | 11/9/2021, 8:28:42 AM | 11/9/2021, 9:59:56 AM |  |  |
| Melissa A Meiners | 11/9/2021, 8:29:14 AM | 11/9/2021, 9:46:03 AM |  |  |
| Jenny L Stout | 11/9/2021, 8:29:20 AM | 11/9/2021, 10:02:17 AM |  |  |
| Paul A McCann | 11/9/2021, 8:30:34 AM | 11/9/2021, 10:02:12 AM |  |  |
| Becky M Shew | 11/9/2021, 8:30:46 AM | 11/9/2021, 9:59:12 AM |  |  |
| Stacy (Guest) | 11/9/2021, 8:31:45 AM | 11/9/2021, 10:05:11 AM |  |  |
| Linda C Holloway | 11/9/2021, 8:31:56 AM | 11/9/2021, 10:02:08 AM |  |  |
| David M Glassman | 11/9/2021, 8:31:58 AM | 11/9/2021, 10:02:11 AM |  |  |
| Carla Nelson (Guest) | 11/9/2021, 8:37:37 AM | 11/9/2021, 9:59:33 AM |  |  |
| Lindsay N Partlow | 11/9/2021, 8:51:52 AM | 11/9/2021, 10:02:14 AM |  |  |
| Libby A Warner-Boyer | 11/9/2021, 8:57:41 AM | 11/9/2021, 10:02:10 AM |  |  |
| Carla Nelson (Guest) | 11/9/2021, 10:01:00 AM | 11/9/2021, 10:03:09 AM |  |  |

1. Call to Order   
   Recording started at 8:28p. Angela C. Started the meeting at 8:32 a.m.
2. Approval of October Minutes  
   Motion: Michelle M. // Second: Beth G.  
   Approved. Mindy was not in last month’s meeting and abstained. Lindsay was not in today’s meeting.
3. Committee Assignments

***Election –*** Campbell, Gossett, Deters, Morgan

***Personnel*** – Campbell, Gossett, Morgan, Thill, Gillespie

***Public Relations –*** Allison, Armstrong, Gossett, Reinhart, Shew, Thill, Partlow

***Scholarship*** – Established *June 22, 2007* – Campbell, Gossett, Morgan, Stout  
-- Treasurer’s Report ($28,091.84 in Endowment Fund as of 11/1/21)

1. CSC Executive Meeting with the President
   1. Dr. Glassman with us today  
      Angie shared details on last week’s meeting with the President and invited Dr. Glassman to speak to the group. Dr. Glassman shared his appreciation for the group’s work and went on to discuss the details of that discussion, including his personal assessment of the circumstances surrounding non-negotiated employee (NNE) salary and raises. For a full transcript of these remarks, please review the **video transcript** with the following remarks:  
      - 8:35 to 8:44 a.m. Dr. Glassman group remarks. While many valuable details were shared in his remarks, the general synopsis is that the only tangible way to address the salary concerns of non-negotiated staff (and other groups on campus who may feel less valued than the administration would like) is to increase enrollment. This is the number one priority for everyone in the entire institution.   
      - Angie followed up on his comments with additional details of the conversation before asking Dr. Glassman to address the challenges of morale on campus, which he addressed beginning at 8:46 a.m. Angie then shared the major themes of the input from the CSC group that were shared with administration (salaries, desk audits, etc.) before opening it up for any comments, questions or concerns with the President. Those questions/comments occur in the time frame from 8:56 to 9:03 a.m. Beth G. asked if salaries increases are not an option what other ways can administration consider to help with NNE and appreciation.   
      - Josh R. asked what non-Admissions/Enrollment employees can do on a day-to-day basis to increase enrollment if that is the primary deterrent to NNE raises. Dr. Glassman said provide a warm and welcoming environment, especially on campus tour days, and to be an advocate for the University outside the University.   
      - Ke’An A. said that the President’s providing of actual numbers (students lost during impasse, employees let go, appropriations lost during impasse) was extremely helpful. She asked what number for an enrollment boost would allow a return to a 3% raise. Dr. Glassman then shared information about EIU’s tuition model and how different groups of students account for different income streams. We need to go from about 6,200 students to about 7,500, and perhaps ideally 8,000 students. At a rate of adding 200 students a year, that amounts to approximately a 10-year plan. We are working very hard to continue our incremental enrollment increases. More details are available from the 9:12 to 9:27 a.m. mark.   
      - Another meeting between the President and the CSC Executive Committee is scheduled for December 13, 2021.  
      - Angie said that any additional comments an be shared directly with the President or through Angie or through the confidential suggestion box online.
      1. Future monthly CSC meetings  
         Angie C. shared that the agenda structure will change beginning next month so that Sean R. and Paul M. are involved in the front end of the meetings, then leave the online meetings to allow for more flexibility with Civil Service Council members to voice their opinions and constituents’ opinions in the meetings without administrative surveillance.
2. VPBA Updates
   1. COVID Updates  
      Sean R. shared that 78% of employees and 75% of on-campus students are fully vaccinated. A message is being prepared to go out regarding testing protocol for over the Thanksgiving Break. Our positivity rate has been very low. Beth G. asked what spring semester would look like. Sean said very similar to fall while still following prevailing agency guidelines.
   2. Recycling Program Update  
      Challenges in getting that going again, processing paper goods per Sean R. Backlogs mean shutdown.
   3. Employee Pay Raises  
      Covered in President’s remarks (4.A.)
   4. IBHE Meeting Update  
      Sean R. said we had a great meeting with IBHE. Much of the conversation was about how EIU’s strategic direction aligned with IBHE’s updated strategic direction. Sean and Paul shared EIU’s preliminary budget needs (including a 5% increase in appropriations and funding for capital projects). Other steps still must take place before anything is finalized, but the presentation went and was received well.
   5. Budget  
      Sean R. said we are still working on the upcoming budget. As per 5.D., EIU asked for a 5% appropriation increase and a full recommitment of the Capital Development funds for planned projects from IBHE and hopes to bring information to the board in January 2022.
   6. CDB/Campus Projects Update  
      Sean R. said we are continuing to make progress on campus projects. Life Science 3rd floor work is ongoing with mechanical systems. New HVAC units scheduled to arrive in early November. 2nd Floor will be finished and handed over to EIU soon. This work continues to progress on a “by floor” basis. McAfee exterior repairs are mostly complete on the east façade with the exception of the clock tower. Goas is final completion of all facades in March, weather dependent. An EIU project using donor funds is replacing the firearms range in Lantz to be the new women’s basketball locker room. New Science Building is still in programming phase with schematic design phase upcoming. CDB has not gotten a construction firm under contract yet. Library repairs are ongoing, work is moving along nicely. Masons have addressed several areas of water infiltration. Addition to the SINCERE building came from the IIN Discovery Partner Institute. Move into bidding sometime this winter. North stairs of Booth Library are being bid and information will be shared with EIU’s board of trustees on that project at this Friday’s regular meeting. Boiler and steam tunnel repairs are underway.
   7. Blu-B-Q Transfer   
      Our BBQ transfer was short $192, Business Affairs will cover the less than $50 remainder. This happened because of an accidental 80% reduction carryover from last year.
   8. Other VPBA Updates  
      Covered throughout meeting.
3. HR Updates
   1. Years of Service Updates  
      There is employee interest, more details to come.
   2. 2021-22 Holiday Information  
      This information has been shared and is in the University’s online newsletter.
   3. Holiday Lunch  
      Dr. Glassman shared that the Grand Ballroom is reserved December 8 to reinstitute the Holiday Lunch.
   4. Employment  
      Currently filling between 20-25 positions. Progressing slowly, and Linda thanks everyone for their patience. Changes in insurance actuarial tables anticipated this July. 1.26.00
4. Old Business
   1. 2021-22 Fundraiser Update from PR Committee  
      Showed the picture frame piece. Sales should pick up in the next few weeks and the frames are available online. Per a conversation bookstore sales are not an option.
   2. Naming Committee Updates  
      Per Angela C., names were forwarded to the President for review. Following his review, details will be shared with the board for further review.
   3. Staff Senate Representation Updates  
      Per Angie C., conversations continuing this week.
5. New Business
   1. EAC Updates   
      N/A
   2. Gift Day  
      Covered earlier
   3. Other Questions or Concerns/Open Discussion (for topics not listed in agenda)

**Remaining 2021-22 Meetings**

* December 14
* January 11
* February 8
* March 8
* April 12
* May 10
* June 14