Civil Service Council

Agenda

November 15, 2022

8:30 a.m.

**Charleston/Mattoon Rooms in the MLK Jr. University Union, 3rd Floor**

In attendance: Crystal Brown // Aaron Allison // Phil Kousma // Josh Reinhart // Ke’an Armstrong // Mindy Hurst // April Nance // Paul McCann // Linda Holloway

1. Call to Order  
   Angie called the meeting to order at 8:30 a.m.
2. Approval of Minutes  
   Minutes approved (Mandy/Aaron).
3. Treasurer's Report (Morgan)
   1. $25,238.10 in the scholarship endowment fund as of 11/9

We did not get enough response to proceed with the wreaths and elected not to proceed due to the shortened time frame. Carrie asked if wreath supplier could reach out to her earlier next year to see if it’s something we can do. Additionally, Carrie will reach out about the possibility of payroll deduction for donations to support the scholarship. She will share that information when she can. Ke’an suggested a cookbook (employee recipes).

1. VPBA Updates
   1. CDB/Campus Projects Update  
      Paul said the Library project has been completed, but the science building is not moving at the moment (we are waiting on the state to pull a contract together for architect engineer). Life science building is still moving forward, contractors are hoping to turn that over to us by the end of the year. There is some money in the preliminary budget for some deferred maintenance, including things like Union and Buzzard roofs, as well as work at the SRC.
   2. Presidential Search Updates  
      There have been more than 60 candidates, offsite candidate interviews are scheduled for December 9 and 10. The committee is still on track for a July 1 hire.
   3. Other – N/A
2. HR Updates
   1. Years of Service Save the Date – is tomorrow, November 16, 2022 at 1 p.m.  
      A note from Linda: In the future, we won’t be using continuous years of service anymore, it will be combined years of service, which is more accurate.
   2. Searches  
      15 various openings in civil service, new employee in HR (Haylee Brickey); Justin Richardson is leaving purchasing; Chase Rich started in the Director of Labor Relations role; (possibly invite him to the next meeting and allow him to introduce himself). Payroll has a new employee as well – Claire Wheeler.
   3. EIU Newsletter – delivered weekly now – look into including shout outs in the newsletter as a video. Add info in the newsletter about dining dollars as well.
3. Old Business
   1. Remote Work Policy  
      CSC Executive Council met with President Glassman for details: up to 4 days for special projects, if more than 4 days the remote work requires VP/presidential approval. 2 classifications can work from home (employees that are not on campus; temporary project people). A reminder as well that last year we approved an IGP to allow people to work from home during inclement weather (IGP 191).
   2. Strategic Planning Update  
      Josh updated council member on the status of strategic planning and invited people to review the website and to participate via emailed suggestions and upcoming surveys. Also shared that if others wish to join the committee they are welcome to.
   3. Council of Councils Meeting 10/14  
      No feedback from this meeting.
4. New Business
   1. Meeting with President Glassman  
      Office coverage was discussed, including people losing time by not taking off. Shutting down serviceable offices. Remote work policy (already discussed). Raises and morale were brought up again as being mutually beneficial.
   2. Raises  
      Matt shared with staff senate last week that raise information would be finalized and shared before the Thanksgiving break. Matt shared that the President was concerned that last year, non-negotiated staff felt like they were getting raises as “leftovers.” An example was shared of one employee who had a 3.25% raise in 10 years, which does not keep up with inflation, and the timing (even retroactively) makes the holidays a challenge. It was also noted that new hires are getting the same pay rates as longer-serving EIU employees. The Pressident does not want it to be that way this year, and PC is trying to reach a determination about raises. There is a pool of money available. Details were shared about where those surpluses are likely to be applied so that EIU is secure even against a possible state impasse or other economic challenge.
   3. Office temperatures December 19-22  
      Paul said we can look into addressing this (warming the offices on those days).
   4. Gift Days  
      A cumulative thank you to the President and administrators. Ke’an asked if there was a way to send out employee alerts that they are approaching or have reached maximum accrual days. A reminder will be added to the newsletter.
   5. Aetna Retiree Plan and Ramifications – Carle and Aetna have reached an agreement.
   6. EAC Updates – no report at this time. Tony shared the State will be here in late January for their audit.
5. Adjournment  
   Approved unanimously.

Upcoming Meetings:

* December 13, 2022, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* January 10, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* February 14, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* March 14, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* April 11, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* May 9, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* June 13, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground