Civil Service Council

MINUTES

September 13, 2022

8:30 a.m.

The Loft in 7th Street Underground

Members Present: Phil Kousma :: Aaron Allison :: Lindsay Partlow :: Crystal Brown :: Matt Bierman :: April Nance :: Mindy Hurst :: Kristin Hupp :: Ke’an Armstrong :: Michelle Morgan :: Carrie Gossett   
Members absent: Angie Campbell, Jenny Stout, and Todd Thomason

1. The meeting was called to order at 8:31 am (Vice President Gossett).
2. August 9, 2022, meeting minutes were approved (Morgan/Kousma).
3. Introductions of all Council members and visitors took place.
4. Committee Assignments/Reports
   1. **Election** – Campbell, Gossett, Hurst, Morgan – No Report
   2. **Personnel** – Campbell, Gossett, Morgan – No Report
   3. **Public Relations** – Allison, Armstrong, Gossett, Reinhart, Partlow, Kousma, Warner-Boyer, Hupp
5. Anyone interested in serving on the PR committee is encouraged to reach out to Carrie Gossett.
6. They will be discussing fundraiser ideas for the Scholarship soon.
   1. **Scholarship** – Established June 22, 2007 – Campbell, Gossett, Morgan, Stout, Warner-Boyer – See Old Business.
7. Treasurer's Report (Morgan)
   1. $28,320.02 in the scholarship endowment fund as of 9/6/22.
8. VPBA Updates (VP Bierman)
   1. COVID/Monkeypox Updates
      1. COVID-19 is being treated as an endemic virus (like the flu), and similar precautions and protocols will be followed.
      2. No reported Monkey Pox cases at EIU. Will follow recommended protocols and precautions outlined by the State and IDPH.
   2. CDB/Campus Projects Update
      1. Work on the Booth Library steps has stalled. The contractors found problems out of the scope of the original project. The Board of Trustees approved the request for additional funds to fix that issue. The project should be completed by Winter.
      2. The Life Science building renovations are on schedule for the most part. They are due to turn over the second floor in September.
      3. Solutions to the water infiltration issues at the Student Rec Center and Lantz weight room are being discussed.
      4. A new campus copier contract has been issued with a new vendor. Half of the needed copiers are at the vendor's warehouse now. The copiers will begin to be replaced in the next two months. ITS is working on integrating the new copiers into the existing network infrastructure. There may be time lapses in picking up old copiers. There may be a lack of response to requests for support.
      5. The Board of Trustees meeting mentioned that EIU is exploring the possibility of turning medical clinic services over to Sarah Bush Lincoln Hospital. Most employees will keep their jobs or be offered help finding a new job.
      6. State of the University Address date and time will be announced soon. It will likely be at the end of September.
      7. Enrollment reports show growth primarily in international graduate students, but it is tough to repeat each year. They would like to recruit more undergraduate international students. Freshman enrollment is up from last year but not up to the pre-budget impasse and pre-pandemic level.
      8. Business Affairs will be conducting some training sessions soon. They will start with business processes for online documents (Travel Applications, Travel Vouchers, Requests for Payment, and processing of HR forms. These would benefit financial managers and their staff. Send Vice President Beirman any suggestions for training.
   3. Presidential Search Updates
      1. Attendance by faculty and staff at the search consultant's investigative sessions was good. However, student attendance was disappointing (1 or 2 F2F and zero through Zoom).
      2. Staff comments were a pleasant surprise to the consultants, citing a good culture and work environment at EIU while also mentioning modern challenges (raises, morale). The hope is to have a new President named by February 1, with campus interviews early December and January.
   4. Attendance at last week’s forums
      1. The Presidential Search consultant meetings were well attended by staff and faculty. The student session was not well attended. (See C.2).
   5. Other
      1. Strategic Planning Committee
         1. Surveys show the community's general view is that EIU is headed in the right direction after the budget impasse and moving forward. EIU's Brand recognition is strong among the campus community. People feel connected to EIU and its brand message.
9. HR Updates (Nance)
   1. Years of Service Save the Date -- November 17, 2022

The planning is on track for this year's event.

Identifying those eligible based on continuous years of service vs. total years of service is difficult. Vice President Bierman agreed with a suggestion to move away from recognizing continuous years of service to a total years of service model. Human Resources will begin promoting the use of the student recreation center as an employee benefit. The intention is to hold new employee orientation sessions more consistently in the future. This was a problem due to staffing shortages in Human Resources. April noted this is “continuous” years of service vs. anniversary (adjusted). Matt said it should be “service to the institution”  
April took tour of the Rec Center and shared that there are community classes, pool opportunities that we should be sharing with new hires. Perhaps offer new hires a free trial with option to continue. New employee orientation used to cover this but it was offered inconsistently so April will look at adding it to new employee HR meetings.

* 1. Changes to Civil Service Testing  
     Testing is beginning to shift to a credential review format from the traditional testing format. The evaluation process will be based on prescribed rules by the systems office and will include an evaluation of years of service and experience. There is no end date but they are looking at rolling changes. Civil service skill reviews are not blind, perhaps the process would be more fair if we did blind reviews. April said it is very stringent on how skills are evaluated so the process is sound. Explore looking at providing a written process format that can be shared internally as an added measure of equity and accountability.
  2. Searches

1. Director of Employee and Labor Relations  
   The search failed for the ELR officer. They received three additional applications to review. There is hope we will have a candidate to fill that vacancy soon. We had three applicants in pool as of yesterday. They are being evaluated.
2. Other searches – No report
   1. EIU Newsletter
      1. Josh Reinhart is waiting on information from Human Resources to create the email blast to employees.
3. Old Business
   1. Remote Work Policy  
      Presidents desire is to have something in place prior to SOTU. We can expect a situational remote policy first (i.e. for project completion, weather event, etc.) PC is working through the nuances. The second part is can we hire partial or full remote employees. Expect information in coming weeks.
   2. Reminder – November Meeting Now, on November 15  
      The meeting on November 8 has been moved to November 15 because it is a holiday (Election Day).
   3. Scholarship—Connor Mellott
      1. Future Planning will take place soon.
   4. Strategic Planning Update
      1. Committee met last week
      2. Have gathered feedback from external partners via a survey (152 responded).
         1. A general view is that EIU is headed in the right direction after the budget impasse and pandemic.
         2. Goals for rightsizing are good, and there is hope that we can expand facilities and business practices to meet the needs of the University in the future.
         3. EIU Brand is strong and has good buy-in and name recognition. People feel connected to it.
      3. Next will be a survey to the community that will likely launch before the State of the University address. Town Halls will be held to engage in discussion in Mid-October.
4. New Business
   1. Status of Raises (10th Day was Friday, September 2).
      1. The administration is looking at the budget and will be discussing that in the next two or three weeks.
   2. Norton-Powell Hall Dedication September 9 (did anyone attend?)
      1. Approximately 50 people attended, including some family members of the honorees.
   3. Fall Into Fitness (Be Well Illinois initiative)
      1. State Initiative promoted by Campus Recreation. It is an eight-day challenge.
      2. Campus Recreation will host lunchtime walks at 12:15 each day. More information is on EIU Campus Recreation's social media and websites. EIU Team Blue is taking part in a virtual 5K/10K and 5K/10K step challenge. Register at <https://raceroster.com/events/2022/57788/state-of-illinois-fall-into-fitness-5k10k/register?team=428943> .
   4. ACE Sushi is now in Food Court
      1. Fresh made each day, and where the Subway was located.
   5. Homecoming – Shirts Available
      1. Shirts can be purchased online at <https://www.eiu.edu/homecoming/shirts.php> or in person at the student Life office.
   6. Faculty/Staff Golf Outing September 16
      1. Will be a 9-hole scramble at the Charleston Country Club
      2. $30 registration fee (green fees and cart included)
   7. EAC Updates – No Report
5. Adjourn (Nichols/Gordon) at 9:33 a.m.)

Upcoming Meetings:

* October 11, 2022, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
* November 15, 2022, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
  + (Rescheduled from November 8th due to Election Day Holiday Observance)
* 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