

Civil Service Council
Minutes
May 9, 2023
8:30 a.m.
The Loft in 7th Street Underground

Present: Angie Campbell, Carrie Gossett, Ke'an Armstrong, Kristen Hupp, Lindsay Partlow, Phillip Kousma, and Michelle Morgan.

Ex-Officio Linda Hollowell, Director of Human Resources

Absent: Aaron Allison, Jenny Stout, Mindy Hurst, and Todd Thomason

Special Guests: Matt Bierman, Vice President of Business Affairs, and David Glassman, President.

Members-Elect Present: Arlene Brown (District I), Nathan Wehr (District III), Crystal Brown (District III Alternate), and Justin Tierney (District I)

Others Present: Amy Morris, Emily Strawn, and Daniel Douglas.

- I. The meeting was called to Order at 8:30 am
 - A. Welcome President Glassman
 1. President Angie Campbell welcomed President Glassman, thanked him for his work with the Council, and offered congratulations on his impending retirement.
 2. President Glassman gave a short speech, and a discussion took place about various issues and trends that impacted his role.
 3. President Campbell thanked President Glassman for continuing to honor employees at the staff appreciation luncheon each year. The Ice Cream Social may be rescheduled.
 - B. Election results
 1. FY 24 new members were welcomed, and round table introductions took place.
- II. Approval of Minutes
 - A. The April 11, 2023, meeting minutes were approved by acclamation (Morgan/Kousma).
- III. Treasurer's Report
 - A. \$25,357.14 is the balance in the scholarship endowment fund as of May 4, 2023. Donations and fundraisers support this endowment. The endowment of the EIU Civil Service Council scholarship for non-negotiated employees, their children, and grandchildren.
- IV. Committee Assignments/Reports
 - A. Public Relations
 1. Cookbook fundraiser
 - a. The cookbook is ready for publication. The Cashnet storefront is ready to be set up after a decision on a selling price.
 - B. Scholarship
 1. 11 Applications were received. A list has been sent to Human Resources to verify applicant eligibility. We hope to have the scholarship winner decided before the end of May 2023.
 2. One scholarship for \$1000 will be distributed in the Fall 2023 semester.
- V. VPBA Updates
 - A. CDB/Campus Projects Update
 1. The CENCERE building is being renovated to convert it from a research-focused building to a multipurpose space.
 2. Extensive work is being done to repair water leaks at the Student Recreation Center.
 - B. Other Updates

1. The Board of Trustees authorized a tuition rate increase beginning Fall 2023.
2. The Health Clinic transition to Sarah Bush Lincoln will occur May 22, 2023, and should be open to students by May 24, 2023.
3. Spring 2023 Graduation was a great success. Students and their families enjoyed being there as they did before the Covid protocols.

VI. HR Updates

- A. State Universities Civil Service System (SUCSS) audit visit has been completed. HR is waiting on their final report.
- B. May 1-31, 2023, is the benefits choice period. There will be a benefits fair on May 18, 2023, from 9-3 in the Union. CMS will give presentations, and various vendors will be present.
- C. June 21, 2023, will be the annual Years of Service program.
- D. Performance appraisals for civil service staff are due June 30, 2023.
- E. HR Directors met with the EAC Executive Board in a joint meeting to discuss facing the civil service office. The EAC Executive Board will be invited to the HR Directors meeting in August 2023.
- F. The benefits choice period also includes enrollment in the EIU Sick Leave Bank. Automatic registration will take each year for those already enrolled in the program unless you opt out.

VII. Old Business

- A. Strategic Planning Update
 1. They hope to have a final report voted on during their June 2023 meeting.
- B. Security Training (update from Aaron A.)
 1. Approximately 1078 of our 1200 employees have completed the training as of May 1, 2023.
 2. They are in the process of reaching out to those who have yet to complete the training.
- C. Searches
 1. DEI Officer – This was a failed search. The University administration plans to re-evaluate it in Fall 2023.
 2. Employee & Labor Relations – Applications are now being accepted for the position.
 3. Interim Provost/VPAA – Ryan Hendrickson has been selected, but we are waiting on official paperwork to make an official announcement.
 4. Interim AVPAA, Student Learning & Assessment - Suzie Park has been selected and will start in the fall.
 5. Treasurer – Mike Hutchinson was selected and has already started in the position.

VIII. New Business

- A. EAC Updates –
 1. Concerns that arose from the meeting:
 - a. Extending eligibility to applicants outside the state to increase the number of qualified candidates for civil service positions.
 - b. Allowing agencies to interview more than the top 3 scored applicants.
 - c. Increasing the number of hours allowed to work from 900 to 1800 under the Temporary Extra Help classification.
- B. Covid Leave
 1. The University has received an email about the Covid leave policy, and General Counsel is looking at it. They have received conflicting language from the state on how to administer it. Eligible employees will be notified.
- C. Mental Health First Aid Trainers
 1. EIU is looking for volunteers to train to be certified in a June 2023 training held on campus. There are 16 positions in the program open. You must apply to participate in the training. Training must be renewed each year.
- D. Possible new Funding formula
 1. The higher education funding formula will be formalized for application next fall.
- E. Campus water tower lease to the City of Charleston
 1. A long-term 30-year land lease for the water tower has been issued to the City of Charleston. They will invest in differed maintenance and include it in their city-wide system.
- F. Inventory

1. Due June 9, 2023.
 2. Laws have changed our red tag inventory verification of items \$2500 or more. New tags have been mailed to inventory custodians.
- G. Staff Senate Update – call for nominations, no election for Non-Negotiated members this term.
- H. Summer classes begin May 22, 2023
- I. Election of Civil Service Council officers
1. The election of Council officers will take place at the end of the June 13, 2023 meeting.

IX. Adjournment

- A. Motion to adjourn at 9:54 am (Armstrong/Gossett).

Upcoming Meetings:

- June 13, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground

Upcoming Meetings

- July 11, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- August 8, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- September 12, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- October 10, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- November 14, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- December 12, 2023, at 8:30 a.m. - Rathskeller Loft - 7th Street Underground
- January 9, 2024, at 8:30 a.m. - Location TBD
- February 13, 2024, at 8:30 a.m. - Location TBD
- March 12, 2024, at 8:30 a.m. - Location TBD
- April 9, 2024, at 8:30 a.m. - Location TBD
- May 14, 2024, at 8:30 a.m. - Location TBD
- June 11, 2024, at 8:30 a.m. - Location TBD