Civil Service Council

­­­­Minutes

July 11, 2023

8:30 a.m.

The Loft in 7th Street Underground

Members present: Aaron Allison, Arlene Brown, Crystal Brown, Carrie Gossett, Kristin Hupp, Mindy Hurst, Phillip Kousma, Michelle Morgan, Jenny Stout, Justin Tierney, Nathan Wehr

Absent: Angie Campbell, Ke’an Armstrong,

Others Present: Amy Morris, Lindsay Partlow

1. Call to Order - Called to order by President Morgan.
	1. About the Council - brief history of CSC was reported. –It is the result of an Illinois law that requires all State Universities have a Civil Service Council. This offers us a unique opportunity to have a seat on personnel matters at the University, like salary planning and hearing grievance
	2. Introductions were made by each person present.
	3. Approval of minutes from June 13, 2023.
		1. Motioned for approval by Mindy Hurst and seconded by Kristin Hupp. Minutes of June 12, 2023 meeting were approved unanimously.
2. Treasures Report
	1. President Morgan reported that the endowment of Civil Service Council scholarship is 25,395.
3. Committee Assignments/Reports
	1. Committee Assignments for 2023-2024
		1. Alternates can serve on committees, members are encouraged to serve on at least one committee, how important for us to work on behalf of our constituents and reminded us that we do have a voice with the president.
	2. Committee Reports
		1. **Public Relations** – Kristen Hupp reported that we have sold 80 cookbooks, on campus and mailings have started going out.
		2. **Election –** Mindy Hurst shared they are using a SharePoint list to collect nominations; the plan is to move to voting using SharePoint as well
		3. **Personnel** – Michelle Morgan - asked for volunteers so that we have a fifth person to the personnel Committee, Nathan Wehr volunteered and emailed Ms. Morgan to let her know.
		4. **Salary Plan** – No Report
		5. **Scholarship** - Michelle Morgan explained the role of the scholarship committee.
4. VPBA Updates sent by Matt Bierman via email read by Michelle Morgan.
	1. CDB/Campus Projects update
		1. Science Building - No change to our project.  Still waiting on Architect to convene the group and reduce scope to get in budget.
		2. Football Turf - Being install now.  Should be done by August 1st.
		3. Buzzard shingled Roof - Planning to install this fall.
		4. Lantz partial roof - Working on design.  Either this fall or next spring.
		5. Lantz generator replacement - In design -Next summer
		6. President Office Remodel - Funded from non-appropriated sources.  In progress now.  Scope is primarily paint, carpet and furniture.  Should be done by mid-August.
		7. O’Brien Stadium Concrete repairs - This is a safety project that will occur July-September 2023
		8. Student Rec Center water infiltration project.  In design right now.  Project will likely happen in the Spring/summer 2024.
	2. FPM leadership change. Tim reassigned to VPBA office. A search will begin immediately for his replacement.  Kris Phipps is serving as the Interim Director.
	3. Non negotiated raises – The Presidents Council will discuss raises in the next 8 weeks.  They plan to have an announcement by October 1st or sooner.
	4. Signage for Child Care Resource Center - – Vice President Bierman is working with the Dean of that college on language that works for everyone.
	5. Timeline for PAWS Proxy – No update
		1. Mindy Hurst added that there was a patch applied that should have fixed this.
	6. Plan 2028 - The new Strategic plan was approved by the BOT in June.  Implementation groups will begin meeting soon.
		1. Crystal Brown - shared that the President should be sharing more about it this fall.
	7. Standard and Poor's has upgraded the EIU bond Rating from BB+ to BBB-.  This is the first time in 8 years that EIU's S&P bond rating has been in the investment grade category.
5. HR Updates - sent by Linda Holloway via email and read by Michelle Morgan
	1. EIU search updates
		1. Employee and Labor Relations – We are in the process of making arrangements to invite final candidates to campus
		2. Internal Auditor – No report
		3. Vice President for University Advancement – No report
			1. Ms. Morgan reported that Ken Weinstein has been assigned to be the new Executive Director of Community Development and Outreach
		4. Graduate School Dean – Bob Chesnut appointed
	2. University Civil Service System Office Audit – The audit has been completed and EIU is awaiting a preliminary report from SUCSS
	3. Electronically signed and submitted civil service evaluations - clarification from HR is you can submit evaluations electronically and they hope to implement an electronic process at some point down the line.
		1. You can esign and submit evaluations via email to HR.
		2. Currently HR prints and files the evaluations.
	4. Other
		1. Employee suggestion:  Civil Service Council present information about the Council at future employee orientation sessions. – HR is reviewing the on-boarding process for new employees.  They would like feedback on what types of information you would like presented or made available, including format, etc. The Council will discuss the suggestion on how HR might be able to incorporate Civil Service Council information into those sessions at a later time.
			1. Michelle Morgan would like the PR Committee to come up with a flyer to outline what CSC does (in the next month or two)
	5. Additional comment:  Tony Craven has resigned as EIU’s EAC representative, effective immediately.  According to the by-laws, a notice of a special election must occur 30 days after notification of the resignation and will start the special election process.
		1. Michelle Morgan explained EAC rep duties and how it is of importance to Civil Service employees.
		2. It is an elected position voted on by all Civil Service Employees.
6. Old Business
	1. Removal of District 2 Alternate (Article V Section 3a) – Revote due to parliamentary procedure issues.
		1. There were questions regarding the parlementary procedures followed. .
		2. June 1 is when new members of Civil Service Council assume their position. Tthe motion was made by a former member who was not on the council at the time of offering the Motion. The second were offered by an Alternate who was not able to vote because all members from her district were present. Therefore, we need a new motion,second, and vote for the removal of the District 2 alternate.
		3. Philip Kousma motioned for a new vote which was seconded by Mindy Hurst unanimously approved by the Council.
	2. A revote was taken for the office of Secretary since Carrie Gosset was an alternate at the June Meeting. Philip Kousma was reaffirmed as secretary by a unanimous vote.
7. New Business
	1. Replacing Angie Campbell District 3 (Article V Section 3b)
		1. Michelle Morgan explained differences between Article V Section 3a and Section 3b.
			1. 3b does state that the Constitution can allow for CSC to refill the position - Crystal Brown
		2. Must advertise for new alternate.
			1. Newsletter/Email/Link on web page
		3. Only CSC members will be allowed to vote on the new member.
	2. Constitution and Bylaws review
		1. Comments, questions, or concerns?
			1. Clarify the differences between Article V Section 3a and Article V 3b.
			2. Add committee service as a mandatory duty of membership to the bylaws (currently implied duty).
			3. Committee clarification
				1. standing
				2. special
		2. VPAA reorganization and establishment of Vice President for Enrollment Management area – Josh Norman appointed.
			1. District 1 affected.
			2. Add Ex-Officio memberships (Director of HR, EIU EAC Rep, others?)
		3. Ms. Morgan would like the Constitution Committee to be done with the changes by the end of the year and ready for a vote in May.
			1. The committee may try and break the constitution down in to sections and bring it to the CSC to look at sections individually.
		4. Committee Members

Michelle Morgan

Mindy Hurst

Crystal Brown

Carrie Gosset

* 1. Staff Concerns and Comments – No report
	2. A process for attending Council meetings virtually was discussed.
	3. Ideas for scholarship fundraisers and any outreach activities (Public Relations Committee) – No report
	4. Staff Senate (Morgan (appointed), Hupp (appointed), Armstrong (at-large)
		1. Meetings are held on the 2nd Wednesday of each month at 1:15 in the Rathskeller Loft
		2. The Staff Senate would be meeting with University President and Ms. Morgan asked that they confirm the gift days for the upcoming year.
	5. Other
		1. VP for University Advancement reassigned to new position Executive Director of Community Development and Outreach – Amber May will be Interim Administrator for UA and Alumni Services.
		2. Questions were brought up about the EAC representative position. It was clarified that the EAC Representative is required to attend meetings in Springfield quarterly, but it is an unpaid position. They will receive reimbursement for mileage – Carrie Gossett.
		3. Civil Service Council has a suggestion box if members want to submit a suggestion, it can be done anonymously.

Meeting adjourned 9:36 am