Civil Service Council

Minutes

March 21, 2023

8:30 a.m.

**\*\*\*EFFINGHAM ROOM\*\*\***, MLK Union 3rd Floor

1. Call to Order  
   8:32a by Carrie Gossett
2. Approval of Minutes  
   Michelle motioned, Lindsay seconded. Passed unanimously.
3. Treasurer's Report
   1. $25,317.30 in the scholarship endowment fund as of 3/6.
4. Committee Assignments/Reports
   1. Public Relations – fundraiser update  
      Cookbook coming along, Michelle and Ke’an have been working on it and we have 137 recipes. Sales won’t be complete for scholarship this year but we have enough in endowment currently for this year’s scholarship(s).
      1. Scholarship Promotion
      2. Closes 4/30. One $1000 or two $500? ($1026.26 in endowment)  
         Josh motioned for $1000, Kean seconded. Approved.
5. VPBA Updates
   1. CDB/Campus Projects Update  
      FR class looks good, should meet/exceed FA22. Campus visits up significantly. Transfers down but we’re working on it. Just signed corporate agreements with Carle and Rural King, announcements with details coming soon. Graduate and international poised to be level or up. Trends look strong for another year. IT is preparing to launch more training to Civil Service after initial CSC offer. Ice cream Social April 6 4-7p in Old Main lawn and employee picnic April 18 in quad. April 21 BOT dedicating Lumpkin School of Nursing. April 28 Jim Edgar on campus. Facilities projects went well and we are fixing newer issues that were discovered in steam pipes. Working with CDB on utility tunnel project, asking for more funding. Science Building design is being reduced partially to met budgetary scope set by CDB. EIU reps will be in Springfield soon to make case for budgets.
   2. Summer Hours (update)  
      Information now in EIU Newsletter and form is up for schedule requests. Linda will work on all-staff email.
   3. Other
6. HR Updates
   1. Expanded Bereavement Leave Update (in Newsletter)  
      This information is up in EIU newsletter. Also, civil service audit is taking place this week. Audit is much more extensive this year.
7. Old Business
   1. Strategic Planning Update  
      Josh shared info on KPI subcommittee work and upcoming town halls. The plan will tentatively be reviewed initially by the BOT in April and approved in June.
   2. Follow-up on December payroll issue  
      Payment discrepancies with raises and timing of raises was discussed. Also discussed the paycheck waiting period when the holiday falls on specific days in December/January transitions.
   3. UPD Awareness & Engagement
      1. Parking Lots & Parking Issues  
         There is increased patrolling in those lots so the issue is being addressed it seems.
   4. Laptop Distribution (update)  
      Discussion about the importance of communicating laptop availability. Matt will try to get a new update from IT to see if more can be done re: awareness.
   5. AED Locations on Campus (update)  
      Info up in newsletter and can be applied to media site annually for awareness.
   6. Security Training (update from Aaron A.)  
      Basic training and IPA training being offered. There will be a training cycle implemented.
   7. Searches ongoing
      1. General Counsel
         * 1. FOIA: Josh stepping aside from CSC to take on FOIA duties. Two candidates on campus this month.
      2. DEI Officer, continuing
      3. Employee & Labor Relations, continuing
      4. Interim Provost/VPAA (Deadline March 27)
      5. Interim AVPAA, Student Learning & Assessment (Deadline March 27)
8. New Business
   1. SUCCS Audit March 20-24 (Remote)
   2. Returning Events
      1. President’s ice cream social on the front lawn (see V.A)
      2. Staff picnic (see V.A)
      3. April 21 Dedication of Nursing Program (see V.A)
      4. April 28 Former Gov. Edgar on campus for a presentation (see V.A)
   3. EAC Updates
9. Adjournment
   1. Adjourned at 9:21

Upcoming Meetings:

* 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