Civil Service Council

­­­­Minutes

November 14, 2023

8:30 a.m.

The Loft in 7th Street Underground

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

Special Guests: Linda Holloway Human Resources Director and Vice President for Business Affairs Matt Bierman

Others Present: Amy Morris

* 1. Call to Order

* 1. Approval of Minutes from October 10, 2023

A. Motioned by Arlene Brown and Seconded Kristin Hupp

* 1. Treasurer's Report – Civil Service Treasurer Jenny Stout reported the following.
     1. Civil Service Council Scholarship Endowment balance $26,672.02
     2. Operating Budget $170

* 1. Committees
     1. Committee Reports
        1. Election (standing) – No report
        2. Personnel (standing) – No report
        3. Salary Plan Committee (standing )– No report
        4. Public Relations (special)
           1. CSC "EIU Eats" Cookbook fundraiser update

Kristin Hupp reported the Associate Director of Dining would like to purchase 60 cookbooks from the Council at a reduced cost as a Holiday present. The council voted to sell 60 books at a cost of $10 a piece.

* + - * 1. EIU Blue Chip fundraiser update – Arlene Brown reported that there had been no additional sales.
        2. Arlene Brown asked about doing a capitol campaign
      1. **Scholarship (special)** – There was no report from the committee but the following discussion was had by the Council.
         1. Justin Tierney stated that the scholarship should be awarded as early as possible. This can affect the decision, by the potential and continuing students to attend EIU.
         2. President Morgan stated the qualifications for the scholarship and that the scholarship is awarded in April and paid the following Academic Year.
      2. **Constitution and Bylaws (special)** – No report
         1. President Morgan will want to revisit this next month and discussed with Council representatives how they would like to review the changes.
         2. There was some discussion on how to present the revisions for vote. The decision was made they should be discussed and voted upon in sections.
  1. VPBA Updates – Vice President of Business Affairs was unable to attend the meeting but did provide the following updates that were read by Council President Morgan.
     1. Hiring
        1. VPUA search - 4 candidates on campus between Nov 13 and December 1.
        2. Facilities Director - 3 candidates on campus this week
        3. Senior Diversity officer - 2 candidates were on last week. Materials with the hiring agent.
        4. Internal Auditor - 1 candidate this Thursday.
     2. Projects
        1. Science Building - No update from CDB
        2. Student Rec Center Drainage - Project awarded and will begin in the coming months.
        3. O'Brien stadium railing repairs are happening.
        4. Investigating baseball stadium and failing block.
     3. Campus Clocks. Will not be fixed for a while. Problem with the receivers. EIU is considering the system and what to do.
     4. December Commencement - Still looking for volunteers to help. Contact the Alumni Office. This is a great way to see the impact that you make in the lives of our students.
     5. IT security - BE VILIGENT. We had a phishing attempt recently. 25 employees clicked on something they shouldn't have. 5 entered their credential into a fraudulent online form and 3 approved a DUO authorization which gave criminals access to our systems. We stopped them before any damage was done but we have to think before we click. If it looks suspicious say something, ask someone AND always send to IT.
        1. Aaron Allison stated that there have been a high number of phishing emails, be diligent, look for small things that look weird. The attackers are looking for you to be in a rush.
     6. Reminders
        1. Presidential Investiture - November 15 will be live streamed.
        2. BOT - Friday

* 1. HR Updates
     1. University Civil Service System Office Audit - no report yet
     2. Linda Holloway let the Council know that the HR department has been getting some questions regarding the parental leave, they are working on a FAQ.

* 1. EAC Representative Updates – No report

* 1. New Business
     1. CSC Meeting Location for January 2024 through June 2024 has been reserved at Rathskeller Loft - 7th Street Underground.
     2. Staff Senate Update (Meetings - 2nd Wednesday of each month at 1:15 pm in Rathskeller Loft) (no quorum but did still meet)
        1. Larry Shobe Memorial Block update - looking to see if they can change to commemorative flower bed as well as possibly make campus beautification day done his honor
        2. Staff Senate is doing a Food Drive for EIU Food Pantry
     3. Update from informal discussion on working together - CSC and Staff Senate Executive Committees (November 6 @ 1)
        1. working to see if we can work together on submissions submitted to suggestion box as well if the two group can work together more.
     4. Staff Concerns and Comments were read aloud by Council President Morgan.
        1. Suggestion Box Comment 1 - Mechelle Cohoon
           1. “I'm asking that the parking situation between the Student Services Building and the Union be evaluated. In an effort to prevent sap from falling onto vehicles, employees have been parking in the east, gravel lot between SSB and the old power plant. This area is now being ticketed, although we believed permission had previously been given to employees for parking this area. Thank you for your consideration.”
           2. Suggestion Box Comment 2 – District 1 - President, VP and VPAA

“Discuss an optional 4-day work week in summer in offices that are able.”

* + - 1. Michelle Morgan requested clarification regarding Gift Days and Holiday Schedule for 2023
         1. The past years the University has given employees three Gift Days in addition to the end of the year Holidays.
         2. Linda Holloways stated that because of the way the Holidays are being allotted in 2023 that that there was only a 2-day gap, which is what determined the allotment of gift days. There was also discussion that staff senate has some input in the yearly calendar and when holidays are observed.
      2. Repopulate the Human Resources training and development arm to centralize and increase essential training and resources for staff**.**
         1. Linda let us know they are working on some on boarding materials.
         2. Council president stated that we need a central place to store materials
         3. Linda stated that they are working to have people collect and organize this information.
      3. Suggestions to improve morale, increase the number of new applications, and improve staff retention.
         1. Justin Tierney's team has been taking monthly trips to south quad dining, as well as going to the EIU volleyball game as a group, working to find more things to do as team.
  1. Unfinished Business
     1. Constitution and Bylaws Review Update
     2. Strategic Plan Update <https://go.eiu.edu/SPJune23> - no updates
        1. University Salary Plan revisions (Theme 4)
     3. Staff Concerns and Comments
        1. Explore a merit pay options (i.e., base or non-base monetary increase/award), for all civil service employees - help with salary compression, improve morale, and attract and retain quality employees?
        2. Civil Service Council Suggestion Box advertisement in the EIU Newsletter.- the Civil Service Council has seen more suggestions since adding it to the EIU newsletter.
        3. SSB Parking Lot – Line painting and ongoing complaints related to tree sap.
     4. 2023 Council of Councils Meeting Update
        1. Council of Council’s Website effective November 1, 2023 – [www.niu.edu/council-of-councils](http://www.niu.edu/council-of-councils)
        2. Other items of interest
           1. Arlene Brown stated the theme was “keeping moral while advocating for others.”
           2. Kristin Hupp suggested that there is a need raise awareness for Civil Service Council and what it provides to employees. Suggested possibly doing a Civil Service Day, it could be a day of awareness and celebration.
     5. President Morgan stated that we may request to have someone from the annuitants group come and speak.
  2. Adjournment 9:20