Civil Service Council

­­­­Minutes

October 10, 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, Phillip Kousma, Michelle Morgan, Lindsay Partlow, Jenny Stout, Justin Tierney, Nathan Wehr

Excused: Mindy Hurst

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 September 12, 2023
     1. Motioned by Arlene Brown and Seconded by Aaron Allison

* 1. Treasurer's Report - Jenny Stout reported the following.
     1. Civil Service Council Scholarship Endowment September balance $26,662
     2. Operating Budget ($300)

* 1. Committee Reports

A.Election (standing)– No Report

B. Personnel Committee (standing)- No Report

University Grievence Committee – No Report

C. Salary Plan Committee (standing)-- No Report

D. Public Relations (special)

* + - 1. Kristin Hup gave an update on the CSC "EIU Eats" Cookbook fundraiser status update, stating only about 30 remained.
      2. Arlene Brown shared the committees plan to sell Panther Poker Chips - 5 chips for $10, these can be given out as a thank you.
    1. Scholarship Committee (special) – No Report
    2. Constitution and Bylaws Committee (special) – President Morgan reported that a final review of the document will take place in committee before suggested changes are presented to the Council.

* 1. VPBA Updates (Vice President Bierman)

1. CDB/Campus Projects update -, Revised plans for the new science building have not finalized by the architect.
2. Student Rec Center renovation bids have came back and the project should start soon.
3. Search Updates
   * + 1. Director of Facilities Planning and Management - doing reference checks and final interview should be later October.
       2. Provost search has been posted on national sites.
       3. The first round of interviews has started for the Vice President of University Advancement.
       4. The search process has restarted for an internal auditor.
4. Non-negotiated raises for FY24 (*September 27 President's Fall Update*)
   * + 1. Compensation Studies being done on a case-by-case basis.
       2. The University will be doing a compensation analysis for mostly non-negotiated employees to see where they align with other Universities.
5. Funding is available for University employees to participate in the Adult Fitness Program on a first come, first served basis ( <https://www.eiu.edu/ksr/af_index.php>)
   * + 1. EIU Adult Fitness memberships sponsored by the President's Office.
6. New IGPs that benefit Non-Negotiated Civil Service staff
   * + 1. Parental Leave for Non-Negotiated Employees IGP 7.3 ( <https://www.eiu.edu/auditing/igp/7.3>)
       2. Community Service Leave IGP 7.4 ( <https://www.eiu.edu/auditing/igp/7.4>)
       3. Gift Day Leave IPG 7.5 (<https://www.eiu.edu/auditing/igp/7.5>)

* 1. HR Updates (Linda Holloway)

1. University Civil Service System Office Audit has not moved forward yet.
2. Lindsay Parlow was elected as EIU’s EAC Representative to the Merit Board during the Special Election.

* 1. New Business

1. Staff Senate Update
2. Council President Michelle Morgan will be taking the lead in organizing a memorial block for Larry Shobe.
3. The University Shout Out program has moved from $3 reward to a $10 reward, this is being funded by University President Gatrell.
4. Staff Concerns and Comments
5. Vice President of Business Affairs Matt Bierman was able to answer some questions regarding the EIU Phone system replacement with MS Teams voice regarding headsets vs. handsets?
   1. ITS will purchase headsets but departments will purchase handsets.
   2. There are some spaces that will need to have a physical phone.
6. Council President Morgan stated comment from the suggestion box “Several employees working in the SSB building and other buildings near that have expressed concern about the painted lines for parking. The areas of concern that have been addressed are along 7th street - you really can't see any lines at all anymore; and in the SSB lot - the lines are very hard to determine there as well. Partly because they need re-painted and mostly because the sap trees leave a mess all over the lot (as well as vehicles) and make it really hard to know where the spaces are.
   1. VPBA Bierman is having a lot assessment done but does not expect them to be painted until spring 2024
7. President Investiture November 15, 2023.

* 1. Unfinished Business
     1. Council President Morgan reported that the Constitution and Bylaws Review Comittee continue to work on the Constitution and Bylaws.
     2. Council President Morgan revisited the idea of exploring the possibility of EIU developing a merit pay program for civil service employees like those offered to EIU faculty and at other Illinois State Universities. Asking, Vice President Bierman and Human Resource Director Holloway, if this could this help resolve salary compression issues on campus?
     3. Council President Morgan gave an update from the Social @ University President Gatrell's home.
     4. Arlene Brown and Kristin Hupp plan to attend the 2023 Council of Councils meeting on October 20, 2023.
     5. Crystal Brown shared an update on the on-campus food bank. The number served has drastically grown over the last year, serving more than 900 students in the first 6 weeks which is a 200% more than last year. The food bank is fully funded by donations and food drives.

IX. Adjournment 8:59 am