Civil Service Council

­­­­Minutes

September 12, 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

Excused: Mindy Hurst, 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 8:30

* 1. Approval of Minutes from August 8, 2023
     1. Meeting minutes for August 8th 2023 were approved with the understanding the spelling of VP Bierman and President Gatrell names would be corrected.
     2. Motioned by Arlene Brown, seconded by Kristin Hupp

* 1. Treasurer's Report - Jenny Stout reported the following.
     1. Civil Service Council Scholarship Endowment ($25,416.58)
     2. Operating Budget ($300)

* 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) – Ke’an Armstrong reported the following.
           1. CSC "EIU Eats" Cookbook fundraiser status update.
        5. Constitution and Bylaws (special) – Council President Morgan reported committee is hoping to schedule meeting on September 5th or 12th at 8:30.
  2. VPBA Updates
     1. CDB/Campus Projects update
        1. VP Bierman reported EIU is working with an architect on the design of the science building, They are hoping for the design to be done in 18 months and break ground in 2025.
        2. The board has approved water drainage project for student recreation center
        3. Roofing projects - Buzzard will be starting soon, Greek court will be next followed by East Hall and then McKinney.
     2. Search Update
        1. Director of Facilities Planning and Management - on going - hoping to have someone on campus before the end of the semester.
        2. Chief Diversity Officer – This job has been posted.
        3. Provost – This process should be starting soon.
     3. Non-negotiated raises and Gift Days for FY24 will be announced at President Gatrell’s Fall update.
     4. VP Bierman also reported following points.
        1. The fiscal year 24 budget has been approved.
        2. The fiscal year 23 budget has a slight surplus $460,000.
  3. HR Updates
     1. University Civil Service System Office Audit - no update, lead auditor retired
     2. EIU EAC Representative to the Merit Board Special Election update (Replacement to fill term ending December 2024)
        1. Voting will take place Tuesday September 26
        2. Candidates are Lindsay Partlow and Milton Hite
        3. This election is to replace the EAC representative that stepped down.
     3. Update on status of rule change - Increase hours for Civil Service Temporary Extra Help from 900 to 1800, Linda Holloway stated there is another meeting in October to continue discussions.
  4. New Business
     1. Staff Senate Updates (Meetings - 2nd Wednesday of each month at 1:15 pm in Rathskeller Loft)
        1. Larry Shobe Memorial block was discussed. President Morgan was asked to take the lead on the project for the Staff Senate.
     2. Strategic Plan Update <https://go.eiu.edu/SPJune23>
        1. Timeline for updating the University Salary Plan (University Plan 2023 Theme 4)
           1. VP Bierman stated the University is doing a compensation analysis as a part of the strategic plan.
           2. Council President Morgan requested that CSC be able to participate and assist as needed.
     3. Staff Concerns and Comments
        1. Merit pay (one-time award and/or base pay increase) for civil service employees.
           1. The following statement was reported to the Administration present at the meeting. No comment was made at the time.

#109 - Comments/Suggestions – Sent 8/28/2023:

*“Since annual raises aren't guaranteed to non-negotiated employees, there should be an opportunity to apply for some kind of merit raise through the civil service system. It's isn't fair that all other employees have representation to advocate for their annual increases and the non-negotiated don't. It can make people feel unappreciated and not valued even when they are doing a good job.”*

* + - 1. Compensation from EIU for serving as Council officer and EAC Representative for the University.
         1. The following statement was reported to the Administration present at the meeting. No comment was made at the time.

*#108 - Comments/Suggestions – Sent 8/28/2023:*

*“Since Civil Service Counsel is a state-mandated group, I think the officers should be paid something for their time and service to the university. Serving on this council can take up a lot of time outside of their work hours and they should be compensated for their time.”*

* + - 1. Request to add Amy Morris as a guest to the April 2023 meeting minutes.
         1. Motioned by Gosset seconded by Kousma
      2. Badge readers being installed on EIU copiers?
         1. Kousma provided updated regarding readers, currently they are only being installed in the future there will be campus communications on print/copy changes
    1. 2023 Council of Councils - Advocating for the Collective Good @ Northern Illinois University (Barsema Alumni & Visitors Center at Northern Illinois University)
    2. Other
       1. There will be a Narcan training in October.

* 1. Unfinished Business
     1. Constitution and Bylaws Review Update – Council President shared the that the review committee is looking at the following changes to the constitution.
        1. District I reorganization
           1. Possibly add Vice President for Enrollment Management under District 1
           2. Address district employee makeup of Council of hourly and salary employees.
        2. Clarify language surrounding the replacement of members and alternates.
        3. Mandatory committee service duty of membership
        4. Define special committees and revise standing committees if necessary.
        5. Define the term of office for members June 1 to May 31 and officers July -June 30.
     2. Ideas and feedback for New University Employee Onboarding (format, information presented, etc.)
        1. Council Flyer – review and update if necessary (Public Relations Committee)
        2. Council member Tierney added admissions would like to add some admission talking points to the new onboarding process.
     3. Fundraiser Ideas for Scholarship (Public Relations Committee)
        1. Encouraged everyone to provide fundraising ideas.

Adjournment 9:02