

Civil Service Council
Minutes
August 11, 2026
8:30 a.m.
The Loft in 7th Street Underground

Members present: A. Brown, Magee, Morris, Pedigo, Griffith, Zerbst, Mattingly, Partlow, Drum, C. Brown, Adducci, Sarah Steiskal

Members absent: Stout, Shick, Keck

- I. Call to Order -8:32 a.m.
- II. Approval of Minutes from the July 14, 2026, meeting – Motion: Zerbst; Seconded: Morris; unanimously approved.
- III. Treasurer's Report (Stout)
 - A. Civil Service Council Scholarship Endowment - **\$31,066.48**
 - B. Operating Budget - **\$291**
 - C. Larry Shobe Memorial Garden - **\$745.17**
- IV. VPBA and HR Updates – *Vice President Matt Bierman*
 - A. CDB/Campus Projects update
 1. Budget/VSIP – 40-45 acceptances needed but not near that number. VPBA waiting to know impact of those that do accept.
 - a. Budgets will be loaded at 80% for the FY27 year
 - b. P-card restrictions to use only for travel or eliminations possible
 - c. President Gatrell will update in late September at state of the university address
 2. Coleman Hall/CUSD #1 – Teachers In-Service on 8/10; Open House on 8/11 from 8am-3pm; First day of classes on 8/12.
 - d. South quad will be used for morning gatherings and outdoor activities
 - e. 7th Street now one-way southbound traffic only from Hayes to Thomas Hall for bus drop off/pickup and parent pickup
 2. Utility Tunnel – Delayed (backordered parts) but should be done by winter.
 3. Facilities Reinvestment Project – Pemberton Hall design in review phase for low debt final draft.
 - a. New science building bids on 9/24. If over budget – delay. If close, will proceed.
 - b. Construction fences will be up until November for the ongoing utility project. Some parking lots will be affected.
 4. Enrollment Update – Freshmen down 5%, Transfers down 4%, Domestic grads down 5%, International grads down 50%. Overall credit production down 8%.
 - a. State of Illinois lost lawsuit from Federal Government for awarding MAP funds to undocumented students. Verdict will not be appealed.
 5. Other Campus Topics
 - a. Summer hours end August 14th.
 - b. Homeless – Some homeless people have been found in campus building this summer. If you see someone you suspect is homeless, report it to UPD. A homeless encampment near Sigma Chi House was removed earlier this summer.
 - c. Thomas Hall is in full demolition mode with plans to start renovations in early September for fall 2027 occupancy.
 - d. Campus moves – The Help Desk and the Writing Center moved into Booth Library, Career Services moved to 3rd floor in MLK Union, Housing & Dining moved to 1st floor of Human Services Building, Student Life moved to lower level in MLK Union, Panther Shuttle moved to Facilities.

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- e. Fall 2026 Welcome Weekend - <https://www.eiu.edu/welcome/fall.php>. No Convocation this year but will have the Faculty Laureate speaker rescheduled.
- f. Old Main elevator update – should be open next week. More elevator projects planned for other buildings in the future.

B. Human Resources update- *Fantasy Sharrett*

1. HR Training and Development (Ongoing)

- a. Community Volunteer survey – only 24 responses so HR will send them out again.
- b. Surplus Office Supplies project – HR meeting with Bonita Flynn on 8/13 to find a location and figure out logistics.
- c. Student Employment – hiring for AY27 is underway
- d. HR has 16 civil service job openings
- e. HR Goal setting initiatives meeting planned for September

V. EAC Representative Update (*EIU Representative*)- HR will send out special election notice on 8/11 to announce elections to be held on 9/24 for an EIU representative to finish Brad Green's term that ends December 2028.

VI. Staff Senate – Will meet with President Gatrell after the 8/12 meeting about all civil service employees being represented by Civil Service Council. Should have an update at September meeting.

VII. Committees

A. Committee Reports-

1. **Constitution and Bylaws (special)** - All members

- a. *Subcommittee: Inactive until FY 2028 per Section 6.b. in Bylaws. Any changes to the Constitution or Bylaws can be submitted to hold until reconvened.*

2. **Election (standing – 1yr term)** – *Morris, Zerbst (Chair), Mattingly, Griffith, Keck, Kousma* – **No report**

3. **Personnel (standing – 2yr term)** – **at least 5 members** – *Morris, C. Brown (Chair), Keck, Magee, Mattingly, Stout* **No report**

- a. University Personnel and Grievance Committee -
(<https://www.eiu.edu/labor/Grievance%20non%20neg%20cs.pdf>)

4. **Public Relations (standing – 1yr term)** – **at least 5 members** – *Morris, Pedigo, Griffith, Partlow, Armstrong (nominated by Zerbst- A. Brown will contact her)*

- a. Need to meet to discuss fundraising projects

5. **Salary Plan Committee (standing)** – *Morris, C. Brown*

- a. *University Salary Plan Committee is VPBA, Director of HR, CSC President & Chair of the Personnel Committee*

6. **Scholarship (standing)** – **at least 1 member from each district** – *Established 6/2/07 – Morris, Magee, Stout, Mattingly, Adducci*

7. **Larry Shobe Memorial Garden Planning Committee (special)** – *A. Brown, Morris, Cravens*

- a. Mosaic project approved – searching for an affordable vendor to make it.
- b. Art professor recruited to help find someone.

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8. **Council of Councils Planning Committee (special)**- *A. Brown, Drum, Partlow, Magee, Stout, Morris, Sharrett*
 - a. Registration is open and committee is ready to purchase promotional items and finalize food options.
9. **Parking Advisory Committee (special)** – *Morris – Met on 7/21 and reviewed the following:*
 - a. CUSD #1 – faculty sold EIU student permits (60 employees). CUSD has three designated parking spaces in the southeast Coleman lot.
 - b. Committee discussed staff permits for graduate assistants and increased fees.
- VIII. New Business – CSC VP election – September will be Arlene’s last meeting (VSIP). Amy will take the President role. New VP is needed. Amy will send an email out for nominations and have a ballot ready for voting at the next meeting.
- IX. Unfinished Business
 - A. CSC Suggestion Box – Has been updated and is ready for use. Let your constituents know.
- X. Constituent Concerns & Comments
- XI. Adjournment

Upcoming Important Dates and Deadlines

- Staff Senate Meeting – Wednesday, September 9 @ 1:15 pm (Loft - 7th Street Underground)
- Staff Senate Meeting – Wednesday, October 14 @ 1:15 pm (Loft - 7th Street Underground)
- Staff Senate Meeting – Wednesday, November 11 @ 1:15 pm (Loft - 7th Street Underground)
- Staff Senate Meeting – Wednesday, December 9 @ 1:15 pm (Loft - 7th Street Underground)
- Council of Councils – October 15-16, 2026

Upcoming Council Meetings:

- September 8, 2026, at 8:30 am – Rathskeller Loft - 7th Street Underground
- October 13, 2026 at 8:30 am – Rathskeller Loft - 7th Street Underground
- November 10, 2026 at 8:30 am – Rathskeller Loft - 7th Street Underground
- December 8, 2026 at 8:30 am – Rathskeller Loft - 7th Street Underground

General Announcements:

Meeting adjourned at 9:08 a.m.