

Civil Service Council
Minutes
July 14, 2026
8:30 a.m.
The Loft in 7th Street Underground

Members present: A. Brown, Magee, Stout, Pedigo, Griffith, Zerbst, Mattingly, Keck, Partlow, C. Brown

Members absent: Morris, Schick, Drum, Adducci

- I. Call to Order at 8:31 a.m.
- II. Approval of Minutes from the June 9, 2026 meeting – Motion: Keck; Seconded: Zerbst.
- III. Treasurer's Report (Stout)
 - A. Civil Service Council Scholarship Endowment - **\$31,057.34**
 - B. Operating Budget - **\$291**
 - C. Larry Shobe Memorial Garden - **\$740.15**
- IV. VPBA and HR Updates – *Vice President Matt Bierman*
 1. CDB/Campus Projects update
 - a. Science building project up for bid late July/early August
 - b. Thomas Hall demolition started this week for renovations
 2. Budget/VSIP – University is still working to reduce \$4.8 deficit for FY26. The state did return 2% of withheld funds to reduce deficit to \$3.5M.
 - a. FY 27 budgets will not be loaded until after VSIP funds are considered.
 - b. Pcard use is under review. May need to reduce use to lower deficit
 - c. Searches – New Athletic Director will be announced soon. The search for Advancement position starts in August with a start date of January 2027. Provost announcement coming soon.
 3. Coleman Hall/CUSD #1 – 1st and 2nd floor will be used by Charleston Middle School. No EIU classes will be scheduled on these floors. All EIU office spaces will remain as they are.
 - a. Charleston Schools will have a receptionist and two or three security guards posted at entrances. The northeast entrance will be where CUSD#1 students will enter the building and all EIU students will enter at the southeast entrance for EIU classes scheduled on the third floor.
 - b. Box lunches will be provided by CUSD #1 for their students.
 - c. McAfee North gym will be used for P. E. classes and the intramural fields for any outdoor activities.
 - d. Bus drop off is planned to be on 4th Street and pick up at 7th Street Doudna Circle Drive. Parent pickup TBD
 - e. August 11th will be CUSD #1 Parent Orientation and classes start on August 12th.
 - f. Move-in Day for EIU may be congested due to additional personnel parking in Coleman Lot. Teachers will get student parking permits.
 4. Historical Marker unveiling on August 25th @ 4pm to honor Major Charles B. Hall, Tuskegee Airman and EIU Alum. The Coles County Historical Society will install a pole at the corner of 4th Street and Garfield Avenue, just north of Coleman Hall.
 5. Utility Tunnel – project is on schedule
 6. Facilities Reinvestment Project –

Civil Service Council Agenda July 14, 2026 (continued)

7. Enrollment Update
8. Strategic Plan

B. Human Resources update- *Fantasy Sharrett*

1. HR Training and Development (Ongoing)

- a. Civil Service annual appraisals are 96% completed. Expected to have 100% by July 31st. Supervisors will be sent a survey to get feedback on this new process.
- b. FY 2026 Position Descriptions are 75% done. During the academic reorganization, HR working to make this centralized.
- c. Community Volunteerism Survey will be sent out next week.
- d. Onboarding for new employees – All new hires after July 1st will be surveyed to continue to improve the process
- e. All employees leaving the university will be given an Exit Survey. The final draft will be submitted to VP's office for approval next week.
- f. HR Adhoc meeting was attended by HR staff. It was very educational and Job Elephant (free service) is being considered for job postings. Needs VPBA approval.
- g. VSIP – 425 employees were eligible. Civil Service due by August 3rd; Faculty due by September 1st.
- h. Student employment forms planned to be submitted through the Business Affairs Dashboard starting January 2027.
- i. HR is establishing salary ranges for all non-negotiated positions

V. EAC Representative Update (*EIU Representative*)- *TBD*

VI. Staff Senate – Will be talking to President Gatrell about why negotiated civil service employees are not represented by CSC. Staff Senate and CSC have similar functions – may consider combining them if possible.

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)** – *Zerbst (Chair), Mattingly, Griffith, Keck, Kousma*

- a. *all members in their first year elected or re-elected term*
- b. *Need members from District 2 to serve on committee only*

3. **Personnel (standing – 2yr term) – at least 5 members** – *C. Brown (Chair), Keck, Magee, Mattingly, Stout*

- 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** – *Pedigo, Griffith, Armstrong(nominated by Zerbst- A. Brown will contact her)*

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 – Magee, Stout, Mattingly (need Dist 3 member)*

Civil Service Council Agenda July 14, 2026 (continued)

7. **Larry Shobe Memorial Garden Planning Committee (special)** – *TBD*

8. **Council of Councils Planning Committee (special)**- *A. Brown, Drum, Partlow, Magee, Stout, Morris, Sharrett*

9. **Parking Advisory Committee (special)** - *Morris*

VIII. New Business

- A. CSC Suggestion Box – It was recommended we create a new form that is received by all executive CSC members. Put a link in the Newsletter once new form is ready for use. Be sure to change officers on this form as changes are made.

B.

IX. Unfinished Business

- A. Office Supplies Surplus –HR is making this a student worker project. Process TBD.

X. Constituent Concerns & Comments

- A. Library Dean Position – will be interim until a search to hire can be done.
- B. The Writing Center is moving to the library – across from the Research Center
- C. ITS Help Desk and Panther Card Services are moving to the 4th floor in the library.
- D. Student Services Building will eventually be demolished once all areas are moved out.

XI. Adjournment at 10 a.m.

Upcoming Important Dates and Deadlines

- Staff Senate Meeting – Wednesday, August 12 @ 1:15 pm (Loft - 7th Street Underground)
- Council of Councils – October 15-16, 2026

Upcoming Council Meetings:

- August 11, 2026 at 8:30 am – Rathskeller Loft – 7th Street Underground
- 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:

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