Civil Service Council

­­­­Minutes

November 12th, 2024

8:30 a.m.

The Loft in 7th Street Underground

Members present: Denise Adducci, Ke'an Armstrong, Arlene Brown, Crystal Brown, Carrie Gossett, Kristin Hupp, Philip Kousma, Marry Mattingly, Lindsay Partlow, Jenny Stout, Justin Tierney, Robert Zerbst

Excused: Tony Craven and Michelle Morgan,

Others Present: Amy Morris and additional guests

1. Call to Order
2. Approval of Minutes from the October 8, 2024 meeting
	1. Motioned by Robert Zerbst seconded by Jenny Stout
3. Treasurer's Report Treasurer Stout reported the following for the Civil Service Council Scholarship and operating budget.
	1. Civil Service Council Scholarship
		1. Endowment - $28,752.49 – Treasurer Stout noted that the previously reported value of our investments was higher but has now been adjusted to align with their fair market value.
	2. Operating Budget - $300
4. Upcoming Important Dates and Deadlines
	1. Staff Senate Meeting – Wednesday, November 13 @1:15 pm
	2. Thanksgiving Holiday (University Closed) - November 28-29
	3. Christmas Holiday (University Closed) – December 24-25
	4. University Gift Days (University Closed)- December 26, 27 & 30
	5. New Years Holiday (University Closed) – December 31 – January 1, 2025
	6. CSC Scholarship
		1. Application period ends - March 15, 2025
		2. Review Period ends - April 1, 2025
5. Committee Reports
	1. **Election** (standing) - No Report
	2. **Personnel** (standing) - No Report
	3. **Salary Plan Committee** (standing) - No Report
	4. **Public Relations** (special)
		1. The council decided there will be no additional fundraising efforts before the end of the year, with this year’s focus remaining on the Shobe Garden fundraiser.
	5. **Scholarship** (special)
		1. The council reviewed the scholarship timeline, noting that the application period ends on March 15, 2025, with reviews completed by April 1. It was agreed that this timeline is appropriate, and members emphasized the importance of publicizing the scholarship in early spring to maximize student awareness.
	6. **Constitution and Bylaws** (special) - No Report
6. VPBA Updates – In the absence of the Vice President of Business Affairs, an email from them was read aloud by Council Vice President Justin Tierny.
	1. I have no update on the SUCSS Audit, but I have made a specific inquiry about this to SUCSS.
	2. Thank you to everyone for completed their Ethics and Cyber Security training
	3. HR Leadership - I would like to officially thank Linda Holloway for her service to EIU. Linda has been with EIU for 22 years and has touched many lives while she has worked here. Amie Calvert and Andrea Murphy are leading HR through the summer 2025. We will launch a national search for a permeant director. The time line for that search will be announced in the spring semester. Please welcome our newest HR employee Fantasy Sharrett. Fantasy is the Assistant Director of HR. Fantasy comes to us with 18 years of experience in Human Resources and most recently was the Director of HR for Pacific Cycle, a national cycle company.
	4. 2024 Inventory and the conversation to Radio Frequency Identification (RFID) tags has been essentially completed. We have retagged the campus. We still have over 250 items that were missing. We need to keep looking for these. The 2025 inventory process should begin in the spring and because of this new technology we should see a reduction in the time to complete our inventory.
	5. Single Sign-on is complete for the Business Affairs Dashboards and PAWS. No more logging in multiple times.
	6. Facilities Reinvestment Project - Thank you for those who attended the Town Halls on this planning process. We received good feedback and learned a lot. They consultant continues their work and are preparing to deliver the final report sometime in December. Their initial observations included, we have a growing deferred maintenance backlog, we have many underutilized spaces including classroom and residence halls and our campus is very supportive of renovating our facilities. The larger campus steering committee will continue to meet after the final report to develop official recommendations to the Presidents Council.
	7. Project Updates
		1. Smokestack Demolition - Under Construction and will be completed this calendar year
		2. Baseball Stadium - nearly complete.
		3. GC Roofs and Buzzard - Essential Complete
		4. Lantz roof - in progress
		5. Field House Roof will begin spring
		6. Utility Tunnel - Work estimated to begin in June 2025 and complete by December 2026.
		7. Science Building - Still in design. Work estimated to begin in early
7. EAC Representative Updates - No Report
8. New Business
	1. Staff Senate Update (Meetings – 2nd Wednesday of each month at 1:15 pm in Rathskeller Loft)
	2. Suggestion box comment 10/31/2024
		1. District 1 President VP, VPAA - “Why did the non-negotiated civil service employees receive a small raise compared to their negotiated civil service counterparts? Why wasn’t it equivalent? Also, why is so much money spent on events such as the Homecoming Blue-B-Que and Homecoming Tent City when it could be used to cover raises?”
		2. VP Justin Tierny read aloud an email response from University President Gatrell regarding the above suggestion box comment.
		3. The council requested to keep this item on the agenda for the December meeting, allowing Vice President Bierman to address the concern.
	3. Update on Council of Council’s meeting at UIC from Council Member Arlene Brown
		1. Arlene reported that the conference was a success, with approximately 40 attendees at the opening meeting. Participants also visited a museum and shared a meal together.
		2. The main conference had 70 attendees and covered the following topics:
			1. Self-care and the importance of being comfortable saying no when needed.
			2. A representative from SUAA spoke on behalf of the retirement group.
			3. Presentations included insights from SURS and retirement lawyers, with a notable update that the grievance filing period for employees will be extended beyond 365 days starting January 1, 2025.
			4. The event concluded with a roundtable discussion on how councils operate.
		3. Arlene noted the potential high cost of hosting and suggested seeking corporate sponsorships to support the event if we want to host the event in the future
9. Adjournment - 11/12/24 9:01 AM