Civil Service Council

­­­­Minutes

January 14, 2025

8:30 a.m.

The Loft in 7th Street Underground

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

Excused: Tony Craven, Kristin Hupp, Jenny Stout

Others Present: Amy Morris, Mindy Spencer

1. Meeting was called to order 8:30 am
2. Guest Mindy Spencer, Vice President of University Advancement
   1. Day of Giving – April 22
      1. Focus on highlighting faculty/staff-supported funds (e.g., Larry Shobe Garden, Civil Service Scholarship).
      2. Table for fund promotion and on-site donations, including payroll deductions.
      3. Open to the entire campus, with a separate student event planned.
   2. University Advancement Updates
      1. Increased efforts to share stories about how donated funds are being used.
      2. New fundraising database launching in April/May to improve tracking and giving pages, this will replace Banner Advancement which will be discontinued.
   3. Alumni Outreach
      1. Departments must coordinate with Advancement to ensure accurate contact data and avoid outdated lists.
3. Minutes from the December 10, 2024, meeting were approved.
4. Treasurer's Report (Stout)
   1. Civil Service Council Scholarship
      1. Endowment - $28,762.37
   2. Operating Budget - $100
5. Upcoming Important Dates and Deadlines
   1. Martin Luther King Birthday (University Closed) – January 20, 2025
   2. Staff Senate Meeting – Wednesday, February 12 @1:15 pm
   3. CSC Scholarship
      1. Application period ends - March 15, 2025
      2. Review Period ends - April 1, 2025
   4. CSC Election Committee
      1. Work on AY 25-26 election begins – March 31, 2025
      2. CSC Election – no later than May 31, 2025
6. Committee Reports
   1. **Constitution and Bylaws** (special) - No Report
   2. **Election** (standing)
      1. The committee has been coordinating via email to determine the election process for a new member.
      2. The election must be completed by May 31, 2025, and the new member must be in place by June 1, 2025.
   3. **Personnel** (standing) - No Report
   4. **Salary Plan Committee** (standing) - No Report
   5. **Public Relations** (special)
      1. Larry Shobe Garden update: Representative Armstrong stated the Council will focus on fundraising and the University Grounds Department will work with the Master Gardeners on the layout and design. Fundraising ideas were discussed with a goal of $7,000 to $8,000 dollars needed to complete the garden. Other ideas are encouraged.
   6. **Scholarship** (special)
      1. The committee is preparing scholarship advertisements. The application deadline is March 31, with awards finalized by mid-April.
   7. **Lary Shobe Memorial Garden Planning Committee** (special)
      1. The committee plans to send out information regarding the Lary Shobe Memorial Garden within the next two weeks.
      2. Vice President of Business Afairs Bierman emphasized the importance of sharing Larry Shobe’s legacy and contributions to campus.
      3. Ke’an Armstrong suggested advertising off-campus to encourage community involvement.
7. VPBA Updates - Vice President of Business Affairs Matthew Bierman provided the following updates
   1. Snow Emergency - Information was included in the newsletter.
   2. Board of Trustees Meeting - Upcoming meeting scheduled.
   3. President's Spring Update - Scheduled for Wednesday, January 22; WEIU will stream the event.
   4. Campus Safety - Report slick and icy spots for Facilities to address.
   5. HR Director Search - Job description and advertising process are underway.
   6. Enrollment Challenges
      1. Fewer graduate international students; first-time student numbers remain steady.
      2. Assessing the impact on FY25.
      3. Commitment to transparency in navigating enrollment concerns.
      4. Everyone plays a role in student recruitment and retention.
      5. Fall-to-spring retention is down.
      6. International graduate student enrollment has dropped by 80 students, who typically pay 2.4 times in tuition.
   7. Project Updates
      1. Smoke stack removal is complete at its final level.
      2. Lantz Roof repairs delayed due to rusted and compromised deck.
      3. Science building renderings are finished; design work continues.
      4. Tunnel project set to begin this summer.
   8. Council of Councils - President committed $7,000 to support hosting the event in 2027.
8. New Business
   1. Pay Transparency & Salary Plan Revisions (Plan 2028)
      1. Constituent raised concerns about pay transparency; reference link: [Salary Plan 2028](https://online.fliphtml5.com/zcqih/pamh/#p=21).
      2. New transparency law requires base salaries to be advertised.
      3. Two instances were identified where employees were hired at incorrect base salaries.
      4. VP Bierman acknowledged ongoing pay compression issues, which have persisted for a decade.
         1. Some employees could earn more in the market.
         2. Many choose to stay for reasons beyond compensation.
      5. Bierman stated the University is looking at external pay scale data to inform future salary decisions.
9. Adjournment