Civil Service Council

­­­­Minutes

February 11, 2025

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, Michelle Morgan, Lindsay Partlow, Jenny Stout, Justin Tierney, Robert Zerbst

Excused: Tony Craven

Others Present: Amie Calvert, Brad Green, Amy Morris and Fantasy Sharrett,

1. Meeting was called to order 8:30 am
2. Special Guests – Fantasy Sharret and Amie Calvert from the university’s Human Resources department, along with Brad Green, Eastern’s Employee Advisory Committee representative, introduced themselves to the council.
3. Approval of Minutes from the January 14, 2025 meeting
   1. The January 2024 minutes were accepted with the caveat of updating the operating budget to $100 before posting online.
4. Treasurer's Report (Stout) - reported by Stout
   1. Civil Service Council Scholarship Endowment - $28,767.37
   2. Operating Budget - $100
   3. Larry Shobe Memorial Garden - $990.37
5. Upcoming Important Dates and Deadlines
   1. Several dates were shared with the council, including the Civil Service Council scholarship and election dates.
6. Committee Reports
   1. **Constitution and Bylaws** (special) - No Report
   2. **Election** (standing) – Council President Morgan gave the following information on behalf of the Election Committee
      1. The nominations form has been posted the Council website
      2. There was some discussion on how the election should be conducted with the council. The decision was to accept nomination via SharePoint and the election would be conducted with Qualtrics.
   3. **Personnel** (standing) - No Report
   4. **Salary Plan Committee** (standing) - No Report
   5. **Public Relations** (special) – No Report
   6. **Scholarship** (special) – No Report
   7. **Lary Shobe Memorial Garden Planning Committee** (special)
      1. Council member Armstrong reported that initial communications have been sent out.
      2. A faculty and staff outreach effort is planned for April 22, with Advancement providing graphics for the table.
      3. Efforts to encourage community involvement will take place later this year.
7. VPBA and HR Updates – HR representative Amie Calvert provided the following updates to the council:
   1. The HR department continues to experience significant changes.
      1. The search for a new HR director has begun.
      2. A current HR employee is transitioning to another role on campus, creating an upcoming position opening.
   2. A formal background check policy is now in place.
8. EAC Representative Updates – Brad Green, the university's Employee Advisory Committee (EAC) representative, shared the following updates with the council:
   1. He has been elected to the EAC executive committee.
   2. Provided background on the EAC and its role.
   3. Discussed four key focus areas:
      1. Illinois Residency Law - Candidates do not need to be Illinois residents to take employment tests but must move to the state within 180 days if hired. The EAC believes there should be qualified candidates within Illinois for all positions.
      2. Rule of 3 - Only the top three candidates are eligible for interviews. The EAC does not support expanding beyond this rule.
      3. Open and Continuous Testing - Ongoing discussions on improving hiring processes.
      4. Temporary Extra Help Contracts - Currently limited to 900 hours, with a request to extend to 2,080 hours.
         1. Originally intended for emergency staffing needs (e.g., death, maternity leave, deployment).
         2. Some departments are using these contracts for part-time positions, which raises concerns.
   4. Emphasized a desire for the EAC to be more proactive rather than just responsive.
   5. Plans to conduct a survey to gather feedback from constituents on EAC's focus areas.
9. Unfinished Business
   1. HR Training and Development – Fantasy Sharret provided the following updates on HR Training and Development:
      1. The department is evaluating an HR Essentials training program, which will first be offered to HR staff.
      2. There is currently no formal onboarding program for managers. Efforts are underway to develop one, with an estimated availability timeline of 9–12 months.
      3. Plans are in place to expand learning opportunities for staff, including resources and tools to support professional growth and skill development.
10. Adjournment