Civil Service Council

­­­­Minutes

October 8th, 2024

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, Jenny Stout, Justin Tierney, Robert Zerbst

Excused: Tony Craven and Kristin Hupp,

* 1. Call to Order

* 1. Approval of Minutes from the September 10th, 2024 meeting
     1. Motioned by Robert Zerbst seconded by Arlene Brown
  2. Special Guest Michael Gillespie Director, Faculty Development and Innovation Center & Professor of Sociology - Overview of the Faculty Development and Innovation Center (FDIC)’s resources for civil service staff training and electronic document accessibility in compliance with new ADA requirements:
     1. ADA Compliance for Digital Accessibility: New federal rules effective spring 2024 require all digital materials to be accessible, including transcripts for audio files, closed captioning for videos, and screen reader compatibility for documents. The FDIC is collaborating with faculty to support these requirements, with resources available on their website.
     2. Support and Training Initiatives:
        1. FDIC provides graduate assistants and course sessions throughout the semester, open to all staff, with registration on the FDIC website.
        2. The FDIC also offers training videos and a SharePoint site with practical examples.
     3. Compliance Timeline: All public digital content must meet accessibility standards by April 2026, though private communications are exempt.
  3. Treasurer's Report - Treasurer Stout reported the following. Civil Service Council Scholarship and operating budget.
     1. Civil Service Council Scholarship Endowment - $ 30,253.42
     2. Operating Budget - $300
  4. Upcoming Important Dates and Deadlines -Council President Morgan shared the following important dates coming up this month,
     1. 26th Annual Council of Councils - October 25, 2024
     2. Mandatory Training – October 1st – 31st 2024
        1. Ethics
        2. Cyber Security
     3. University Gift Days – December 26th, 27th and 30th 2024
  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. Larry Shobe Memorial Garden
           1. Armstrong shared that they are working with master gardeners to create an environmentally suitable garden plan with community involvement. Donations can be made on the EIU website by selecting “Donate Now.”
           2. Estimated project cost is approximately $7,000.
           3. Master gardeners aim to educate the community on plant maintenance, not just planting.
           4. The committee is considering whether to hold a single fundraiser exclusively for the Larry Shobe Memorial Garden or to include a separate fundraiser for the Civil Service Scholarship fund as well.
     5. **Scholarship (special)** - No Report
     6. **Constitution and Bylaws (special)** - No Report
  6. VPBA Updates - Vice President of Business Affairs Matthew Bierman provided the following updates
     1. Vice President Bierman expressed gratitude to everyone who participated in Homecoming weekend and the Campus Beautification, students’ staff and faculty made both events a success.
     2. The campus is exploring options to replace the blue lights, potentially with an emergency notification app. The transition is aimed for next summer, as some blue lights are now malfunctioning. The system has only been used three times in 21 years.
     3. Vice President Bierman also shared that the Facilities Reinvestment project is going well, with survey data now complete and subcommittees meeting. Town hall meetings will be held on October 28 and 29 to present the data (no plans will be provided at this stage).
     4. Campus Projects
        1. Old Steam Plant Smokestack work will begin shortly, they will be lowering the height of the smoke stack.
        2. The Campus Recreation Center have completed exterior repairs; work on indoor facilities will begin soon, expected to take around five months.
        3. Donor-funded renovations will allow volleyball to return to McAfee next fall, with upgrades including new flooring, paint, padding, large fans, and new scoreboards.
  7. HR Updates – Linda Holloway shared the following updates
     1. Vice President of Business Affairs Matthew Bierman and Linda Holloway are working on implementing updates for the FLSA changes effective January 2025.
     2. Bradley Green is EIU’s new Civil Service Employee Advisory Committee representative.
     3. Changes to pay rates will reflect on the October 31st and November 1st paychecks.
     4. EIU’s holiday dates and gift days have been updated in the EIU newsletter.
        1. Christmas Holidays – December 24th and 25th
        2. Gift Days - December 26th, 27th and 30th
        3. New Year Holidays – December 31st and January 1st
  8. Adjournment – 10/8/24 9:31 AM