Civil Service Council

­­­­Minutes

March 12, 2024

8:30 a.m.

The Loft in 7th Street Underground

Members present: Ke'an Armstrong, Arlene Brown, Crystal Brown, Carrie Gossett, Kristin Hupp, Philip Kousma, Michelle Morgan, Lindsay Partlow, Jenny Stout, Justin Tierney, Nathan Wehr

Excused: Aaron Allison, Mindy Hurst

Others Present: Amy Morris

1. Call to Order
2. Approval of Minutes from February 13, 2024, meeting
	1. February meeting minutes were approved with the understanding that a typo of plans (spelled plains) would be corrected.
	2. Motioned by Kristin Hupp and seconded by Ke’an Armstrong
3. Treasurer's Report (Stout)
	1. Civil Service Council Scholarship
		1. Endowment - *$26,706.74*
		2. Available to award - $1103.91
	2. Operating Budget *$170*
4. Committees
	1. Committee Reports
		1. **Election (standing)**
			1. Constitution Ballot – See below for dates regarding Constitution ballot.
			2. District 2 Election – See below for information regarding District 2 elections.
		2. **Personnel (standing)** – No report
		3. **Salary Plan Committee (standing )** – No report
		4. **Public Relations (special)**
			1. Advertising for Scholarship – see below for information regarding the advertising of the Civil Service Scholarship
		5. **Scholarship (special)**
			1. See New Business
		6. **Constitution and Bylaws (special)**
			1. Please see below for updates on the Constitution ballot and election dates.
5. VPBA Updates – Vice President of Business Affairs Matt Bierman gave the following updates.
	1. There will be an electrical outage this Saturday March 16th.
	2. Cybersecurity training has begun, there are different modules depending on your work duties.
	3. 4th street may be getting speed bumps to slow traffic down and the university may move the black gates.
	4. Facilities is implementing a new work order system.
	5. The CDC has updated the COVID restrictions, simply stated, if you don't feel good stay home.
	6. The University plans to work on the following lots the remainder of the year.
		1. Coleman south
		2. Lantz
		3. Doudna east lot
		4. Old main circle drive
		5. 7th stree
		6. X lot south (visitor lot)
	7. The University is in the process of facilities investment planning; they are still working to see how some campus housing will be used.
	8. Vice President Bierman reported that the search continues for Director of FPM. At this time the roles and duties have been divided.
6. HR Updates – There were no updates from Linda Holloway
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)
		1. Larry Shobe tea garden has been identified as the project. The Council will need to work on the advertising for fundraising.
	2. Civil Service Council Scholarship Award and Timeline
		1. There was a discussion among the council how to disperse the $1103.91 we have available for a scholarship. The council agreed we would make a single $1000 scholarship available.
		2. Student Applications for scholarship deadline.
			1. Council member Justin Tierney suggested that we move this to April 30, they are still having issues with student submitting FASFA, it is a national issue, this year 40% of students have submitted FASFA, usually 75% have already done.
			2. FASFA awards being sent late. Financial Aid recommends moving need-based scholarships.
			3. The council discussed moving the deadline between May 1 and May 15, council unanimously agreed to move to May 1
		3. Advertising Scholarship
			1. Council member Ke'an Armstrong volunteered to create a post that would appear in the University newsletter.
	3. Shobe English Tea Garden
		1. Fundraiser ideas
			1. Kristen Hupp suggested we try to tie the fundraiser to earth day which is April 22nd.
		2. Ke'an has reached out to some local gardeners who are working with facilities to design an English Tea Garden in Larry Shobe’s honor.
	4. General Election for Council Representatives from District II -VPBA area (Must be done by May 31 with terms beginning June 1)
		1. Arlene Brown and Carrie Gossett agreed to help the election committee since several of the members are from District 2.
		2. The District 2 Representative election will be held on Wednesday, May 15.
			1. The nomination form should be ready to publish by the end of March.
			2. Between April 1-30 – The council will advertise that nomination forms are available. We will place a notice in the University newsletter, update the Council website, and email eligible employees.
			3. Council President Michelle will get an updated list from HR of eligible District 2 employees and send the mass email.
			4. Monday, May 3 – Announce the nominees, and the election details in the university newsletter, on our website, and send mass email to constituents.
			5. Between May 3 and 15, Council President will set up an automated email with a link to the ballot, noting that the election will begin at 12:01 a.m. and end at 11:59 p.m.
			6. May 20 - Michelle will notify winners and nominees of the election outcome. Winners will be announced by mass email, newsletter article, and post on the Council website.
			7. June 1 - Term starts for newly elected council members and their first Council meeting is June 11.
			8. June 11—We will collect officer nominations and votes on the new executive committee. Officer terms will start July 1.
9. Unfinished Business
	1. Constitution and Bylaws Review Update *(Morgan, Hurst, C Brown, C Gossett)*
		1. The council was given a chance to review the proposed ballot and suggest any changes, no changes to the proposed ballot were made.
		2. The Constitution Revision election will be held on Wednesday, April 17.
			1. April 18-May 13 - All Council Representatives to review the bylaws to ensure they are consistent with the approved changes.
			2. May 14 - Council Representatives be prepared to vote on bylaws revisions at the Meeting.
			3. May 15 - Post the approved Constitution and Bylaws revised document to the Council website and put an ad in the university newsletter with a link to the new document.
			4. June 1 - date revisions take effect, coinciding with the start of the election year.
10. Adjournment - 9:07 AM