

9-8-2015

## September 8, 2015

Civil Service Council

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**Civil Service Council Minutes**  
**September 8, 2015**  
**Rathskeller Loft, University Union**  
**8:30 am**

Members Present:

Angie Campbell, Rhonda Nichols, Cay Kolling, Michelle Morgan, John Sigler, Jenny Stout, Donna Noffke, Melissa Gordon, Dan Crews, Laura Smith, Ryan Siegel, Lionel Sanders, Bryan Callaway, Kelly Simmonds .

Member's Absent:

none

Guests Present:

Paul McCann, Interim Vice President of Business Affairs; Tim Zimmer, Director of Facilities Planning & Management; Dave Crockett, Facilities Planning & Management; Kim Turner, Communication Studies; Chris Childress, Facilities Planning & Management; Vance Woods, EAC Representative.

- I. Meeting was called to order at 8:30 am by President Campbell.
- II. Fall Scholarship was awarded to Kelly Simmonds. She was present to accept the award and extend her gratitude. Picture was taken for our records.
- III. President Glassman
  - A. Executive council met with the president and discussed the history of the council and gave update on current projects.
  - B. Enrollment for freshman class appears to be stable. Will have accurate numbers after today. Still lagging behind in transfers.
  - C. Superior Performance Award-plan to extend the 3 year pilot which ended this year by 1 year. One change is that you cannot self-nominate.
  - D. Budget – Layoff notices have been delivered. Vacancies not being filled. Trying to balance employees with the enrollment numbers. Payroll is approximately 75-80% of appropriation dollars. Budget is still undecided until State of Illinois budget is finalized. We based our budget numbers on a 6.5% reduction. Every 1% difference with final numbers is equal to \$400,000.
  - E. Retirement Incentive – Still looking at this as a possibility. Would be open to all employees. This is solely to help university save money. Will need to determine soon so can take place by December 31 to help with cost savings. It would be a payout, not a time accumulation.
  - F. Salary Study – Angie updated on salary study that was conducted with previous President Perry. When the University is in a better financial status, President Glassman says he will evaluate again.
  - G. Angie asked about the possibility of posting employee position changes in newsletter again. With all the changes going on, it is hard to know who is doing what job and where to contact them. Paul's concern was a privacy issue. Angie also stated that since we are a public university this information should be public. Cay encouraged departments to keep web sites up to date and the online directory should have correct and current information.
  - H. Laura asked if there will continue to be enough money to pay employees. President Glassman said we will do our best to keep the doors open. Generally

appropriated money is used first to pay employees. Currently we are using tuition dollars to help with that.

- I. Ryan asked what academic programs President Glassman saw growing in the future. President Glassman responded that education has always been our strength and will not be going away. Technology is constrained staff wise and is a growth department. Two other areas are digital media and healthcare. Plans to address this further in the state of union address to university later this month.
- J. Laura asked if we were closing another residence hall. Paul said not at this time.
- K. Cay asked if there were any other legislative news that staff should know. President Glassman noted nothing new. Reminded that the tuition waiver bill (trying to eliminate) did not pass.
- IV. August minutes were approved online August 11, 2015.
- V. Treasurer Report
  - A. Scholarship balance is \$14,460.73.
- VI. Old Business-
  - A. Election Committee – Sigler (Chair), Campbell, Gordon, Redding, Siegel
    - a. New vacancies due to layoffs and retirements. Will post and try to find replacements.
  - B. Personnel Committee – Nichols (Chair), Campbell, Kolling, Gordon, Hinton, Sigler
    - a. Need nominees for grievance committee. If interested, send name to Angie. She will forward the list to President Glassman. He will pick 3 representatives and 2 alternates to serve.
  - C. Public Relations – Crews (Co-Chair), Smith (Co-Chair), Callaway, Gordon, Noffke, Siegel, Simmonds
    - a. Dan discussed the sale of the mums for scholarship fundraiser. Cost of mums is \$4.25. Need to decide if we want to move forward and price.
      - 1. Angie made a motion to move forward. All in favor, none opposed. Motion carried.
      - 2. Angie made a motion to set sales price at 1 for \$10, 2 for \$17 and 3 for \$21. All in favor, none opposed. Motion carried.
      - 3. Dan will move forward with creating a flyer and distributing to council.
  - D. Scholarship committee – Morgan (Chair), Campbell, Gordon, Noffke, Sigler, Smith
    - a. No new business
- VII. New business
  - A. HR update – Dr. Enyard not present - no update.
  - B. VPBA Update
    - a. Looking at various options for job fair for employees that were laid off. Express Employment group has been on campus to help those with new employment options. Employees can meet with them during work hours- do not have to use accrued time.
    - b. Should have some preliminary budget numbers in the system in the next few weeks based on 6.5% cut. Just need to be aware that these numbers can change based on state results.
    - c. John asked the state is already running at a deficit, when will we get our money? Paul responded that we will need our money from state on a timely basis, it would be catastrophic if they don't.

- d. Michelle asked if there was any plan for a university march? Paul responded that this is a political issue so have to be careful.
- e. John asked if desk audits were moving forward. Paul responded that some got hurt due to desk audits. There are not many now but they will continue to process but not sure if they can support any pay increases.
- f. Ryan asked how the reassigning of duties due to layoffs were being handled. Paul responded that each area will have to evaluate and reassign. President added that this is a great opportunity to look for more efficient ways to do processes.
- g. Cay said that it was previously mentioned that there were 508 employees that met the minimum requirement for retirement. Is that number still accurate? Paul said that the number included employees who were 55 or older but not necessarily met the year's requirement. Some retirement request have come in but not a lot.
- h. Angie asked that for those that have filled out their retirement paperwork, will they still be eligible for the retirement incentive if it is made available. Paul responded that they are still looking at this.

C. EAC Representative – Vance Woods

August 27 – interviewed 3 peopled for the executive director search to replace Tom Morelock. No final decision yet.

VIII. Motion to Adjourn (Kolling/ Noffke). The meeting was adjourned at 09:50 am.

Upcoming Meetings:

October 13, 2015 7<sup>th</sup> Street Underground Loft

November 10, 2015 7<sup>th</sup> Street Underground Loft

December 8, 2015 7<sup>th</sup> Street Underground Loft

All non-negotiated Civil Service employees are welcome and encouraged to attend.