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October 13, 2015

Civil Service Council

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Civil Service Council Minutes
October 13, 2015
Rathskeller Loft, University Union
8:30 am

Members Present:

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

Member's Absent: Michelle Morgan, Lionel Sanders

Guests Present:

Richard Enyard, Director of Human Resources; Paul McCann, Interim Vice President of Business Affairs; Tim Zimmer, Director of Facilities Planning & Management

- I. Meeting was called to order at 8:30 am by President Campbell.
- II. September minutes were approved electronically on September 16, 2015.
- III. Treasurer Report
 - A. Scholarship balance is \$14,678.22
- IV. Old Business-
 - A. Election Committee – Sigler (Chair), Campbell, Gordon, Siegel
 - a. New vacancies due to layoffs and retirements. Advertised for replacements but have received no response.
 - B. Personnel Committee – Nichols (Chair), Campbell, Kolling, Gordon, Hinton, Sigler
 - a. President Glassman selected Melissa Gordon, Lionel Sanders and Cay Kolling for the grievance committee. The two alternatives are Angie Campbell and Rhonda Nichols.
 - C. Public Relations –Crews (Co-Chair), Smith (Co-Chair), Callaway, Gordon, Noffke, Siegel
 - a. Mum sales finalized. We sold 161 mums for a gross of \$1310. We have not received final bill from company so won't know final profit until then. The company suggested starting to sell earlier next year and to add tulip bulbs to our selection. Committee will discuss these suggestions and bring options to the council next year.
 - D. Scholarship committee – Morgan (Chair), Campbell, Gordon, Noffke, Sigler, Smith
 - a. No new business
- V. New business
 - A. Miscellaneous updates
 - a. Early retirement incentives was not passed. Couldn't make the numbers work to save money for the university and that was the main goal.
 - b. Since our current EAC representative was laid off, do we have plans to replace? Dr. Enyard said they will plan to have election in spring. Paul said there is still a possibility that current representative could return so wanted to wait. Julie Benedict will assist anyone until a representative is in place.
 - c. President Campbell advised the Council about concerns raised by Staff Senate related to the Council receiving information that the Senate does not receive. The original issue surrounded the recent ACF layoffs. President Campbell forwarded questions to VP McCann about the layoffs. His responses were forwarded to the Council and ultimately to all non-negotiated employees via the

Council's list serve. President Campbell shared the list of questions and responses with the Senate. Later during the Senate meeting, questions were raised about the Council's budget, EAC representation, and civil service employees in general. President Campbell clarified the constitution for the Council clearly defines the Council as an organization for non-negotiated civil service employees. VP McCann addressed the concerns and will continue to provide input/answers provided he has the information we request or is able to release it.

B. HR update (Richard Enyard) –

- a. Rule of three was passed. It will now be the top three scores which will increase the applicant pool.
- b. Can also recruit out of state applicants with the understanding that they must establish residency within 90 days if they are selected.
- c. President Glassman extended the 3 year pilot of the Superior Performance Award for an additional year with one change – you cannot self-nominate. We have begun accepting nominations with the deadline to submit being December 15, 2015.
- d. (Q) Has there been an increase of retirements? (Enyard) No, just a normal amount of around 30-40.

C. VPBA Update (Paul McCann) –

- a. Budget:
 1. We have saved approximately \$10 million in cuts that have been made. 159 individuals that have been affected by the cuts. Some were layoffs, retirements. This equates to about 10% of the workforce.
 2. We made a 6.5% cut in our budget. When state finalizes their budget, each 1% more that they cut equates to approximately \$400,000 that we will need to cut.
 3. We are looking at the possibility of borrowing money. Currently the state does not allow us to.
- b. One change was made to the furlough policy for the A&P staff. If they are retiring by December 31, they are not required to take any furlough days.
- c. No truth to the article that EIU would be closing in the Spring 2015. Some statements in a recent interview were taking out of context. The question was asked what would be the effect of no budget and the answer was that we would run out of money in the spring. Meaning appropriated money. We have other reserves and resources for money in the spring.
- d. We have covered the MAP money for this semester and plan to for spring semester until the budget issue is resolved.
- e. Enrollment for freshman is up around 2%. Transfers are down, while international students and graduate students are also up. There are currently 8,520 currently enrolled.
- f. (Q)When will Eastern begin addressing academic programs? It feels like Staff have been taking the brunt of the cuts. Has the President looked into cutting/adding programs? (A) The President is aware of Program Analysis and is currently evaluating it.

- g. (Q) What do you wish was done different with the layoffs? (A) Other than not having to do it, we felt it went pretty smoothly. Tried to focus on it's the position that is being eliminated, not the person so as to not take it so personal. We had a Rapid Response Team to help and assist with questions and assist in finding new job placement.
- h. (Q) Is there a way to improve the bumping process? It seemed some people were notified at the last moment. (A) Unfortunately, we have to comply with the rules and that is what the rule allows.
- i. (Q) Is there a way to post position changes/new hires in the newsletter like we used to? (A) This has been discussed and decided that was not the best way to communicate that information.
- j. (Q) Why did we decide to create a new logo in this time of budget crisis? (A) Cost is not a direct expense to EIU – it is covered by collegiate licensing.

VI. Motion to Adjourn (Seigel/ Smith). The meeting was adjourned at 09:55 am.

Upcoming Meetings:

November 10, 2015 7th Street Underground Loft

December 8, 2015 7th Street Underground Loft

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