

5-3-2005

May 3, 2005

Civil Service Council

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#### Recommended Citation

Civil Service Council, "May 3, 2005" (2005). 2005. 5.  
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# Civil Service Council Minutes

## May 3, 2005

### Members Attending

Patti Bailey, Cheryl Clapp, Allen Clayton, Tami Duzan, Cris Ealy, Lori Creek, Paula Embry, Jerilyn Hutson, Katie Rice, Carlene Schaefer, Jenny Stout, Lisa Standerfer, Janet Werden, Julie Wilkerson

### Others in Attendance

Julie Benedict, Charles L. Phillips

### Members Absent

Heidi Hawkins, Susan Matthews, Lionel Sanders, Janet Werden

President Rice called the May meeting to order.

Vice President Nilsen was unable to attend because she was called to Springfield.

### EAC Report

Julie Benedict distributed minutes of the April EAC meeting. Julie asked each of us to look at the Discharge Process through the SURS website and let her know if we have any recommendations.

The April minutes were approved. (Standerfer/Creek)

### Committee Reports

Personnel/Grievance	Ealy, Duzan, Schaefer	Nothing to report at this time.
Legislative	Susan Matthews	Nothing to report at this time.
Environmental Health & Safety	Heidi Hawkins	Nothing to report at this time.
Recycling	Steve Lane	Nothing to report at this time.

<b>Financial Report</b>	Paula Embry	Current balance is \$505.00.
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### Human Resources Report

Charles Phillips-Performance evaluations should be completed between now and June.

### Old Business

- ❖ Council of Councils 2005 Sub-Committee reports:
  - Jerilyn/Agenda-A tentative agenda was distributed for Council input.
  - Lisa/Food and Rooms-Location possibilities were discussed including the Union, Millers, and the Worthington.
  - Cris/Speakers-Cris will be making contacts to confirm speaker participation.
  - Julie Benedict/Hotels-Julie will be contacting hotels in Mattoon.
  - Lisa, Cris, and Lori/Registration-Discussion concerning the content of registration packets.
- ❖ Archive File Disposal-still waiting for authorization.
- ❖ Constituent Luncheon-The committee reported that plans are well on the way.

### New Business

- ❖ Cancel Summer Meetings-Council meetings will continue through the summer but the July 5 meeting will be held July 12 due to the 4<sup>th</sup> of July holiday.
- ❖ Future Meetings-Jill Nilsen and Allan Rathe will be guests at the June meeting.

A motion was made to adjourn and passed unanimously. (Hutson/Clapp)

The next scheduled meeting of the Civil Service Council is June 7 at 1:30 p.m. in the Scherer Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.

Respectfully submitted,

Tami Duzan