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2008 Meeting Minutes

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Civil Service Council

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Civil Service Council Minutes
October 7, 2008
Sullivan Room, MLK Union
8:30 am

Member Present:
Tami Duzan, Michelle Morgan, Angie Campbell, Melissa Coleman, Jerry Drummond, Amy Richardson, Mai Dau, Janet Werden, Allen Bryant, Julie Winnett, Andrew Clapp, Julie Wilkerson, Jenny Stout, Paula Embry, and Patty Hood.

Guests:
Julie Benedict, EAC Representative
Chuck Phillips, Director Human Resources
Jeff Cooley, Vice President for Business Affairs
Janice Spraker
Laurie Neese

Members Absent:
Brian Hyder, Melissa Gordon, and Judi Konrad.

I. President Tami Duzan called the meeting to order at 8:34 am and welcomed all new members from District 2 to the Civil Service Council. All members introduced themselves.

II. Approval of the minutes from the meeting on August 5, 2008 was approved electronically and the unofficial minutes from the September and October meetings were posted to the web for informational purposes only.

III. EAC Report (Benedict) – Julie Benedict reported that elections for the EIU EAC representative will be held on October 21. Please encourage all employees in your area to vote. The three candidates are Julie Benedict, Andrew Clapp and Beth Kastl. Julie and Chuck Phillips explained what the EAC representative does here at EIU and how it relates to the Council.

IV. Human Resources Report (Phillips) –
   a. Chuck encouraged everyone to vote on October 21 for the EAC Representative elections.
   b. The employment application for civil service positions will be posted online soon.
   c. Human Resources is moving to a more electronic employment and testing file system and a customer service survey is being implemented to gather feedback. HR has an intern working on this project.

V. Committee Reports
   a. Election Committee (Richardson) – 8 petitions were received and 8 position were filled from District 2 so elections were not held.
   b. Personnel Committee (Duzan) – The committee received and acted on a grievance last month.
   c. Salary Plan Committee (Duzan) – This committee is on hold for now pending constitutional changes.
   d. Special Committees
      1) Constitution Committee (Duzan) – On hold, pending Executive Committee update.
      2) Scholarship Committee (Morgan) – The Scholarship Agreement was distributed to the Council. The scholarship endowment has around $1120 in donations collected. Anyone interested in serving on this committee, please let Michelle know. We are seeking support from all Civil Service Council members. We have 4 years to reach our $5000 goal.
      3) Public Relations Committee (Coleman) – Ideas were discussed to bring more attention to the Council. The following ideas were discussed.
         1. The Council voted to hold a “Meet and Greet” reception for introduction of Council members to the constituents. It will be scheduled for sometime in late October and early November. Places suggested are the Union or Doudna. Suggestion was to stay away from November 11. When we get a list of available dates firmed up the Committee will send an email to Council members to vote on a date, time and location.
         2. Purchase of promotional notepads to give out at “Meet and Greet” was approved unanimously by the Council.

VI. Old Business
   a. Archive File disposal – Pending with State Records Commission Office.
   b. Meeting with President Perry (Duzan) – The Executive Committee met with President Perry and Vice President Cooley on September 3, 2008.
      1) Tuition Waivers for retired employees will be brought before the President’s Council.
      2) The EIU Parking Committee recommendations were discussed.
      3) The possibility to reinstate the Employee of the Month or initiating another employee recognition program was discussed as a way to boost moral.
      4) The current performance appraisal system is being reviewed.

5) President Perry stated that reduced summer hours initiative will continue next summer.
6) External signage on campus is in the process (Phase 1). Phase 2 will be to complete internal signage on campus. A large campus map will be placed at the visitors parking lot located at the corner of Johnson and 7th Street.

VII. New Business

a. On December 2, 2008 Gary Reed, Director of Facilities Planning and Management will address the Council along with 5 others from his area. Please try to attend this meeting.
b. Nomination of Officers and Elections (Duzan) – Officer Nominations and election were held and the following were elected for the 2008-2009 year:
    1) Angie Campbell, President
    2) Michelle Morgan, Vice President
    3) Amy Richardson, Secretary
c. Other
    1) Julie Wilkerson raised a question about release time for current employees being allowed time away from the office to complete civil service testing. This will be addressed at a future meeting.
    2) Tami Duzan thanked Chuck Phillips, Julie Benedict, Angie Campbell, Michelle Morgan, and all Council members for their participation and support.

Meeting adjourned at 9:43 a.m. by new President Angie Campbell (Morgan/Wilkerson)

Respectfully submitted, Michelle Morgan, Secretary

The next scheduled meeting of the Civil Service Council is Tuesday, November 4, 2008 at 8:30 am in the Sullivan Room. All Civil Service, non-negotiated employees are welcome and encouraged to attend.