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April 4, 2006

Civil Service Council

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# Civil Service Council Minutes

## April 4, 2006

### Members Attending

Angie Campbell, Cheryl Clapp, Tami Duzan, Paula Embry, Brad Green, Jenny Stout, Janet Werden  
Julie Wilkerson

### Others in Attendance

Chuck Phillips

### Members Absent

Julie Benedict, Allen Clayton, Heidi Hawkins Jerilyn Hutson, Dennis Malak, Susan Mathews,  
Michelle Morgan, Kathy Murphy, Lionel Sanders, Carlene Schaefer, Lisa Standerfer

Vice President, Tami Duzan called the April meeting to order.

The March minutes were approved. (Embry/Green)

### EAC Report

Julie Benedict not in attendance. Julie will be attending an EAC meeting at Northwestern April 13 & 14. Julie will inquire at the EAC meeting what other universities are doing as far as scholarships and fund raising. She will report to us at the May meeting.

### Committee Reports

Personnel/Grievance		Nothing new
Legislative	Susan Mathews	Nothing new
Environmental Health & Safety	Heidi Hawkins	Nothing new
Recycling	Steve Lane	Nothing new
Financial Report	Paula Embry	Budget in good shape for picnic

### Human Resources Report

Chuck Phillips reported that his office is reviewing and updating the sick leave bank policy. The policy has been in place for several years and some loop holes have been discovered. Looking at what other universities are using. Once the review is complete it will be brought back to the Council for comments/suggestions.

### Old Business

Archive File Disposal – Cathy Kimball, Records Retention-Facilities Planning and Management, checking on what we need to store. Presently the tote is stored in the basement of Brainard House.

### New Business

1) May 2<sup>nd</sup> – Facilities and Planning will attend.

2) Picnic for all Civil Service Non-negotiated Employees has been tentatively scheduled for Wednesday, May 24, 11am to 1pm. The planning committee consists of Julie Wilkerson, Kathy Murphy, and Michelle Morgan. Checking with Lori Creek on getting a print out of all employees. An e-mail will be sent the first week of May asking for RSVP's to get counts for ordering food. Another e-mail will be sent towards the end of the month to remind everyone of the picnic. Some flyers will be printed for those who do not have easy access to e-mail.

Summer hours will not be an issue since everyone is allowed to attend Council meetings and events.

3) Brad is including a News of Interest Page on our website and keeping the site updated. Great job!!

4) Parking Concerns – The Council decided to write a letter to Adam Due, Police Chief, expressing our concerns with construction workers purchasing parking permits, increasing the price of permits and the availability of spaces.

A motion was made to adjourn and passed unanimously. (Embry/Wilkerson)

The next scheduled meeting of the Civil Service Council is May 2 at 1:30p.m. in the Martinsville Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.

Respectfully submitted,

Janet Werden