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April 9, 2013

Civil Service Council

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Civil Service Council Minutes
April 9, 2013
Rathskeller Loft, University Union
8:30 am

Members Present:

Angie Campbell, Bryan Callaway, John Sigler, Gary Hanebrink, Rhonda Nichols, Michelle Morgan, Jeff Wilson, Melissa Gordon, Melissa Coleman, Suzanne Mathews, Lori Rothrock, Kathy Edwards.

Member's Absent:

Thomas MacMullen, Anthony Redding.

Guests Present:

Richard Enyard, Director of Human Resources; Sandy Bowman, University Ethics Officer; Julie Benedict, EAC Representative.

- I. Meeting was called to order at 8:30 am by President Campbell.
- II. March minutes were approved electronically on April 8, 2013.
- III. No update on Treasurers report.
- IV. Old Business
 - A. Committee Updates
 - a. Election Committee –
 1. Fill out election forms and get turned in -- Deadline is April 10
 2. District 1 – need 7 plus alternate
 3. District 2 – need alternate
 4. District 3 – need 4 plus alternate
 - b. Personnel Committee –
 1. Superior Performance Award was announced to University – Deadline to submit a nomination is May 17 at noon.
 2. Needed a civil service volunteer to serve on Superior Performance Evaluation Committee—Rhonda Nichols volunteered.
 3. Working on final draft of Sick Leave Bank revision.
 - c. Public Relations –
 1. Need new chair or co-chair – Jeff Wilson volunteered.
 2. Jeff will send out email to get together.
 - d. Scholarship Committee –
 1. Have received 6 applications.
 2. Deadline is April 15.
 - B. Strategic Planning Implementation Steering Committee
 - a. Met last week but our representative, Thomas MacMullen, not here to give us update.
 - C. Program Analysis Update
 - a. Met last week after month recess. Minimal changes suggested for template.
 - b. Recommendation for more information on final outcome.
 - c. Dr. Weber will make changes based on suggestions and send out revision.
 - D. FPM Director Search
 - a. John says is still on-going. Finalists not named yet.
- V. New Business
 - A. Summer Hours

- a. Announced to begin May 6, 2013 and conclude on August 9, 2013.
- B. Faculty Staff Campaign
 - a. Can donate to the Civil Service Scholarship fund through this campaign.
- C. Dr. Enyard Update
 - a. New testing hours resulted from survey. Available every other Tuesday evening and one Saturday a month. Can make special accommodations if needed.
 - b. Results of Benefits Survey
 - 1. Top three items were Wellness Program, Purchasing Power and Long term care.
 - c. Creating a HR Newsletter, "HR & YOU" to be distributed electronically to everyone and hard copy to each VP area.
- D. Julie – EAC update
 - a. HR Audit wrapped up last week.
 - b. A&P/Civil Service position title audit put on hold.
 - c. Strategic Enrollment scheduled for May 6/7.
- VI. Motion to Adjourn (Morgan). The meeting was adjourned at 9:00 am.

The next scheduled meeting of the Civil Service Council is Tuesday May 14, 2013 at 8:30 am in the Seventh Street Underground (Rathskeller) Loft, MLK Union. All non-negotiated Civil Service employees are welcome and encouraged to attend.