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November 7, 2006

Civil Service Council

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**Civil Service Council Minutes**  
**November 7, 2006**

**Member Present:**

Angie Campbell, Brad Green, Paula Embry, Julie Benedict, Tami Duzan, Michelle Morgan, Janet Werden, Susan Mathews, Heidi Hawkins, Chuck Phillips, and Lionel Sanders.

**Special Guests:**

Eric Davidson, I live free Tobacco Free Coalition  
Gary Bulla, I live free Tobacco Free Coalition,  
Chris Stanfield, I live free Tobacco Free Coalition  
Bryan Miller, I live free Tobacco Free Coalition

**Members Absent:**

Jerilyn Hutson, Dennis Malak, Kathy Murphy, Jenny Stout, John Bailey, Cathy Kimball, Julie Likins, Teresa Sims, and Julie Wilkerson.

President Heidi Hawkins called the meeting to order at 8:35 am.

- I. Presentation from Eric Davidson, Gary Bull, Bryan Miller and Chris Standfield, from the I Live Free Tobacco Free Coalition to promote a Smoke Free Campus Policy at EIU.
  - Coalition is seeking support for revising the smoking policy to make EIU a smoke free campus. EIU's smoking policy has not been revised since 1996. Campus survey and Benchmarking data support this change. EIU Health Service offers free Tobacco Cessation Program to all students. The focus of the grant funded program is to target incoming freshman and to provide help to current smokers who wish to stop. This is being done through educational workshops, literature and with a push for a policy change. The trend with other State supported schools and agencies are to go smoke free.
- II. Minutes from the October 3, 2006 meeting were approved (Green/Campbell).
- III. EAC Report
  - Julie Benedict reported that the Council of Councils meeting went ok. Enrollment for the Council of Councils meeting was low and there was discussion of meeting bi-annually instead of annually.
  - The e-testing process for civil service testing was discussed. Typing tests seem to be the cause of most of the problems, but work is being done to improve that portion of the testing process.
  - The Civil Service System Office asked the EAC group for their opinion/suggestions on a proposed procedure of improving diversity in the Universities. The council was also asked for their input. The proposed process would also include working with a person from Civil Rights (or office equivalent) to improve on selected positions for underutilized diverse groups.

- Performance Appraisal system and the Merit and recognition system at SIU was recognized. Mrs. Benedict encouraged council members to take a look at the SIU system. <http://www.siu.edu/~apstaff/APECTReport.pdf>

#### IV. Committee Reports

- Legislative, Susan Mathews -- Nothing new to report but there will be very soon. She will arrange to have Jill Nielson attend a future Council meeting for an update.
- Personnel/Grievance, Tami Duzan -- There is currently two (2) open positions on this committee. Brad Green and Angie Cambell names will be submitted to President Henken for approval as replacements to the committee.
- Recycling -- Nothing new to report, Heidi Hawkins will talk to Alan Rathe to see if any new meetings have been scheduled.

#### V. Human Resources Report, Chuck Phillips

- EIU is currently undergoing its bi-annual audit and chances are good we will see some reform. Chuck Phillips serves on the Human Resources Directors Advisory Committee for SUCCS.

#### VI. Old Business

- Archive Disposal – nothing new to report. Cathy Kimball is still waiting on a request from the Civil Service Council. Jerilyn Hutson is working on that request.
- Civil Service Council Scholarship – Brad Green will contact Karla Evans and coordinate a meeting with the Scholarship Committee (Green/Campbell/Morgan)
- Sick Leave Bank – Currently being reviewed, Chuck Phillips will check and report at the next meeting.

#### VII. New Business

- Presidential Search – Heidi Hawkins read an email from Jerilyn Hutson which invites all Civil Service Council members to attend and provide input to the Consultant hired to assist the EIU Presidential Search Committee. It will be held in the Oakland Room of the University Union on November 8, 2006 from 1-1:50 pm. Heidi will forward the email to all Civil Service Council members for their review.
- Constitution Review – Review and update of the Council Constitution was discussed. Some of the issues to be addressed are the election procedures and minutes approval/distribution process. A discussion to take place on the need for a committee to be formed for this purpose.

Motion to adjourn and passed unanimously (Green/Duzan)

Respectfully submitted,

Michelle Morgan, Recorder

Meeting Adjourned at 10:34 am