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Civil Service Council

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Civil Service Council Minutes
October 2, 2007
Sullivan Room, MLK Union
8:30 am

Member Present:

Melissa Gordon, Melissa Coleman, Tami Duzan, Heidi Hawkins, Amy Richardson, Brian Hyder, Paula Embry, Cathy Kimball, Janet Werden, Jenny Stout, Angie Campbell, Judy Konrad, Julie Wilkerson, and Michelle Morgan

HR Director:

Chuck Phillips

EAC Representative:

Julie Benedict

Members Absent:

Laurie Lysinger, John Bailey, Julie Likins, Lionel Sanders, and Teresa Sims.

President Heidi Hawkins called the meeting to order at 8:30 am.

- I. EAC Report (Benedict) – There will be at a meeting on Thursday and Friday of this week. She distributed the Agenda for the meeting and asked if there was anything that we wanted her to discuss to let her know. She commented that EAC and Systems Office say that our Council of Counsel’s meeting held a few years ago was the best they had attended for some time. They commented that the discussion topics and discussions.
- II. A list of the 2007-2008 Council members was distributed and all members present introduced themselves.
- III. Approval of Minutes – No meeting was held on September 4, 2007 due to President Perry’s visit.
- IV. Committee Reports
 - a. Legislative – No report.
 - b. Personnel/Grievance (Duzan/Campbell) – Lloyd Leonard wants to set up a visit with the Council.
 - c. Recycling – No report.
- V. Financial (Embry) – We have a budget of about \$675. Most is used for our Spring Fling.
- VI. Human Resources (Phillips) – All were reminded to take the Ethics Training. It takes about 45 minutes to an hour to complete. The student

worker training manual is online and was last updated in 2006. Graduate Assistant training is online. The training is only required one time per year.

VII. Old Business

- a. Archive File disposal (Kimball) – No report.
- b. Civil Service Council Scholarship (Campbell, Morgan) – No report. Michelle will check on the total amount of donations received. Anyone interested in volunteering to replace Brad Green on this committee contact Tami Duzan. Another notice will be put in the newsletter about the scholarship. Information about the scholarship will be sent out to the newly seated Council members.
- c. Constitution Committee report (Embry/Campbell) – No report. Heidi will contact Brad Green regarding the proposed changes to the Constitution. Constitution Committee should consider adding the Scholarship and Legislative Committee's to the Constitution.

VIII. New Business

- a. Officer Elections (Hawkins) – Offices for the 2007-2008 year will be
 - President – Tami Duzan
 - Vice President – Angie Campbell
 - Secretary/Webmaster – Michelle Morgan
- b. Personnel/Grievance Committee vacancy (Hawkins) – Volunteers to replace Brad Green on the committee were solicited. Julie Wilkerson volunteered in person and Heidi Hawkins received an email from Julie Likins volunteering to serve as well. If anyone else is interested in serving contact Tami Duzan. The list will be forwarded to President Perry for approval. Tami will send an email to solicit additional volunteers.
- c. Legislative Committee vacancy (Hawkins) -- Heidi Hawkins volunteered to serve as the committee member. She will contact Jill Nielson to get an update before the next Council meeting.
- d. Scholarship Committee (Campbell/Morgan) – Judy Konrad volunteered to replace Brad Green on the committee. All new members will be sent a copy of the scholarship agreement. Anyone interested in serving on this committee should contact Tami Duzan.

Motion to adjourn: Meeting adjourned at 9:20 a. m. (Kimball/Konrad)

Respectfully submitted,

Michelle Morgan, Recorder

The next scheduled meeting of the Civil Service Council is Tuesday, November 6, 2007 in the Sullivan Room of the MLK Jr. Union at 8:30 am. All Civil Service, non-negotiated employees are welcome and encouraged to attend.