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November 6, 2007

Civil Service Council

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Civil Service Council Minutes
November 6, 2007
Sullivan Room, MLK Union
8:30 am

Member Present:

Tami Duzan, Angie Campbell, Janet Werden, Jenny Stout, Lauri Lysinger, Cindy Starwalt, Paula Embry, Julie Wilkerson, Amy Richardson, Judi Konrad and Michelle Morgan

HR Director:

Chuck Phillips

EAC Representative:

Julie Benedict

Members Absent:

Melissa Coleman, Melissa Gordon, John Bailey, Julie Likins, Lionel Sanders, Brian Hyder, Heidi Hawkins, Cathy Kimball, and Teresa Sims.

- I. President Tami Duzan called the meeting to order at 8:35 am.
- II. Minutes of the October 2, 2007 minutes were approved.
(Campbell/Stout)
- III. President Duzan welcomed new members to the Council and those present introduced themselves.
 - a. Michelle Morgan has been doing some research on the Council's history and that information will be presented at a later date.
 - b. New members were asked to review the Constitution and contact a member of the Executive Committee if there are any questions.
- IV. EAC Report (Benedict) – There was an EAC meeting held on October 4, 2007. Email Julie if you have any comments or questions about SUCSSEAC (State Universities Civil Service System Employee Advisory Committee).
 - a. The director of SURS (State Universities Retirement System) gave a report.
 - b. About 20% of all exams are on e-test which means less writing is involved. There are practice tests located on the SUCSS website (<http://www.sucss.state.il.us/default.asp>). They are currently working on the old Secretary series (Office Systems Assistant/Specialist).
 - c. Julie Benedict is Secretary for EAC and she will send the Council a copy of the Agenda for each meeting
 - d. No one from EIU attended the Council of Council's meeting.

- V. Human Resources Report (Phillips) – Nothing new, but Paula Embry stated Lloyd Leonard would like to meet with the Personnel Committee about grievance procedures.
- VI. Treasurer Report (Embry) – No report
- VII. Committee Reports
 - a. Election Committee – No Report
 - b. Personnel Committee (Duzan) – There were seven (7) nominees for the committee. An election by secret ballot was held to select five (5) names to be submitted to President Perry for consideration. He will choose 3 to become standing members and 2 will serve as alternates. President Duzan will submit Angie Cambell (incumbent), Melissa Gordon, Jenny Stout, Janet Werden and Julie Wilkerson to the President.
 - c. Salary Plan Committee – No Report
 - d. Special Committees
 - 1) Constitution Committee – Paula Embry will Chair this committee. Michelle Morgan will send documents to Paula related to the constitution.
 - 2) Scholarship Committee – Michelle Morgan will Chair this committee. The Scholarship fund stands at around \$700.
- VIII. Old Business
 - a. Archive File disposal – No report.
 - b. Personnel Committee -- Election was held for the Personnel Committee. See Committee Reports for more information.
 - c. Legislative Committee – There isn't an official committee for this in the constitution, therefore it will be taken off the agenda. Jill Nilsen will be coming to update us at the next Council meeting.
- IX. New Business
 - a. Staff Senate update (Duzan) –
 - 1) Indiana State University invited EIU Staff Senate to attend the Indiana State Staff Council Round Table Discussion on November 7, 2007. No one from Senate will attend, but Tami Duzan, Angie Campbell and Michelle Morgan will be attending it from the Civil Service Council.
 - 2) Plans for President Perry's Inauguration were discussed. They sponsored the Staff event with guest speaker John Cassis.
 - 3) Sandy Bingham-Porter will serve on the search committee for the new Athletic Director to represent the Staff Senate.

- b. List of non-negotiated employees – Paula Embry will check to see if there is a way to get a list of non-negotiated employees by the employee's work department from Banner.
- c. Be thinking of some ideas on how to generate recognition and bring attention to the Council.
- d. President Duzan will ask Steve Lane to attend a Council meeting to discuss the Salary Administration Plan.
- e. The Executive Committee will meet with President Perry on November 13, 2007. If anyone has anything that they would like to add to the Agenda, contact Tami Duzan, Angie Campbell or Michelle Morgan.

Motion to adjourn: Meeting adjourned at 9:20 a. m. (Wilkerson/Werden)

Respectfully submitted,

Michelle Morgan, Recorder

The next scheduled meeting of the Civil Service Council is Tuesday, December 4, 2007 in the Sullivan Room of the MLK Jr. Union at 8:30 am. Guest Speaker Vice President Jill Nilsen. All Civil Service, non-negotiated employees are welcome and encouraged to attend.