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November 4, 2003

Civil Service Council

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## Civil Service Council Minutes – November 4, 2003

**Members attending:** Patti Bailey, Lisa Bowlin, Cheryl Clapp, Lori Creek, Cris Ealy, Heidi Hawkins, Dave Howrey, Jerilyn Hutson, Suzanne Mathews, Katie Rice, and Janet Werden.

**Others in attendance:** Charles Phillips. **Members absent:** Allen Clayton, Tami Duzan, Paula Embry, Mike Hubbartt, Carlene Schaefer, and Julie Winnett.

The November meeting was called to order by President Creek. The October meeting minutes were approved (Ealy/Bowlin/Werden) with minor changes that will be posted.

### **Committee Reports:**

Personnel/Grievance Vacant New procedure has not been approved at the President's Council yet.

Legislative Cris Ealy There is no news at this time.

Environmental Health and Safety Heidi Hawkins Please visit their website. A link will be available on the Council website or can be accessed from the Business Affairs home page.

Recycling Steve Lane Steve has not had a meeting to report on.

Financial Report Paula Embry Our funds are okay for our needs.

Charles Phillips spoke again this month about using the performance evaluation tool. It will be used if there is any money in the budget for merit pay. If no performance evaluations are on file, it could be a problem next year. He, along with Heidi Hawkins, shared information about the restructuring in Facilities Planning and Management that will occur when Carol Strode retires at the end of the month.

In **Old Business**, the grievance procedure has gone on to the President's Council for approval. It is on the agenda for the November 3 meeting. The fall council get together may be rescheduled. An email survey will be sent out to all Council members. We have not received any information on the reserved parking plan at this time.

In **New Business**, President Hencken emailed President Creek about time off at Christmas and summer hours. There is no firm information at this time. He will keep us informed as approvals are received on these various items.

A motion was made to adjourn (Bowlin/Hawkins/Werden/Mathews). It passed unanimously.

The next schedule meeting of the Civil Service Council is scheduled for December 2 at 1:30 pm in the Paris Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.