

## Civil Service Council Minutes – January 13, 2004

**Members attending:** Lisa Bowlin, Allen Clayton, Lori Creek, Tami Duzan, Cris Ealy, Paula Embry, Mike Hubbartt, Jerilyn Hutson, Suzanne Mathews, Katie Rice, and Janet Werden.

**Others in attendance:** Charles Phillips and Terry Tomer. **Members absent:** Patti Bailey, Cheryl Clapp, Heidi Hawkins, Dave Howrey, Carlene Schaefer, and Julie Winnett.

The January meeting was called to order by President Creek.

The December meeting minutes were approved (Ealy/Hutson).

**EAC Report:** Terry Tomer reported to the Council about the last meeting of EAC, held in October, 2003. Topics discussed at that meeting included temporary/extra help in the Civil Service System, SURS to be joining the Civil Service System, upgrading and on-line testing, Social Security offset, reduction in accumulation of accrued leave, and time limits on the desk audit signature process. The next meeting will be held on Jan 22-23 in Champaign. Everyone is welcome to attend.

### **Committee Reports:**

Personnel/Grievance Vacant New grievance procedure has been approved.

Legislative Cris Ealy There is nothing to report at this time.

Environmental Health and Safety Heidi Hawkins Meeting minutes from 12-9-03 had been emailed to all Council members. Heidi was unable to attend today's Council meeting.

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 about employee performance evaluations and that W2's are available for pickup until January 16 in the upper hallway of Old Main. All forms not picked up will be mailed on January 23.

In **Old Business**, President Creek asked for volunteers to attend EIU Day at the Capitol. It will be February 19. Transportation and a sack lunch will be provided. President Creek and Katie Rice volunteered to attend. The grievance procedure was approved by the President's Council on December 3, 2003. Heidi Hawkins will be contacted to re-send the proposed amendments to the constitution to all the current Council members prior to the next meeting. This should complete all the proposed amendments to the constitution and a vote can be taken in an upcoming meeting.

In **New Business**, the move to alternative ID numbers was discussed. It is on hold at this time.

A motion was made to adjourn (Hutson/Ealy). It passed unanimously.

The next scheduled meeting of the Civil Service Council is scheduled for February 3 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.