

Civil Service Council Minutes – October 5, 2004

Members attending: Patti Bailey, Cheryl Clapp, Lori Creek, Tami Duzan, Cris Ealy, Paula Embry, Heidi Hawkins, Jerilyn Hutson, Suzanne Mathews, Katie Rice, Lionel Sanders, Carlene Schaefer, Jenny Stout, Janet Werden, and Julie Wilkerson. **Others in attendance:** Julie Benedict, Sandy Bowman, and Charles Phillips. **Members absent:** Allen Clayton and Lisa Standerfer.

The October meeting was called to order by President Creek.

Sandy Bowman, Training Coordinator from Human Resources, spoke to the Council on the Ethics Training. This new law states that all employees must have ethics training every year. She explained how to find the website, the ID to use, the password, and when there would be help and computers available for employees who may not have access to a computer. Anyone receiving a paycheck from Eastern Illinois University must complete this training. Eastern's dates for completing the training are Oct 18 to Nov 17, but there is no penalty for early completion of the training. She stressed that employees should print out the certificate that appears at completion. The State of Illinois will contact her weekly with the names of those who have successfully completed the training. It should take under one hour to complete. All employees are encouraged to complete the training during working hours – no overtime will be paid to those who might choose to complete this at a computer away from work.

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

EAC Report: Julie Benedict took over as Eastern's EAC representative on October 1. There is a scheduled meeting on October 14-15 in DeKalb. There will be more information at the next Council meeting. She will be setting up a website shortly that will explain EAC and the Merit Board. There will be a link from the Council site when it is available.

Committee Reports:

Personnel/Grievance Vacant These names have been forwarded to President Hencken for his selection according to the IGP.

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

Environmental Health and Safety Heidi Hawkins The first meeting of the year was held, and ideas, thoughts, and concerns were presented. There will be more information later.

Recycling Steve Lane Allen Rathe will be invited to speak to the Council at a later date about the recycling program at Eastern.

Financial Report Paula Embry Our funds are in fine shape.

Charles Phillips reminded us that pay raises were out for the non-negotiated employees.

In **Old Business**, there are still openings for alternates in Districts 1 and 3. District 2 elections were held on October 4. 42 people voted which was 25% of those eligible. The newly elected members to the Council are Cheryl Clapp, Allen Clayton, Lori Creek, Paula Embry, Heidi Hawkins, Lionel Sanders (alternate), Carlene Schaefer, Lisa Standerfer, and Julie Wilkerson. The names of the Personnel/Grievance committee members have been forwarded to Chuck Phillips who will be sending them to President Hencken. Tami Duzan has agreed to attend the Council of Councils meeting in DeKalb on Oct 15. Absent Council members will be contacted about attending the meeting along with Tami.

In **New Business**, a motion was made (Werden/Embry) and approved for Jenny Stout to be the new representative of District 3, filling the vacancy created when Dave Howrey resigned. The election for the Executive Committee will be held on October 12 at 1:30 in the Greenup Room. There will be a punch and cookie reception for the new members after the election. Email nominations will be accepted for all offices. Please email to cskir@eiu.edu.

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

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