

# Civil Service Council Minutes

## March 1, 2005

### Members Attending

Patti Bailey, Cheryl Clapp, Tami Duzan, Paula Embry, Heidi Hawkins, Jerilyn Hutson, Susan Mathews, Katie Rice, Carlene Schaefer, Jenny Stout

### Others in Attendance

Julie Benedict, Charles L. Phillips, President Hencken, Vice President Nilsen, Vice President Cooley, Acting Vice President Drake

### Members Absent

Allen Clayton, Lori Creek, Cris Ealy, Lionel Sanders, Lisa Standerfer, Janet Werden, Julie Wilkerson

President Rice called the March meeting to order.

President Hencken and the Vice Presidents shared information concerning offices that will be moving from the old Clinical Services during spring break, updates on Fine Arts and Blair, FY06 budget, Tarble donation, accreditation outcomes, SURS, AY06 tuition, and current legislative bills.

The February minutes were approved. (Bailey/Schaefer)

### EAC Report

Julie Benedict asked Council members to review the discharge process on the SUCSS website. Any suggestions or comments should be emailed to Katie Rice as soon as possible.

### Committee Reports

Personnel/Grievance	Ealy, Duzan, Schaefer	Nothing to report at this time.
Legislative	Susan Matthews	Nothing to report at this time.
Environmental Health & Safety	Heidi Hawkins	
Heidi reported that fume covers in the Science Building are a top priority.		
Recycling	Steve Lane	Nothing to report at this time.
Financial Report	Paula Embry	Current balance is \$505.64

### Human Resources Report

Charles Phillips reported that the University will begin summer hours May 16, 2005.

### Old Business

- ❖ Council of Councils 2005-Katie Rice has received the packet of information from Andy Small, NIU.
- ❖ Archive File Disposal-still waiting for authorization, but the filing cabinet is being surplused. Allen Clayton has a tub of files from the filing cabinet.

### New Business

- ❖ Council Members Moving to Other Districts-Katie Rice and Lori Creek have changed positions on campus. The Constitution Committee (Hawkins, Schaefer, Hutson, Creek) will review the Constitution for possible amendments clarifying this matter.
- ❖ Upcoming Meetings-April-SUCSS orientation. May 18-picnic for constituents (this date may change.)

A motion was made to adjourn and passed unanimously. (Hutson/Embry)

The next scheduled meeting of the Civil Service Council is April 5 at 1:30 p.m. in the Greenup Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.

Respectfully submitted,

Tami Duzan