

**Civil Service Council Minutes**  
**December 4, 2007**  
**Sullivan Room, MLK Union**  
**8:30 am**

**Member Present:**

Tami Duzan, Angie Campbell, Janet Werden, Jenny Stout, Cindy Starwalt, Paula Embry, Julie Wilkerson, Amy Richardson, Melissa Gordon, Melissa Coleman, Brian Hyder and Michelle Morgan

**HR Director:**

Chuck Phillips

**Members Absent:**

John Bailey, Julie Likins, Lionel Sanders, Heidi Hawkins, Cathy Kimball, Judith Konrad, Laurie Lysinger, and Teresa Sims.

- I. President Tami Duzan called the meeting to order at 8:30 am.
  - a. Jill Nilsen, Vice President for External Relations, gave a legislative update. She reported that the Illinois Higher Education Legislative Coalition (HELIC) will hold a rally in Springfield on April 26<sup>th</sup>. More information will be made available when she returns in February.
- II. Minutes of the November 6, 2007 minutes were approved electronically and posted to the Council website.
- III. EAC Report – No report
- IV. Human Resources Report (Phillips) – No report
- V. Treasurer Report (Embry) – No report.
- VI. Committee Reports
  - a. Election Committee (Duzan) – Amy Richardson volunteered to serve as a member from District 1. There are still openings from District 2 (VPBA) and District 3 (VPSA) if anyone is interested in serving on the committee, email Michelle Morgan ([mlmorgan@eiu.edu](mailto:mlmorgan@eiu.edu)) .
  - b. Personnel Committee (Duzan) – An email update was sent out earlier this month. Committee will consist of Melissa Gordon, Janet Werden and Julie Wilkerson. Angie Campbell and Jenny Stout will serve as alternates.
  - c. Salary Plan Committee (Duzan) – This committee is on hold for now.
  - d. Special Committees
    - 1) Constitution Committee (Embry) – No report
    - 2) Scholarship Committee (Morgan) – No report. A meeting will be set up sometime this month.
- VII. Old Business
  - a. Archive File disposal – No report.
  - b. President Duzan updated the Council on the Executive Committee's meeting with President Perry that was held on November 13, 2007. He will be attending our January 8, 2008 meeting.
  - c. Update from the Indiana State University Support Staff Council meeting held on November 7, 2007 (Duzan).
    - 1) It was very informative and we got lots of ideas from it.

- 2) They have implemented term limits for members; increased the officer terms and created a new officer of President-Elect to keep continuity over a longer period.
  - 3) They have fundraisers, a newsletter, "Rep Sessions" to go to the constituents and get feedback; and mentoring programs have been set up for orientation of new employees. Some have created online suggestion boxes for submitting ideas and comments to the Council.
- d. A List of non-negotiated employees by district for each Civil Service Council member has been requested.
  - e. If you have any ideas to gain recognition for the Council among constituents email Michelle Morgan ([mlmorgan@eiu.edu](mailto:mlmorgan@eiu.edu)). Suggestions given at meeting were water bottle sales with the Council name on them and letters being sent to new employees with a list of the Council members and a copy of the constitution.

VIII. New Business

- a. President Duzan gave the Council an update from Staff Senate.
- b. Formation of a Public Relations Committee (Duzan) – This committee will be formed to design flyers, letterhead, promotional materials, council logo, etc. Volunteers for this committee are Melissa Coleman, Amy Richardson, Michelle Morgan and Angie Campbell. Melissa Coleman will serve as Chair.
- c. Other Business – Remind your constituents that President Perry will be attending the January 8, 2008 meeting. Please encourage all non-negotiated employees to attend. Michelle Morgan will arrange for a larger room.

Motion to adjourn: Meeting adjourned at 9:50 a.m. (Richardson/Coleman)

Respectfully submitted,

Michelle Morgan, Recorder

The next scheduled meeting of the Civil Service Council is Tuesday, January 8, 2008 in the Martinsville Room\*\*\*. Guest Speakers will be President Perry and Adam Dodge. All Civil Service, non-negotiated employees are welcome and encouraged to attend.