

Civil Service Council Minutes
May 9, 2017
7th Street Underground Loft, University Union
8:30 am

Members Present:

Angie Campbell, Melissa Gordon, Rhonda Nichols, Bryan Callaway, Donna Noffke, Anne Lewis, Jenny Stout, and Michelle Morgan.

Members absent:

Lionel Sanders, Dan Crews, and JoAnne Thill

Guests Present:

Linda Holloway, Interim Director of Human Resources

Bill Burnsidess, EAC Representative

- I. The meeting was called to order at 8:31 am by President Angie Campbell.
- II. Minutes from April 11, 2017 meeting were approved and posted on the website.
- III. Treasurer Report (Gordon)
 - A. Scholarship balance is 15,911.23
- IV. EAC Update (Burnsidess)
 - A. Employee Advisory Committee (EAC) Meeting was held jointly with HR Directors Advisory Committee last week.
 - B. Remind all employees to log on to the new benefits choice website and verify your information to make sure it is correct.
 - C. Systems office is looking at changing the residency requirements for civil service employees to attract more quality candidates. Questions were raised about how to enforce it.
 - D. Emergency furlough rule is expiring, and EAC Rep would like to hear input on if it should be extended.
 - E. They are looking at revising the occupational area classification categories. JCAR would have to approve this.
 - F. HB 3185 was introduced to make some language changes to the State Universities Civil Service Act that has not been revised in many years.
 - G. There are four new appointees to the State Universities Merit Board
 - H. Two painters and one roofer will be returning temporarily to do work related to the new addition to Tarble Arts Center.
- V. Committee Reports
 - A. Election Committee – No report
 - B. Personnel Committee – No report
 - C. Public Relations Committee – No report
 - D. Scholarship Committee – No report
- VI. Old Business
 - A. Scholarship Update (Morgan)
 1. We have seven applications.
 2. The application period closes May 31, 2017.
 3. In June the committee will select the winner and notify the recipient.
 - B. Elections (Nichols)
 1. Nomination forms are due Friday, May 12, 2017.

2. Looking for members to serve District I (Academic Affairs, President, University Advancement) and District 3 (Student Affairs).
 3. Looking for Alternate from District 2 (Business Affairs).
 4. Two-year appointment for each.
- VII. New business
- A. Benefits Choice (Holloway)
 1. Benefits choice period is this month.
 2. Only changes are the names of the Quality Care Plan and Coventry OAP/HMO are now Aetna.
 3. Those that have or want flexible spending accounts must complete the information on the site.
 4. Sick leave bank new members need to apply in Paws under the employee tab. If you are a member now, you do not need to do anything unless you wish to opt out.
 - B. Meeting with President Glassman (Campbell)
 1. The Council thanked Dr. Glassman for the Faculty/Staff Appreciation Lunch. Plans are to do this every year.
 2. A suggestion was brought to him about changing the name of the Secretary Luncheon at the Union to Staff Luncheon to be more inclusive of all staff. President felt it was a very good idea.
 3. The salary study was discussed and raises for non-negotiated were mentioned by the Council. President was empathetic and knows our position. However, he indicated that no raises could be given until the University is stable and has an appropriation from the State. Raises are not budgeted for in the budgets submitted to the Board of Trustees.
 4. President Glassman would like to attend at least one Civil Service Council meeting a year. We will work with Judy Gorrell to get on his calendar.
 5. Flex-time was discussed for Exempt employees. All areas are implementing flex-time differently all over campus.
 - C. Vitalization Project – Nothing new to report.
 - D. VPBA Update on Budget and Enrollment (Holloway)
 1. A revised budget was submitted and approved by Board of Trustees and approved for FY 17.
 2. The FY 2017 budget is balanced, and we are in good shape through the end of fiscal year. July and August may be a struggle if we do not get funding.
 3. Enrollment is down
 4. Evaluations are due June 30, 2017. The Office of Executive Inspector General (OEIG) is looking at the evaluations heavily.
 5. The FY 2018 holiday schedule was distributed to the Council for input. Council members were all for the holiday schedule as outlined.
- VIII. Adjourn (Nichols/Gordon) at 9:11 am.

Upcoming Meetings:

June 13, 2017 - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30

July 11, 2017- Sullivan Room, MLK Jr. Union at 8:30 am

August 8, 2017- Sullivan Room, MLK Jr. Union at 8:30 am

September 12, 2017- 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30 am

October 10, 2017 - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30 am

November 14, 2017 - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30 am

December 12, 2017 - 7th Street Underground (Rathskeller) Loft, MLK Jr. Union at 8:30 am

All non-negotiated Civil Service employees are welcome and encouraged to attend.