

Civil Service Council Minutes – October 7, 2003

Members attending: Patti Bailey, Cheryl Clapp, Allen Clayton, Lori Creek, Cris Ealy, Paula Embry, Heidi Hawkins, Dave Howrey, Mike Hubbart, Jerilyn Hutson, Suzanne Mathews, Katie Rice, Carlene Schaefer, and Julie Winnett. **Others in attendance:** Charles Phillips. **Members absent:** Lisa Bowlin, Tami Duzan, and Janet Werden.

The October meeting was called to order by President Creek. The September meeting minutes were approved (Bailey/Hawkins) as posted.

Committee Reports:

Personnel/Grievance Vacant A new grievance procedure and the related IGP will be going to the President's Council for approval in the next few weeks.

Legislative Cris Ealy There is no news at this time but will be in November.

Environmental Health and Safety Heidi Hawkins Topics discussed at the last meeting included terrorism, fetal protection, driver training, environmental control, grant review, and the safety projects list.

Recycling Steve Lane The income from the recycling efforts at EIU is closer to meeting the goals this year than in the past.

Financial Report Paula Embry Our budget is fine as no expenses have been incurred.

Charles Phillips spoke about using the performance evaluation tool. While it is not required this year, it is recommended that all employees complete one with their supervisor and submit it to Human Resources in order to have a goals and objectives to base next year's evaluation on. He stressed that the evaluation forms are an effective tool only if the information is honest and the process is taken seriously.

In **Old Business**, the grievance procedure has gone on to the President's Council for approval. The Constitution amendment committee will complete the proposed amendment changes as soon as we hear about the grievance procedure approval. There will a spring outing for all civil service non-negotiated employees. The committee (Ealy/Clayton/Embry/Phillips) is working on the arrangements and scheduling the date. The fall council get together will be at E L Crackers on Dec 2 at noon. The meeting will follow at the same location. Several council members were wearing their Council shirts. If anyone else plans to purchase a shirt, please contact the Shirt Factory.

In **New Business**, the election of officers was held. Since there was only one candidate for each office, it was approved by a voice vote (motion by Ealy/Bailey). Questions about the reserved parking plan were raised and will be looked into. We discussed speakers and topics we would like to have in the upcoming months. Possible speakers included (in no particular order) Vice President Nilsen, Dr Hoadley (CATS), Allen Rathe (Recycling), Adam Due, Representative Chapin Rose and Senator Dale Richter, Sandy Bowman, the new Facilities Planning and

Management Director and staff, President Hencken and Vice President Cooley (Budgets for FY05), and Joe Barron.

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

The next schedule meeting of the Civil Service Council is scheduled for November 4 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.