

## Civil Service Council Minutes – September 7, 2004

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

The September meeting was called to order by President Creek.

The July meeting minutes were approved (Hutson/Ealy). There was no meeting in August due to few Council members being able to attend. It was cancelled with no August reschedule date.

### **Committee Reports:**

Personnel/Grievance Vacant There have been 5 people who have indicated interest in serving on this committee. They are Cris Ealy, Lisa Standerfer, Teresa Sims, Tami Duzan, and Carlene Schaefer. These names will be 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 This committee is not meeting through the summer semester. They will meet again at the start of the fall semester. Please forward any ideas, thoughts, or concerns to Heidi that may need to go before this committee.

Recycling Steve Lane Steve has not had a meeting to report on. Allen Rathe will be invited to speak to the Council at a later date.

Financial Report Paula Embry The new year's budget is in place. We have the same funded amount as last year.

Charles Phillips introduced our new EAC representative, Julie Benedict. This position starts on October 1. Julie works in Human Resources. Raises are being approved at this time. He believes that the non-negotiated employees will receive 2.5% retroactive to July 1. There are some other changes in the non-negotiated pay plan. Letters are being prepared for mailing with all the new information included. He thought the letters would be out by the end of this week. There was a question about KRONOS. Implementation of KRONOS is on hold while the time and attendance portion of the Banner programming is reviewed. Banner may be used in place of KRONOS. This is will be looked at, and a decision will be made in the near future. Joy Craft is EIU's representative to the Advisory Committee on Non-Status Appointments.

In **Old Business**, there are still openings for alternates in Districts 1, 2, and 3. There is also still a vacancy in District 3 due to resignation. Any civil service, non-negotiated employee in District 3 interested in serving should contact President Creek or Secretary Rice. The Advisory Committee on Non-Status Appointments met and forwarded information to President Creek. She will get more information about the work this committee is doing from Joy Craft. One of the issues before this committee is using temporary employee services instead of hiring

employees in temporary positions. As the new EAC representative, Julie Benedict spoke about being available to all employees as their contact with the Civil Service System. Welcome, Julie! District 2 members are up for election this year. A link to the petition form will be available on the web-site. An email will be sent to all District 2 employees about the election. Cris Ealy, Susan Mathews, Katie Rice, and a District 2 employee not seeking election or re-election will serve as the election committee. The election will take place prior to October 5, which is the next scheduled Council meeting. Officers will be elected from the new Council at that time.

In **New Business**, the Staff Senate will be meeting for the first time this academic year on September 8.

A motion was made to adjourn (Duzan/Bailey). It passed unanimously.

The next schedule meeting of the Civil Service Council is scheduled for October 5 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.