

# Civil Service Council Minutes

## November 2, 2004

### **Members Attending**

Patti Bailey, Cheryl Clapp, Allen Clayton, Lori Creek, Tami Duzan, Cris Ealy, Paula Embry, Jerilyn Hutson, Susan Mathews, Katie Rice, Lionel Sanders, Carlene Schaefer, Lisa Standerfer, Jenny Stout, Julie Wilkerson

### **Others in Attendance**

Julie Benedict

### **Members Absent**

Heidi Hawkins and Janet Werden

The November meeting was called to order by President Rice.

The October minutes were approved for both October meetings. (Creek/Bailey)

### **EAC Report**

Julie Benedict reported that there will be an EAC meeting December 3 that will cover the by-laws, duties, and responsibilities for EAC representatives. There will also be a meeting in Champaign on January 13 and 14.

### **Committee Reports**

Personnel/Grievance	Vacant	Nothing to report at this time.
Legislative	Cris Ealy	Nothing to report at this time.
Environmental Health and Safety	Heidi Hawkins	Heidi was unable to attend the Council meeting.
Recycling	Steve Lane	Nothing to report at this time.
Financial Report	Paula Embry	Nothing to report at this time.

Charles Phillips was not available for the Human Resources report. Lori Creek asked Paula Embry to inquire about the procedure staff should follow in order to take time off between Christmas and New Year's without using accrued leave or leave without pay.

### **Old Business**

#### **Council of Councils 2004**

Tami Duzan and Lisa Standerfer reported on the Council of Councils meeting held at Northern Illinois University on October 15.

#### **Advisory Committee on Non-Status Appointments**

Katie Rice reported on the meeting that she and Joy Craft attended concerning non-status appointments. Please let Katie know if you have suggestions or comments and she can take them to the next meeting.

### **New Business**

#### **Council of Councils 2005**

EIU will host the 2005 Council of Councils meeting October 6 and 7, 2005. Katie asked for volunteers to help plan and implement the meeting. It was decided that all members were willing and would be asked to help in some way at a later date. Cris Ealy suggested that we form sub-committees to coordinate each aspect of the meeting.

Audit Meeting with State University Civil Service Systems Office

Katie reported that the meeting was attended by approximately ten Civil Service Council members and went well.

Other Items

Julie will check to see if a date is scheduled for an orientation visit to the State University Civil Service Systems Office.

A motion was made to adjourn and passed unanimously. (Standerfer/Ealy)

The next scheduled meeting of the Civil Service Council is December 7 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.