

Civil Service Council Minutes

September 6, 2005

Members Attending

Tami Duzan, Cris Ealy, Paula Embry, Heidi Hawkins, Jerilyn Hutson, Susan Matthews, Katie Rice, Jenny Stout, Janet Werden, Julie Wilkerson

Others in Attendance

Julie Benedict

Members Absent

Cheryl Clapp, Allen Clayton, Lori Creek, Kathy Murphy, Lionel Sanders, Carlene Schaefer, Lisa Standerfer

Ingrid McCallister presented "Methamphetamine: A Slingshot Into Destruction"

President Rice called the September meeting to order.

EAC Report

Julie Benedict reported that the next EAC meeting will be in October.

The August minutes were approved. (Werden/Matthews)

Committee Reports

Personnel/Grievance	Ealy, Duzan, Schaefer	Nothing to report at this time.
Legislative	Susan Matthews	Nothing to report at this time.
Environmental Health & Safety	Heidi Hawkins	Nothing to report at this time.
Recycling	Steve Lane	Nothing to report at this time.

Financial Report

Paula Embry Nothing to report at this time.

Human Resources Report

Julie Benedict reported that the Ethics Training will be available September 15 - October 16. Performance appraisal forms are still being collected from across campus. The 3% increase for NNCS was implemented in August and made retro to July 1.

Old Business

- ❖ Council of Councils 2005 Sub-Committee reports:
 - Parking-John Hatifll says attendees may park in student or student/staff lots and not be ticketed. Parking will be ticketed in staff only lots
 - Food-The Council decided on the morning bakery, afternoon snack, and pasta lunch buffet.
 - Registration-Katie reported that she has received approximately 32 registrations. Lori and Cris will be taking care of registration the day of the meeting.
 - Favors-Katie will be collecting promo items from Continuing Ed. Others will try to collect items from various departments on campus.
 - Other-Jerilyn will be doing name tags and Susan will be doing the tables.
- ❖ Archive File Disposal-still waiting for authorization.
- ❖ Website-Katie has worked with Vicki Phillips from ITS and the Council website is up and running.

New Business

- ❖ Elections Committee-Julie Wilkerson, Cris Ealy, and possibly Heidi Hawkins have agreed to serve on the election committee. Tami Duzan will try to find at least one more person to serve on this committee.
- ❖ Petitions for elections-The petitions are now available by contacting Katie or Tami.
- ❖ Letter of interest to AFLAC-Katie received an email requesting a letter of interest supporting AFLAC. The Council decided to support AFLAC and Tami will compose and send the letter.
- ❖ Revisions to Discharge/Demotion process-Copies of the revisions were distributed to Council members. Members should notify Julie Benedict of any comments and/or suggestions.

A motion was made to adjourn and passed unanimously. (Hutson/Werden)

The next scheduled meeting of the Civil Service Council is October 4 at 1:30 p.m. in the Martinsville Room of the University Union. All Civil Service, non-negotiated employees are welcome and are encouraged to attend.

Respectfully submitted,

Tami Duzan