

Civil Service Council Minutes
April 10, 2012
Rathskeller Loft, University Union
8:30 am

Members Present:

Angie Campbell, Bryan Callaway, Melissa Coleman, Melissa Gordon, Patty Hood, Mary Jo Montgomery, Michelle Morgan, John Sigler, Rhonda Nichols, Laurie Neese, Paula Embry, Janet Werden, Suzanne Mathews and Anthony Redding.

Member's absent:

Lori Rothrock, Andrew Clapp, Julie Wilkerson, and Amanda Starwalt.

Guests Present:

William Weber, Vice President, Business Affairs; Linda Holloway, Interim Director of Human Resources.

- I. Meeting was called to order at 8:32 am by President Campbell.
- II. Minutes – Approved electronically (Gordon/Rothrock 3-30-12 email)
- III. Old Business
 - A. Committee Assignments/Updates
 - a. Election Committee (Campbell) –
 1. Council election will take place May 31. Nomination forms are due to Susanne Mathews by May 11. The forms are on the website and were distributed at the meeting.
 2. The ballot will be online and a notice put in the newsletter.
 3. Term will begin June 1.
 4. Election of officers will take place at the end of the first scheduled meeting in June.
 5. District 2 Openings - 7 Representatives and 1 Alternate; District 1 – 1 Representative and 1 Alternate; and District 3 – 1 Alternate
 - a. Due to some Student Affairs departments moving from VPSA to VPAA this will cause a shift in the number of representatives needed.
 - b. Members in place at the time of the move will continue to represent VPSA until the end of the election year.
 6. Personnel Committee (Nichols)
 7. Sick Leave Bank Committee has been working on revisions to the policy. The goal is to have changes made to take effect FY 2013.
 8. Salary Plan Committee has been reviewing current Salary Administration Plan. The Committee has asked for some statistics on how many desk audits take place per year, the number that are approved, denied and appealed.
 - b. Public Relations Committee (Montgomery)
 1. Amanda Starwalt worked on the newsletter template to make it a one page document and a message from the President of the Council is needed. It should be ready before the next meeting for placement on the website.
 - c. Scholarship Committee (Sigler/Neese)

1. The Foundation is working with accounting now to endow the scholarship.
 2. Amount of the endowment is \$6419.52.
 3. The Foundation will allow us to hold some of the funds out to give in FY 13 (or by June 30, 2013). Council members present voted 7 Yes 6 No to give an award in FY 13. President Campbell will send an email to all the non present members to solicit their vote.
- B. HR Director Search (Gordon)
 - a. Interviews are taking place now.
 - C. Summer Hours (Campbell)
 - a. Summer hours will be observed again this year. HR is working on making the flexible schedule form online for next year.
- IV. Old Business
- A. Meeting with President/Questions for President (Campbell)
 - a. A question was raised by some staff in student services regarding the policy for working at home during scheduled power outages.
 - b. Parking and parking lot safety was discussed. Coleman/Library Lot and cross walks on 9th street were areas of concern.
 - c. Staff employee recognition ideas were discussed.
 - B. Universal Meeting time was discussed
 - C. Benefits update
 - a. A Benefits webpage has been set up with retirement info.
 - b. Benefit Education Seminars with Janice Bonneville, deputy director, Central Management Services have been set up for April 25 and 26, 2012.
 - c. An email was sent to all staff regarding benefits news.
 - d. CMS is now sending out benefits statements to all state employees.
 - D. Staff Senate Elections
 - a. Elections will take place April 30, 2012. There are no Non-Negotiated openings this year.
 - E. Dr. Weber's evaluation is taking place now; please take advantage of the opportunity to participate.
 - F. Dr. Weber update
 - a. Scrubber is being dismantled now
 - b. Old Main renovations are coming along nicely.
 - c. Faculty/Staff Café renovation is progressing. A tour of the space was suggested and will be arranged this summer.
 - d. Training on the use of social security numbers and identity protection will be done in accordance with the Identity Protection Act. Training will be online.
- V. Adjourn to Adjourn (Werden/Neese). The meeting was adjourned at 10:10 am.

The next scheduled meeting of the Civil Service Council is Tuesday, May 8, 2012 at 8:30 am in the Seventh Street Underground (Rathskeller) Loft, MLK Union. All non-negotiated Civil Service employees are welcome and encouraged to attend.