

Civil Service Council Minutes
December 9, 2014
Rathskeller Loft, University Union
8:30 am

Members Present:

Angie Campbell, Rhonda Nichols, Bryan Callaway, Michelle Morgan, Melissa Gordon, Jerri Hinton, John Sigler, Donna Noffke, Dan Crews, Laura Smith.

Member's Absent:

Anthony Redding, Melissa Coleman, Jenny Stout, Cay Kolling.

Guests Present:

Richard Enyard, Director of Human Resources; Chris Dearth, Director of Admissions; Linda Holloway, Interim Director of Business Services.

- I. Meeting was called to order at 8:30 am by President Campbell.
- II. Chris Dearth – Admissions Director
 - A. Discussed some of the approaches the department is using to attract students:
 - a. Visiting local schools – increasing the visits to the local schools as well as those from the Chicago area.
 - b. On-site Admissions acceptance – while visiting can accept students which meet the acceptance criteria.
 - B. Focus is on communicating earlier and more often with potential students with the main target being juniors.
 - C. Overall the inquiries are up, on site visits are up and the feedback from counselors has increased.
- III. November minutes approved electronically on November 19.
- IV. Treasurer Report –
 - A. No update on budget.
 - B. \$357.63 available for scholarship.
- V. Old Business
 - A. Election Committee – no update.
 - B. Personnel Committee – no update.
 - C. Public Relations – no update.
 - D. Scholarship committee –
 - a. Met to discuss application process. Email motion was to use \$350 for award SP15 (payable SP15) and one selected SP15 (payable FA16). Amount for second award to be determined based on amount available. Motion was approved via email.
 - b. Applications for SP15 award are available Jan 1 – Jan 28. Decision Mar 15, award on March 31.
 - c. Applications for FA16 award will be available Apr 1 – May 31. Decision on June 15, award on June 30.
 - d. Questions was asked if previous winners can apply/win again – answer was yes.
 - e. Email was sent through listserv and details published in the University Newsletter.
 - E. Presidential Search –Search is going well but cannot release any information due to privacy restrictions. Refer to article published in the Daily Eastern News for any current information.

VI. New business

A. Email to discuss with council and Dr. Enyard:

a. Received below comment in our Civil Service Council Suggestion box:

“I am the only Civil Service Staff in a department with a Chair and Assistant Chair and I am non negotiated. The Chair and Assistant Chair often schedule meetings during my regularly scheduled 12 -1 lunch hour. This is preventing me from going to lunch, often making me wait until 2 pm or take it as early at 10. This is also preventing me from taking breaks due to meetings being scheduled during a regularly scheduled break time and those break times are often not able to be made up because of the lack of staff in the office available to cover. About 2 times a month I am required to attend staff meetings during my lunch and break because all other members say that is the only time they can meet. When I told them it is during my lunch they said I can make up later, which often does not happen because there is no one in the office to cover later due to their scheduled meetings or they leave for lunch themselves. What can be done to ensure I gets her required breaks and lunch in a fair manner. IGP 19 and 42 don't seem to address what to do to solve this problem.”

Dr. Enyard’s response is that by law each employee is entitled to their 2 – 15 minute breaks and lunch break in a reasonable time. They need to sit down and discuss their concern with their supervisor. If they cannot come to an agreement, then they may want to discuss further options with a representative in HR or even file a grievance.

- B. Superior Performance Award- Received a total of 40 nominations with all VP areas being represented. Will be sent to committee for review.
- C. University network outage scheduled for 12/29 – 12/30. Please plan accordingly.
- D. EAC Update: no update-Julie not in attendance.
- E. HR Update:
 - a. Nina Milner retires affective end of December – not able to fill the position. Dr. Enyard will be assuming her duties.
 - b. Purchasing Power was not able to move forward due to not being able to deduct from employee paychecks.
 - c. Can HR survey can be re-sent due to such high turnover of employees since last time conducted? HR will give this some consideration.
 - d. Desk Audit is off the president’s desk and is in the VP areas for review. The Salary Plan draft changes are still being tweaked.

VII. Motion to Adjourn (Gordon/Crews). The meeting was adjourned at 09:50 am.

Upcoming Meetings:

January 13, 2015 – Rathskeller Loft
February 10, 2015 – Rathskeller Loft
March 10, 2015 – Rathskeller Loft
April 14, 2015 – Rathskeller Loft
May 12, 2015 – Rathskeller Loft

All non-negotiated Civil Service employees are welcome and encouraged to attend.