

Civil Service Council Minutes
December 8, 2015
Rathskeller Loft, University Union
8:30 am

Members Present:

Angie Campbell, Rhonda Nichols, Cay Kolling, John Sigler, Jenny Stout, Donna Noffke, Melissa Gordon, Michelle Morgan, Laura Smith, Ryan Siegel, Bryan Callaway, Lionel Sanders.

Member's Absent: Dan Crews

Guests Present:

Paul McCann, Interim Vice President of Business Affairs; Tim Zimmer, Director of Facilities Planning & Management ; Chris Dearth, Director of Admissions; Michael Wilson, Valic Financial Advisor

- I. Meeting was called to order at 8:30 am by President Campbell.
- II. Chris Dearth, Director of Admissions.
 - A. Good attendance for on-campus visits. Starting early outreach to students by name-buying soon and mailing out information to all juniors in high school.
 - B. Redesigning mailings, travel pieces (what they take on the road with them), view books (what student receives during campus visit) and financial aid book.
 - C. Have done over 330 High School visits and 200 college fairs.
- III. Michael Wilson, Valic Representative , 403b presentation
 - A. 403b is our version of 401k. It is a voluntary, pre-tax contribution.
 - B. Currently only about 20% of employees participate.
 - C. Easy process, done through payroll deduction.
 - D. Roth 403b is in draft format and hopefully available soon.
- IV. November minutes were approved electronically on December 3, 2015.
- V. Treasurer Report
 - A. Scholarship balance is \$15,226.81
- VI. Old Business-
 - A. Election Committee – Sigler (Chair), Campbell, Gordon, Siegel
 - B. Personnel Committee – Nichols (Chair), Campbell, Kolling, Gordon, Hinton, Sigler
 - C. Public Relations –Crews (Co-Chair), Smith (Co-Chair), Callaway, Gordon, Noffke, Siegel
 - a. Bill for mums has been paid.
 - D. Scholarship committee – Morgan (Chair), Campbell, Gordon, Noffke, Sigler, Smith
 - a. Deadlines to remain same for scholarship applications.
- VII. New business
 - A. HR update (Paul McCann) –
 - a. Interim HR director will be officially named shortly-waiting for final approval.
 - B. VPBA Update (Paul McCann) –
 - a. Budget:
 1. Still no update on budget. Slowing down expenditures. Passed in the house but setting in the senate was 6.5% cut. We planned for that and probably could handle up to 10%.

2. Seeing significant amount of retirements at end of year that we did not plan for. If anyone is close, they really should talk to SURS on how it affects them personally.
3. (Cay) Where are we on searches for Interims? (Paul) No answer as of right now. IGP states that we must conduct a search for A&P positions.

VIII. Motion to Adjourn (Kolling/Smith). The meeting was adjourned at 09:45 am.

Upcoming Meetings:

January 12, 2016

February 9, 2016

March 8, 2016

April 12, 2016

May 10, 2016

June 14, 2016

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