**Civil Service Council Minutes**

**January 14, 2020**

**8:30 a.m.**

**Rathskeller Loft, MLK Union**

Members Present: Carrie Gossett, Tony Craven, Donna Noffke and Michelle Morgan

Members Absent: Angie Campbell, Jenny Stout, Rhonda Nichols, Ben Merry

Guests Present: Paul McCann, Interim Vice President for Business Affairs and Bill Burnsides, EAC Representative

1. Call to Order at 8:30 am by Secretary Morgan.
2. Minutes were approved online
3. Treasurer’s report – the Scholarship Endowment balance is $20,364.93
4. EAC Report – The Merit Board will be meeting at the end of the month. Mr. Burnsides will send Angie Campbell a copy of the agenda to share with the Council.
5. Old Business
   1. Most of the conversion of positions from AP to Civil Service has been completed.
      1. Should the PR committee could develop a handout to share with the new Civil Service employees that talks about the Council and how we can serve them in their new positions and possibly see if any of them would like to serve.
   2. There are still vacancies that we need to fill in all Districts. Vice President Rhonda will be leaving the University at the end of the month. We will need to seek nominations for Vice President at the next meeting. The Vice President is an ad hoc member of all Council committees and will serve on Staff Senate through the end of this term. As per the Constitution, “when a vacancy occurs in any office of the Council, the Council shall select a new officer to fill the vacancy from its own membership, and the officer shall serve until the next general election.” Those present were asked to email Angie Campbell if they are interested in serving as Vice President. An election will take place at the next meeting.
   3. The scholarship application is open now until April 30. Committee reviews of the application will take place May 1 through 31. Mrs. Morgan will put something in the newsletter about the scholarship and will email the staff member about its availability.
   4. The sales from the wreath fundraiser totaled $1,360. The invoice plus tax was $891.07. This leaves a profit of $468.93. We will discuss at the next meeting how the Council would like to handle the profit. 1) leave all or part of it to issue multiple scholarships or increase the award amount given, or 2) add it to the corpus to invest and grow for future earnings.
6. New Business
   1. The staff senate and President Glassman researched the trees along the parking lot at the Student Service Building, and they found that the trees do not do too much damage. However, they agreed to open additional parking to the east of SSB in the gravel. As soon as construction equipment is moved, they will put down parking blocks so it can be used.
   2. In February, the State University Civil Service System’s office will be on campus to conduct their 5 year Audit of the Human Resources department. No meeting for the Council has been set, but the members were encouraged to attend the meeting and participate in the process.
   3. Laura McLaughlin, the University General Counsel, has asked to meet with the Council about the development of an Employee Conduct Code.
      1. Angie will share code before the next meeting with everyone.
      2. Angie suggested we talk with her about how the new marijuana law will apply to employees.
   4. VPAA Update (Paul McCann)
      1. The was a request for the systems office to consider developing special positions for grant-related programs. These positions would be designated for Grant employees only. The systems office has decided it will not develop special positions for grant program employees who carry out the same duties as outlined in a position that already exists within the civil service system framework.
      2. 39 A & P employees were identified as needing to be converted to Civil Service. 4 people have requested that the Systems office review them because the employee believes they are not civil service. One has been returned and agree that the position should be Civil Service.
   5. The desk Audit process for assigning salary was discussed. The question was who assigns the salary for a position under audit that is reclassified into a higher pay grade. The salary range is established in comparison to other like positions on campus in consideration of local positions similar. Promoted employees will follow the salary plan for Promotional salary assignments if they are already within the new pay grade. If they are not currently within the salary range, they will be awarded the minimum under that salary range.
7. Motion to Adjourn 9:00 am