

Civil Service Council (CSC) Meeting

April 8, 2003

APPROVED

Present: Vicki Bryan, Martha Burk, Julie Caplinger, Paul Collins, Barb Dallinger, Lin Hinds, Christa Lawhun, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jack Wylie, Marcia Strum, Dave Turner,
Absent: Andy Monninger, Tammy Carlson, Pam Burress
Guests: Nancy Barrington

Martha Burk opened the meeting at 12:03pm.

On-Going Issues

- **Distinguished Service Award** – 6 awards will be given.
- **Release Time Memo** – Still in progress.
- **OpenLine** – Pam submitted OpenLine to printers early so it should be out before the 15th.
- **HIPAA** – A Civil Service staff member is needed as representative for this committee. The representative does not need to be on the Civil Service Council. Representative must be past their 6-month probation period. Committee will only meet as problems arise. If you are interested, please contact Martha Burk.
- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer.
- **Resolution for Vic Boschini** – Lin distributed copy for review. Text was approved with one change, the date should be April 15 (Christa, Ron). Christa will present at awards ceremony.
- **Renaming Building for Monninger** – The letter will be sent to Council by email for review. Upon approval of the Council the letter and petition will be submitted to the renaming committee. Christa will get a timeline for response to request.

Committee Reports

- **Activities**
 - *Raffle* – Distributed sheet of all prizes and donors we have to date. Council members are asked to provide Elaine with complete information so that thank you letters may be issued and we can keep track of all the prizes. Also, in order to better keep track of all the prizes Council members are asked to give them to Barb Dallinger or Lin Hinds for storing until the raffle drawing. A second sheet was distributed of prizes we received in past and their donors. Council members were assigned to contact these vendors. Introduced our guest, Nancy Barrington, our newest member to the Activities Committee. The Council welcomed her and appreciates her getting involved.
 - *Picnic* – No commitment yet on tables. Decision tabled until next meeting.
 - *Brotherhood Tree Final Report* – Milner, Hovey, and Metcalf were good locations, while CPA Airport Lounge was poor. Paul and Christa will submit report with comparison of last year by email to Council members.
- **Human Resources** – No report.
- **Campus Communication Committee** – No report.
- **SSN/Identity Theft Committee** – Steve Bragg has named Bill Cummins, University Data Administrator, as chair of the newly formed task force on usage of SSNs. Martha Burk was asked to be on the task force.
- **Foundation Scholarship** – To clarify report at last meeting, there will be no disbursement in FY05 due to economic conditions.

New Business

- **Proposed By-Laws Revision** – Draft was distributed. Council members should review and be ready to discuss at next meeting.

Reminders

- Deadline for next OpenLines – May 6, June 3
- Civil Service/AP Staff Awards Ceremony – April 15, 1-3pm

The meeting adjourned at 12:30pm (Ron, Lin)

The next regular Civil Service Council meeting will be held Tuesday, May 6, at Noon, in the Bone Student Center Spotlight Room.