

Civil Service Council (CSC) Meeting

June 3, 2003

APPROVED on June 17, 2003

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

Martha Burk opened the meeting at 12:03pm.

Minutes for May 20 were approved (Ron, Vicki).

On-Going Issues

- **Release Time Memo** – Not available.
- **OpenLine** – June issue is pretty well filled. We will place tribute to service personnel in July issue. Julie is working with Joanne in IT on design for tribute.
- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer.
- **Renaming Building for Monninger** – No report.
- **Classified Ads** – Council began discussing procedures for classified ads in OpenLine. Council members will gather additional information for next meeting.

New Business

- **Scholarships** – Pat is working on application updates for the student scholarships. Application will placed on Council's website by mid-June. Applications should be submitted to Martha Burk upon completion.

Year-End Wrap Up

- **Thoughts on How Year Went** – Need to quicken response time on our action items, need to review time spent on guest speakers to allow for guest speakers and still conduct business in a timely fashion. Council members were asked to think about further and bring comments to next meeting.
- **Suggestions for Next Year** – Should make some changes in how we complete raffle drawing i.e. set up prizes/packages on table before meeting, contact winners and have them pick up prize unless it can be sent through campus mail, create form to submit donor information for records. Look into working a food booth at football game as a fundraiser. Council members were asked to think about further and bring comments to next meeting.
- **Council ID tags** – Council members who are finishing their term are asked to turn in their magnetic Council ID tags.
- **Committees** – Committee members on Civil Service Council committees or campus committees who are representing the Civil Service Council are asked to submit information on their committee(s) to assist in appointments next July, procedures manual for the Council that is in process of being completed, and year-end accomplishments.

Reminders

- Deadline for next OpenLines – July 1, August 5

The meeting adjourned at 12:35pm (Ron, Julie)

The next regular Civil Service Council meeting will be held Tuesday, June 17, at Noon, in the Bone Student Center Spotlight Room.