

PLEASE POST, ROUTE, OR COPY TO CIVIL SERVICE STAFF

**Civil Service Council (CSC) Meeting  
August 3, 2004  
APPROVED**

Present: Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger, Paul Collins, Steve Lancaster, Christa Lawhun, John Moss, Melody Palm, Tom D. Ryan, Theresa Sanchez, Pat Schnitker, Marcia Strum, Elaine Thoennes, Jack Wylie  
Absent: Tammy Carlson, Dave Turner, Doris Shaw, Jan Jolynn Staley  
Guests: Ira Schoenwald, Kevin Wiand

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Martha Burk opened the meeting at 12:05 p.m.

**Approval of minutes**— Minutes for the meeting July 20 were approved with no changes (Theresa/Julie).

**Committee Assignments**—List was distributed.

**On-going**

- **Picnic**— Paul hadn't had a chance to check on food costs yet. It's likely that cost will have increased over last year. Council decided to keep the ticket cost at \$6. Milner Plaza is reserved for Friday, September 17, with food served 11:30 - 1:00. An announcement will go in the August OpenLine. Julie is working on ticket design. 200 tickets will be printed. Anyone who wishes to can buy a ticket (not limited to CS staff). Tables for 150 should be adequate since arrival times vary. Vegetarian menu won't be listed on the ticket, but will be accommodated if requested.
- **Food Drive**— Jan Jolyn wasn't able to be at the meeting, and will share information at a later meeting.
- **OpenLine**— August issue will include Picnic information. Julie will email the ticket text to Pam.
- **Human Resources**— Ira Schoenwald said "Thank you" for including his introductory "bio" in the OpenLine. President Bowman will announce the Domestic Partner Benefits at a press conference this week. Work continues on reducing the use of and access to social security numbers on campus. Ira is chair of the administrative group studying social security number issues. He has learned a lot about Civil Service in his weeks on campus. He suggested that Tom Morelock and his team be invited to a CSC meeting. Benefit Choice Phase II will end August 16. Choices made will be effective through June 30, 2005.
- **Scholarship Committee**— There were 16 applicants for scholarships. After discussion, the council approved giving seven scholarships (Paul/Vicki). Following additional discussion of funds, approval was given for eight scholarships of \$500 each this year (Paul/Julie). Winners will be announced in the August OpenLine. Vicki suggested that the scholarship committee hold additional meetings during the year to look at the application form and issues, and make recommendations for changes to the council.

**Other Business**

- **Treasurer's Report**—Pat presented the FY04 Year-End report and clarified which accounts were used for various income and expenses. Postage expenses were discussed. Postage is used for sending the OpenLine to retirees, and for scholarship communication. Julie is involved in launching a quarterly newsletter to annuitants and asked about possibly combining the OpenLine with it. Not all annuitants were Civil Service. The current process of mailing the monthly OpenLine will be continued. The CSC has realized some reduction of expenses from electronic distribution of minutes. We need to purchase paper for Council use (agendas, reports, etc.).
- **EAC-David Turner**—Postponed to a later meeting.

- **Potential office space**—The possibility of sharing office space with the Academic Senate and Administrative/Professional Council has been discussed with President Bowman. This could provide a centralized storage location for files, a mail drop that doesn't change with officers, perhaps a computer/printer location, and a more visible, professional campus presence for CSC and APC.
- **Raffle**—Christa reported that the staff member who never received his FY03 raffle prize sent a Thank You letter for the replacement check he received.
- **OpenLine**—Kevin suggested a survey of staff about moving the OpenLine to electronic distribution. In the past, similar surveys have indicated more staff prefer a print copy. The layout would need to be reformatted for electronic viewing.

### **Reminders**

- Deadline for next OpenLine—September 7
- Upcoming Guests: VP, Student Affairs, Helen Mamarchev and Assoc. VP, Student Affairs, Brent Paterson—August 17
- FY04 Committee wrap-up reports are still needed for the Procedures Manual
- Dinner with the President— Monday, September 27, 5:00 p.m.
- Homecoming is Saturday, October 23. Parade lineup begins at 8:30 a.m.

The meeting adjourned at 12:52 p.m. (Christa, Vicki)

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