

Civil Service Council (CSC) Meeting
June 18, 2002

Present: Vicki Bryan, Martha Burk, Barb Dallinger, Lin Hinds, Chris Jackson, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Ron Thompson, Tammy Carlson, Marcia Strum, David Turner

Excused: Jack Wylie

Absent: Terry Brown

Guests: Julie Caplinger, Paul Collins

Christa Lawhun opened the meeting at 12:00 p.m. Approved Minutes for May 21. (Ron, Pat/Vicki)

Introduction of New Council Members

Julie Caplinger representing Group III says she is with Faculty Technology Support and has been with the University for 19 years in July. Paul Collins representing Group IV states he has been electrician for 2 years; however, he has been on or around campus for 16 years. The current Council members introduced themselves. Certificates were presented to outgoing Council members, Chris Jackson, Bob Sipes, and Keith Smith, recognizing their service on the Council.

Reports

Treasurer – Regular and Year End reports were distributed and approved. It was noted that where we normally have money left at year-end to spend we ran short this year. The June minutes will be held for printing until July and the OpenLine will be split from between our General Revenue and Credit Union accounts. Reasoning for shortage was attributed to the 2% rescission of funds and larger OpenLines to include additional information. Discussed distribution of the minutes and OpenLine and cost saving measures we can take for next fiscal year. Decision was deferred to July. Elaine will check options and report findings.

Activities – Chris requested that the Barn II trip be kept alive by the Activities Committee.

Employee Advisory Committee (EAC) – Bring any concerns to next Civil Service Council meeting for addressing at July 18th EAC meeting.

Human Resources –

- Opting out of Insurance – The Governor has not yet signed the bill that would allow full time employees to opt out of the group health insurance coverage provided by the state. It still looks as if the Governor will sign it. There is no effective date for implementation if the Governor signs it. The bill is written so that employees have to make decisions during Benefits Choice. CMS could hold a mid-year enrollment/Benefit Choice period for the purpose of allowing people to choose. If this were to happen, it is not expected to be in place before late fall. Even after the bill's approval rules will need to be developed by CMS and programming changed.
- Development Update – 7 Habits for Highly Effective People seminar will be held July 23 & 25, 8am-Noon. Call the HR Customer Service Center at 438-8311 to register.

Unfinished Business

- Letters to Supervisors – Vicki and Pat completed the appreciation and gratitude letters to supervisors of Council members. Each Council member received a copy of letter to their supervisor and copies of all letters were provided for the official files kept with the Secretary. The appreciation letters will be done at the end of each year.
- Scholarship Update – Marcia will chair committee with next meeting on June 26. Committee members are Jean Conley, Ronda Queen, Sandy Krumtinger, and Pat Schnitker.
- Constitution and By-Laws Update – The revised By-Laws were discussed and two additional changes were made: Article V, Section IC removed the words “nomination ballots” after word “valid”; Article IX, Section A after phrase “any matter of concern” add “relating”. By-Laws were approved with changes. A copy will be placed on the Council web page. The Committee will stay intact to discuss constituent groups.
- Social Security Numbers – Lin is working on a memo to Dr. Bragg.
- Bi-Weekly Payroll – The Council is obtaining information on bi-weekly payroll in response to new questions brought by constituents. The Council has an obligation to follow-up. Christa will follow-up with Greg Lyle. Ron distributed copies of his analysis to Council members. At the last vote for bi-weekly payroll a few years ago if you did not vote it was considered a no vote. Bi-weekly payroll was to be looked at again when a new payroll system came about in a few years; that time is now.
- Survey – Discussed putting a survey in OpenLine for constituents to let us know what issues they want us to address. Possible issues could be payroll, social security numbers, activities, etc. The Council members should come prepared to next meeting with questions to put on the survey. The survey will be published in the August OpenLine.

New Business

- 02-03 Council Contact list – Vicki routed list for updates and will distribute final copy to Civil Service Council members.
- Election of a Temporary Chairperson – Under the By-Laws a Temporary Chairperson is to be elected at the last meeting in June to preside over the election of the Chairperson at the first regular meeting in July. Elaine was elected as the Temporary Chairperson.
- Passages Volunteers – Passages is in need of volunteers. You can sign up from the University Home Page.

The meeting adjourned at 1:02 p.m.

The next regular Civil Service Council meeting will be held Tuesday, July 16th, at Noon, in the BSC Spotlight Room.