

**Civil Service Council (CSC) Meeting
July 1, 2003
APPROVED on July 15, 2003**

Present: Vicki Bryan, Martha Burk, Paul Collins, Steve Lancaster, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Doris Shaw, Jan Jolynn Staley, Elaine Thoennes, Jack Wylie, Tammy Carlson, Marcia Strum, Dave Turner, Pam Burress
Absent: Julie Caplinger, Christa Lawhun, Andy Monninger

Melody Palm, as temporary chairperson, opened the meeting at 12:04pm.

Conducted the election of new officers:

Chair – Martha Burk
Vice Chair – Vicki Bryan
Secretary – Elaine Thoennes
Treasurer – Pat Schnitker

Minutes for June 17 were approved (Pat, Theresa).

On-Going Issues

- **Treasurer's Report** – Pat distributed an updated year-end fiscal report. The remaining funds in General Revenue of \$426 will be transferred to Human Resources for the EAC meeting. Tammy indicated Human Resources was very appreciative.
- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer. An inventory sheet was routed for the Council ID tags and portfolios to assist in better recordkeeping and to make certain Council members receive their items.
- **Scholarships** – Copies of the 2003-04 academic year application form were distributed to each Council member. Completed applications must be received by July 18.
- **Classified Ads** – After some discussion the Council approved the “Introductory” rates for three categories: Auto \$5, Personal Service \$5, and Other \$2. The Council also agreed to restrict travel, credit cards, real estate, financial, .com, nude, personals, and firearms to stay within accepted University practices and statutes. An announcement will be put in the July OpenLine, complete information and ad submission form will be in the August issue, first ads will appear in the September issue. The ad submission form and instructions will also be located on the Council's website.
- **Renaming Building for Monninger** – No report.
- **Confidentiality Statement** – Elaine distributed a confidentiality statement developed from Council meeting discussions. The statement's purpose is let both Council members and constituents know of appropriate manner in which a Council member will handle concerns of a constituent. The statement was forwarded to Legal Counsel and approved. Council will place this statement on our website with one change noted to add “as per University Policy.”
- **Council Roster** – Vicki distributed a new roster of Council members. Please submit any changes to Vicki.
- **Committee Summaries** – Council members should submit their committee information to Elaine as soon as possible. Committee appointments will be made at the next Council meeting on July 15.

Committee Reports

- **Human Resources** – Tammy provided some clarification on the news concerning layoffs. Anyone who was to receive a notice was notified on June 30. 23 Civil Service employees received notice of layoff or reduction in appointment. In addition to those 23 Civil Service employees, there are Administrative Professional employees who received notices, although Tammy did not have that number available. It is expected that about 14 Civil Service and 9 Administrative Professional employees will be left without a position after retirements, accepting reductions of appointment, and bumping occur. The Civil Service employees that will be most affected are most recent hires, unique positions, and new reclassifications.

New Business

- **Committee Positions Open** – The Civil Service Council is looking for two individuals who have passed their 6-month probation period. The **Campus Communication Committee** appointment is for 2-years and the **Foundation Board** appointment is for 1 year. An announcement for volunteers will be placed in the July OpenLine.

Reminders

- Deadline for next two OpenLines – July 1, August 5

The meeting adjourned at 12:50pm (Paul, Melody)

The next regular Civil Service Council meeting will be held Tuesday, July 15, at Noon, in the Bone Student Center Spotlight Room.