

PLEASE POST, ROUTE, OR COPY TO CIVIL SERVICE STAFF

**Civil Service Council (CSC) Meeting
July 20, 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, Doris Shaw, Jan Jolynn Staley, Jack Wylie
Absent: Tammy Carlson, Marcia Strum, Elaine Thoennes, Dave Turner
Guests: Kevin Wiand

Martha Burk opened the meeting at 12:03 p.m.

Approval of minutes— Minutes for the meeting July 6 were approved with no changes (Pat, Theresa).

Introductions— Everyone introduced themselves, by name, department and length of service.

Committee Assignments

• **Activities**

Brotherhood Tree: Paul, Julie, (Bob Sipes)

Children's Holiday Party: Jack, Christa, Pat, Martha, (Keith Smith)

Homecoming: Pat, Martha, Julie, Christa, Steve, Tom

Bus trips: Melody, Marcia, Doris, Julie (Barb Dallinger)

Picnic: Paul, Steve, Jan Jolynn, Paul, Doris (Andy Monninger, Margie Casey)

Raffle: Theresa, Paul, John (Margie Casey)

Food Drive: Suggested as an additional activity. Jan Jolynn will contact Wellness for information about how they handle a centralized delivery point and other issues.

Other discussion included strategies and potential for increasing community involvement, food drives, gift donations, including notices of CSC events on invitations to departmental social events, and involving students, possibly collaborating with Student Life and University Housing.

- **Awards Ceremony**— Pat, Tom
- **Constituent Groups Committee**— Martha, Vicki, Pat, Theresa
- **Distinguished Service Awards**— Martha, Christa, past recipient, Rhonda Queen (Foundation) Jan Jolynn
- **Elections**— Jan Jolynn, Steve, Elaine, Vicki, John
- **Foundation**— Kevin Wiand
- **Parking**— Paul Collins
- **Scholarships**— Martha, Christa, Jan Jolynn, Steve, Rhonda Queen
- **Sick Leave Bank Appeals**— Theresa
- **150th year Celebration**— Julie

Council Confidentiality—All members received the CSC Confidentiality Statement with the agenda for the July 6 meeting. CSC serves staff as an avenue to get information and explore options without beginning a formal process. No names should be shared without permission. Martha also reminded members that 6 absences within a council year are grounds for dismissal.

Reports

- **Openline**— July issue is out today. Prices for classified ads were omitted and will be put back in for future issues.
- **Scholarship Committee**— Meeting July 27 at 2 p.m. The possibility of increasing the amount of the scholarships was discussed. Pat will check Foundation rules. She'll have information about available funds and a Treasurer's report at the next meeting.

Other Business/ Suggestions for next year

- **Picnic tickets**—Paul suggested that using tickets for the staff picnic would eliminate the time-consuming check-in process. Selling tickets requires lead time and getting the word out early. Students would be welcome at the picnic as well as staff as long as tickets are purchased in time to meet catering deadlines. Julie will check on ticket design. Pam suggested that the website be included on the tickets. Christa suggested we look into a table to sell tickets during the noon hour a day or two.
- **Picnic date**—Steve will check on the availability of Milner plaza for September 17 or 24. Information will need to be included in the August OpenLine.
- **Guest Speakers**—While the information is worthwhile, having guest speakers often results in not having enough time for the rest of the meeting agenda. It was suggested that presentations be scheduled a maximum of once a month.
- **Website**—Christa would like to step down from maintaining the website. Pam is willing to take over the responsibility.

Reminders

- Deadline for next OpenLine—August 3
- Upcoming Guests: VP, Student Affairs, Helen Mamarchev and Assoc. VP, Student Affairs, Brent Paterson—August 17

The meeting adjourned at 12:54 p.m. (Christa, Theresa)

The next regular Civil Service Council meeting will be held Tuesday, August 3, at Noon, in the Bone Student Center Spotlight Room.

Approved at August 3, 2004 meeting.