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**Civil Service Council (CSC) Meeting
September 7, 2004
APPROVED**

Present: Vicki Bryan, Martha Burk, Pam Burress, Tammy Carlson, Paul Collins, John Moss, Tom D. Ryan, Theresa Sanchez, Pat Schnitker, Doris Shaw, Jan Jolynn Staley, Marcia Strum, Elaine Thoennes, Dave Turner, Jack Wylie

Absent: Julie Caplinger, Steve Lancaster, Christa Lawhun, Melody Palm

Vicki Bryan opened the meeting at 12:05 p.m.

Approval of minutes— postponed.

Ongoing

- **Picnic**—Council discussed several details about the upcoming picnic. John will speak with Steve about some of the supplies. Paul will verify tables and chairs with Christa. Paul and John will take care of the table covers and tape. Council members will email Pat by noon on Friday with their final ticket sales count. John volunteered to pick up the food on the day of the picnic. Paul mentioned that he received several comments from night staff that events are not planned with them in mind, and they are unable to attend.
- **Scholarships**—All have been distributed. Some of the recipients have come in to have their photos taken for the web site.
- **Food Drive**—Jan will be sending current information to Theresa. Theresa will work on details and contact Council by email.
- **Openline**— Will print clarification about Domestic Partners benefits section from previous OpenLine, as wording concerning tuition waivers was confusing. Next issue will include Homecoming information and a teaser about the Fall Bus Trip scheduled for November 13.
- **Date for Holiday Party**—Martha will talk to Christa about facility availability.
- **Human Resources**—Employee information is now on iCampus. Benefits information and vacation/sick leave information can be found there. Council asked questions about prescription information. Tammy will let us know the best places to find information for our specific health care plans.

Other

- **Council of Councils**—Last year the Council voted to provide a vehicle and one night of hotel for 2 individuals to attend. Martha will be going. There is room for one more. Dave suggested putting an article in the OpenLine afterwards, giving details of what took place. Tammy will check with Dr. Schoenwald about release time for the one day of the conference.
- **Mailbox and Secretarial help for the Council**—We now have a mailbox in the Academic Senate office, as does the AP Council. The address is 1830 Civil Service Council. There are also some secretarial services provided within the office. Our campus box number has changed. Pam will change this in the OpenLine. We have a large stock of stationary and envelopes. We will use these up before ordering more.
- **NCA Accreditation**—Joe Rives will be coming to our meeting on September 21, 2004 to talk about this process. The campus site visit is in February 2005. Council will help to spread the word to all Civil Service employees about the accreditation.

- **Flex, Use It/Lose It**—Marcia handed out a copy of an article discussing flex accounts. There is a movement to try to get the “use-it-or-lose-it” provision removed. Currently any unused money put into tax-free health care accounts are forfeited at the end of each fiscal year. Marcia included the address where constituents can send a letter to show support of removing the provision. The address is : Sen. Chuck Grassley, 135 Hart Senate Building, Washington, D.C., 20510-1501.
- **EAC**—Dave handed out the agenda from the quarterly meeting that was held in July of 2004. He fielded questions.

Reminders

- Deadline for next 2 OpenLines—Sept. 7, Oct. 5.
- Dinner with the President—Monday, September 27, 5:00 p.m.
- Homecoming Parade—Oct. 23
- CSC Fall Bus Trip—Nov. 13

The meeting adjourned at 1:00 p.m. (Paul, John)

The next regular Civil Service Council meeting will be held Tuesday, September 21, at Noon, in the Bone Student Center Spotlight Room.