

Civil Service Council Minutes
October 8, 2019
8:30 a.m.
Rathskeller Loft

Members Present: Rhonda Nichols, Angie Campbell, Carrie Gossett, Jenny Stout, Donna Noffke
Members Absent: Ben Merry, Michelle Morgan, Tony Craven
Guests Present: Paul McCann, Interim Vice President for Business Affairs

- I. The meeting was called to order at 8:30 am by President Campbell.
- II. Minutes from the September meeting were approved (Stout/Noffke)
- III. Treasurers Report \$20,305.41 (Merry).
- IV. Committee Assignments currently in place are below. If new members wish to be assigned to any of these, let President Campbell know by email.
 - a. **Election** – Campbell, Nichols
 - b. **Personnel** – Campbell, Merry, Nichols
 - c. **Public Relations** – Craven, Gossett, Merry, Nichols
 - d. **Scholarship** – Established *June 22, 2007* – Campbell, Morgan, Nichols, Noffke, Stout
- V. Old Business
 - a. Status of A&P Position Review (McCann)
 - i. Thirty-seven employees have been identified to be re-classified as Civil Service from A & P. All but a few are done. Waiting for final approval from VP's and President.
 - ii. Nichols asked for a list of the new non-negotiated civil service employees so the council could reach out to them and share information and promote the council. The increased numbers could also allow more representation since our composition depends on the total employee count per district.
 - b. Vacancies (Campbell)
 - i. There are still vacancies in each district.
 - ii. District I (VPAA, President and University Advancement) needs 1 alternate; District II needs 1 alternate and District III (VPSA) needs one member and 1 Alternate. Applicants interested in being a member can self-nominate and are appointed by a majority vote of the Council.
 - iii. Discussed ways to have more interest in the council. Nichols will send out nomination form to listserv and post in newsletter.
 - c. Fundraising (Nichols)
 - i. Presented new costs for the holiday fundraiser. Discussion was had on raising price to cover costs. Also discussed including the tax in the total sales price to make it easier. Prices were established and motion was passed by the council.
 - ii. Delivery date will be the week after Thanksgiving.
 - d. Reminder that the Blue-B-Q will be October 23 from 11:00-1:00.
 - e. Flue Shot Clinic/Wellness Fair is today in the MLK union.
 - f. Yearly Ethics and Sexual Harassment Training is going on. Every employee must complete by October 21, 2019

VI. New Business

a. VPBA Update – Budget, Enrollment, Etc. (McCann)

- i. 1 Gift day has been approved by Presidents' Council. It will be December 26, 2019. Same rules as last year. Communication will be sent to employees soon. Asking departments to keep offices staffed and open on December 23, 2019.
- ii. Departmental budgets will be increased due to the 1% raise. Did not want the departments to have to cut in order to cover the raises. Should be posted by end of the month.
- iii. State of the University speech was positive and well received. First year the President hasn't had to cut the budget since he began.
- iv. The elevator projects have begun and are poised to be completed by the end of the year.
- v. Presidents' Council is working on an IGP to establish work from home policy. Currently departments are doing their own and no one is the same. Will establish a new policy that will need to be followed by all.
- vi. There has been some issues with the online MBA program being denied for employee waivers. It has been decided that they will honor the waiver for online programs as well as in class programs.
- vii. Discussion was had about classes that employees take during work hours. This time must be made up. The only exception would be if the manager requested a certain class to be taken for work purposes.

VII. Motion to Adjourn 9:25 am (Stout/Noffke)

Upcoming Meetings

November 12, 2019 – Rathskeller Loft

December 10, 2019 – Rathskeller Loft