

Civil Service Employees Council
AGENDA

Thursday, August 1, 2013 at 1:15 pm
Sandburg Lounge – Macomb Campus

I. Roll Call –

II. Minutes

- a. Motion to approve:
- b. Approved by:

III. Treasurer’s Report (Stacy Dorethy) –

- a. Motion to approve:
 - i. Seconded by:
 - 1. All approved.
- b. Current moth treasurer’s report. For the general account (9900770), the beginning balance was _____. The following items posted for the month: - _____ The current balance is _____.
- c. For the scholarship account (882046), the beginning balance was _____. The following items posted for the month: _____ The current balance is _____.
- d. For the endowment fund (884046), the beginning balance was _____. The following items posted for the month: _____ The current balance is _____.
- i. Motion to approve:
- ii. Approved by:

IV. Director of Human Resources (Pam Bowman) –

V. Vice President for Administrative Services Report (Julie DeWeese) –

VI. Group Concerns –.

VII. President’s Report (Wendi Mattson) –

VIII. Civil Service Employee of the Month (Alisha Barnett) –

IX. Employee Advisory Committee Representative (Peter Skrypkun)-

X. WIU Quad Cities Campus Report (Alison Shook) -

XI. Representative Reports to Council

- a. Affirmative Action Internship/University Diversity – need volunteer for committee... It appears there are two committees:
 - i. University Diversity Council
 - 1. Meetings: 4-5 per semester
Time: Arranged
Place: Arranged
Co-Chairs: Andrea Henderson, Director, Office of Equal Opportunity and Access; and Ronald Williams, Assistant Vice President, Office of the Provost and Academic Vice President.
Reports to: Office of Equal Opportunity & Access
 - 2. Duties: Members serve as constituent representatives on issues related to affirmative action/equal opportunity and make recommendations to the Equal Opportunity and Access Officers and to the President regarding policy, campus initiatives, and programs in support of the University's Affirmative Action program.
 - ii. Affirmative Action Administrative Internship
 - 1. Meetings?

2. Chair: Andrea Henderson, Director, Office of Equal Opportunity and Access ?
3. Duties: After the application deadline has passed, the Equal Opportunity & Employment Affirmative Action Administrative Internship Committee (AAAIC) will meet to evaluate the applications. At this point, the committee may deny the application or invite the applicant for further consideration. Those applicants who will be considered further are invited for a formal interview with the AAAIC. After the interviews are completed, members of the committee will contact those administrators who have been named as potential mentors to ensure their willingness to participate. The applicants will be notified in mid- to late March, whether their internship has been granted.
Once your internship is granted:

b. **Website and IT Issues** (Jessica Lambert) –

1. Old business. Still need a representative:
 - a. Need a volunteer for someone to serve on the University Information Security Committee.
 - i. They typically meet on the third Wednesday (of the month) at 10 am. Michael Rodriguez (Chief Technology Security Officer) heads up the Security Committee.
 - ii. Items discussed: mostly security, risk, compliance, and disaster recovery stuff. At the moment they are working through policies on cloud computing and mobile devices.
2. Meeting recordings – most discs blank... All meeting discs Holly has prior to her being secretary have no recordings on them, and there are two or three since she has been secretary with no recordings on them...

c. **Training and Development** (Carla Farniok) –

XII. Committee Reports

a. **Policy & Appeals** (Bill Rupert) –

b. **Awards and Selection** (Alison Shook) –

c. **Constitution/Election** (Linda Wade) –

d. **Education** (Alisha Barnett) –

e. **Fundraising** (Wendi Mattson) –

i. Fall raffle for lotto tickets not associated with the luncheon

f. **Mentoring** (Kim Sedgwick) –

g. **Social Events & Development** (Wendi Mattson & Stacy Dorethy)-

i. Dancing with the Stars update

h. **Open Meetings Act Requirements** (Linda Wade)

XIII. **Old Business**

a. President's Open forum. It has been scheduled for November 12th from 11-12 and 3:30-4:30 in the Capitol Room.

XIV. **New Business** –

i. Need three volunteers for the benefits committee

b. **Openings on committees**

XV. **Announcements** –

XVI. Meeting Adjournment –

- a. Motion to adjourn:
- b. Seconded by:

XVII. Next Meeting will be Thursday, September 5, 2013, at 1:15pm in the Capital Room.