



Civil Service Employee Council

Civil Service Employee Council Meeting Agenda January 21, 2025

- I. Call to order
- II. Roll Call
- III. Reading and Approval of Minutes from December 9, 2024
- IV. Treasurer Report – Danielle Land
- V. EAC Report – Jacqueline Pointer

Old Business

- **Schedule Appointment with University President** – Agenda has been sent
- **Follow up with a meeting with Human Resources** – concerning the bereavement days
- **Pay dues** up to December 2024, start the year fresh

New Business

- **Happy New Year**
- **Congratulations and wonderful Job on Newsletter -**
- **Thank you– Head Photos**
- **Thank you – updating webpage**
- **Plan fundraisers**
- **Meeting space**
- **Select Committee Members for CSEC Committees**

A. Budget Committee

This Committee will solely be responsible for keeping all accounting information and procedures. Instruct and advise council members on innovative ways to maintain a healthy and prosperous budget. This Committee will report directly to the Executive Committee.

B. Fundraising Committee

This Committee will be responsible for finding ways to raise monies to increase the budget for Council and University-related activities. This Committee will work with the Budget, Public Relations, and Planning Committees and report directly to the Research Committee.

C. Newsletter/ Public Relations Committee

This Committee is responsible for advertising and promoting all activities pertaining to the Civil Service Employees Council. Inform University Community on subjects and meetings that are held by the Civil Service Employees Council. Prepare statements that should be presented to the University Community via the Civil Service employees Council. Work closely with newsletter staff to ensure that all information presented is correct and updated and that the newsletter is prepared and distributed in a timely manner.

This Committee reports directly to the Executive Committee.

D. Research/Governing Committee

Researching and governing over all policies and procedures pertaining to civil service employees. Responsible for reviewing the current constitution for possible revisions and if so, make these revisions, also, making sure that all information and issues concerning the constitution are dealt with properly. Responsible for researching all and any information that is presented to the council for review, instruction and or action. This Committee reports directly to the Executive Committee and must have all actions reviewed and approved by the said Committee.

E. Social/ Awards Committee

This Committee is responsible for welcoming all new Civil Service Employees via recognition by card, letters, and /or visit. Recognize births, deaths, graduations, etc. via cards, letters and or visits of and for Civil Service Employees. Prepare and present awards to Civil Service Employees for outstanding performances, Awards should be presented monthly starting in January 1998. Awards for the year should be presented starting in December 1997 and should be presented at our Annual Christmas party. This Committee works with the Public Relations Committee and reports directly to the Research/Governing Committee.

F. Grievance Committee

This Committee is responsible for receiving and advising Civil Service Employees that is not covered under collective bargaining. In issues pertaining to grievance actions. After receiving such grievances, you will then be responsible for making sure that all information is collected. Submit all information collected to the Research Committee, the Research Committee will make sure that all rights, policies and procedures are in order.

After all information has been reviewed by the Research and Executive Committee you will then advise the employees on what proper steps, he/she should take, you will then assure the employee that they are being presented properly via the Council and Human Resources. The Civil Service Grievance Policy is located on the webpage under Human Resources and can be linked directly to the Civil Service Employee Web Site.

- **January 2025 Fundraiser**

VIII. AOB- any other business

VIII. Adjournment

Next meeting February 11, 2025