

**2019-2020 CIVIL SERVICE COUNCIL**  
**Wednesday, May 1, 2019 – Meeting 2**  
**Student Services Building Room 307**  
**2:40 p.m.**

I. **Call to Order** the May meeting was called to order by Anthony Travelstead, President, Civil Service Council.

II. **Roll Call of Membership**

Members Present: Richel Biby, Jim Bigogno, Jeletta Brant, Lindsey Carter, Elizabeth Cheek, Beth Chester, Trish Cochran, Cyndy Green, Deborah Harmon, Crystal Harris, Dawn Legier, Shannon Newman, Trinka Pape, Jason Phillips, Andrea Steen, Anthony Travelstead

Members Absent with proxy: None

Members Absent: Ann Gilliam, Tara Moore

Others Present: Carolin Harvey

III. **Welcome and Introductions**

A. Travelstead welcomed our newly elected members and went each around the room and introduced ourselves to get acquainted with each other.

IV. **Orientation**

A. Travelstead distributed an orientation guide with the list of Civil Service Council duties and responsibilities including use of proxies, committee reports, vacancy and attendance policies, along with officer duties and a description of each council committee.

A. Council Membership / Meeting Schedule – We reviewed the 2019-2020 Council membership list distributed for changes and approved the upcoming meeting schedule.

June 5, 2019	September 4, 2019	January 8, 2020	April 1, 2020
July 10, 2019	October 2, 2019	February 5, 2020	May 6, 2020
August 7, 2019	November 6, 2019	March 4, 2020	June 3, 2020
	December 4, 2019		

Motion: J. Phillips

Second: E. Cheek

B. Officers

- Appoint Officer Nomination Committee – J. Phillips volunteered to chair the Officer Nomination Committee and J. Bigogno, J. Brant, B. Chester, and D. Legier volunteered to serve on the committee.
- Officer Candidacy Statement form – The form was distributed to collect candidates to run for the President and Treasurer positions. Candidacy statements and nominations are to be returned to Jason Phillips and/or the committee by 5/15/19.

C. Committees

- Council Committee Preference Sheet – The preference sheet was distributed and is to be returned to A. Travelstead no later than Monday, June 17, 2019. Each member should select the top 3 choices for committee assignments.

V. **Other Business**

VI. **Non-Agenda Items**

VII. **Adjournment**

Motion: J. Phillips

Second: E. Cheek