

**Civil Service Council (CSC) Meeting**  
**August 7, 2001**

Present: Jack Wylie, Pat Schnitker, Ron Thompson, Bob Sipes, John Moss, Lin Hinds, Christa Lawhun, Terry Brown, Vicki Bryan, Chris Jackson, Keith Smith, Jan Bremner, Martha Burk, Elaine Thoennes

Guest: Jan Cook

Excused: Barb Dallinger, Marcia Strum, Andy Monninger, David Turner

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Christa Lawhun convened the meeting at 12:00 p.m.

**Introductions** – Introduced our new member-Chris Jackson, who replaced Sharon Foiles. Sharon resigned from her remaining term. Everyone introduced themselves.

**Reports**

**Treasurer** – Distributed report. Accepted. Discussed changing this report to monthly unless there were changes. Report will be submitted for inclusion on the agenda for the first meeting of the month.

**Parking** – No report.

**Benefits** – No report.

**Activities** –

- Homecoming – we will not hold a tailgate due to lack of success last two years; we will participate in parade (Oct. 27). Christa has form to complete. Activities Committee will get together with Christa to discuss.
- St. Louis Shopping Trip – planning for second weekend of November (Nov. 10). Plan is to visit both Galleria and Union Station. Christa will handle the transportation request as she has assumed these duties with Karen Dunton's departure to Geology Department.
- Children's Holiday Party – planning for first weekend of December (Dec. 1). We will invite Gamma Phi Circus to perform. The CSC approved a donation of \$75 to the Gamma Phi Circus.
- New Committee Member – Chris Jackson was added as new member of this committee.
- Christa will post the activities on the University Calendar and Council calendar.

**Foundation** – No Report until November.

**By-Laws** – Vicki Bryan will replace Sharon Foiles on this committee.

**Human Resources** – We have approximately 3800 staff at Illinois State. About 700 are eligible for the 30 and out retirement program. Mary Shadowens will be increasing her seminars and training to meet need. The retirement system hired seven more counselors to meet need.

**Unfinished Business**

- Foundation funds. Jan Bremner met with Sue Locke and Rhonda Palmgren of the Foundation Office. The CSC receives \$6,000 annually to be distributed for \$5,000 to merit awards and \$1,000 for scholarships. We give up to 8-\$500 merit awards for a total of \$4,000. Money not used in this account rolls back over to Foundation. Foundation scholarship funds can only be given to students who will attend Illinois State University; Civil Service scholarship funds can be given to students who will attend other universities. Martha will confirm if we can pay out this year's scholarships from the Foundation account not the Civil Service account. A subcommittee was formed to address the Foundation funds and find out the Foundation's criteria for using funds, Civil Service handbook policies, CSC constitution and CSC by-laws. Members are Lin Hinds, Martha Burke, Elaine Thoennes, Terry Brown and Jan Bremner.

Al Goldfarb has set up an endowment that currently has \$14,000. The Foundation decides when income is available to use from the endowment. This year \$500 is available. This amount will roll over if unused. We should ask Dr. Goldfarb if he has any specific criteria he wishes us to use in awarding a scholarship. We need to prepare a proposal for the Foundation to present to Al Goldfarb on how we would use this endowment.

A subcommittee was formed to address the Foundation funds and Endowment. We will find out the Foundation's criteria for using funds, Civil Service handbook policies, CSC constitution, CSC by-laws, Dr. Goldfarb's preferences and prepare a proposal for use of the endowment. Members are Lin Hinds, Martha Burke, Elaine Thoennes, Terry Brown and Jan Bremner.

#### **New Business**

- Jan Cook, member of a special task force of the Annuitants Association, requested to receive the OpenLine. The Annuitants Association is comprised of faculty, civil service, and administrative professionals. All civil service annuitants receive the OpenLine and all annuitants receive the Illinois State Report. However, Jan felt there was good information in the OpenLine the Annuitants Association members would find beneficial. It was approved to begin mailing a copy of the OpenLine to Jan Cook so she can share it with the members of the Annuitants Association.
- Discussed format of the OpenLine. Appearance is the publication is a Human Resources publication. We discussed moving the HR story off the front page and highlighting Civil Service activities.
- Discussion was held as to whether to include committee reports on each agenda or only if there was something to report. It was decided to leave them on the agenda to give the opportunity to open up discussion or ask questions.
- Lin Hinds will prepare the CSC agendas. If you have any agenda items, please send an e-mail to Lin at [llhinds@ilstu.edu](mailto:llhinds@ilstu.edu) by Friday before a council meeting.

The meeting adjourned at 1:01 p.m.

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**The next Civil Service Council meeting will be held Tuesday, August 21<sup>st</sup>, at Noon, in the Spotlight Room of the Bone Student Center. Special Guests: Ben Ryburn and Tammy Carlson will discuss the new disciplinary procedure.**