

Civil Service Council (CSC) Meeting
June 4, 2002

Present: Terry Brown, Vicki Bryan, Martha Burk, Lin Hinds, Chris Jackson, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Ron Thompson, Jack Wylie, Tammy Carlson, David Turner
Excused: Barb Dallinger, Marcia Strum

Christa Lawhun opened the meeting at 12:00 p.m. Approved Minutes for April 16 and May 7. (Pat, Tammy)

Reports

Activities – *Bears Game* – Andy will find available date and put notice in OpenLine.

Election – Letters have been sent to everyone elected and they were invited to attend next meeting.

Civil Service Council Members elected are Group I – Christa Lawhun, Group II – Theresa Sanchez, Group III – Julie Caplinger, Group IV – Paul Collins, and Group V – Martha Burk. The Civil Service Council Constitution received 180 votes approved and 21 votes did not approve. Constitution will be changed. The new Constitution will be placed on our website.

Employee Advisory Committee (EAC)– The 30 and out bill is still on Governor’s desk – he has 60 days to sign it. Next EAC meeting will be July 18 and 19.

Human Resources –

- *Open House* – was a smashing success with over 400 attendees.
- *EAP*– The State of Illinois toll free number is 866-659-3848. This can provide up to 3 counseling sessions at no cost to employees or health care providers. They should also assist with needs other than counseling such as legal or financial. If an employee needs additional assistance, they can call Tudy at 438-8842. Counseling services are not normally available on campus. The ISU EAP helps employees connect with providers that can help them. Tudy Schmied would appreciate any feedback on the services received from the State program.
- *SURS Service Credit*– Deadlines to Purchase SURS Service Credit

For Contract to begin on:	Member must complete and return the “Summary Letter” on or before:	Member AND Authorized Employer Rep must complete and return the “Contract” on or before:
10-1-2002	8-5-2002	8-15-2002
1-1-2003	11-4-2002	11-14-2002
4-1-2003	2-3-2003	2-13-2003
7-1-2003	5-5-2003	5-15-2003

“Summary Letter” is the short title for the “Summary of Installments Options to Purchase Service Credit” letter.

“Contract” is the short title for the “Irrevocable Payroll Deduction Authorization Form”.

Unfinished Business

- *Scholarship Update* – Dr. Goldfarb has named the scholarship the Carl Johanson Scholarship. A final copy was distributed to Council members. Information will be placed OpenLine. Deadline to apply is August 1.
- *Constitution and By-Laws Update*– Committee needs to review one more time. Document will be forwarded to council members for review before the next meeting. Committee will be reconstituted with new Council to discuss further the large discrepancies in numbers of staff in constituent groups.
- *Social Security Numbers* – The average lost is \$18,000 in an identity theft before it is discovered and it takes an average of 2 years to correct. Steps are being taken in Facilities Management to remove the Social Security number from work orders. Discussed need to make known need for employee ID numbers as University proceeds with new payroll system. On behalf of continuing questions from our constituents, Lin will draft a memo to Dr. Bragg including examples of problems for review at next Council meeting.
- *Raffle* – Ticket sales totaled \$1,307. The Council received a thank you card from Phyllis Myers who won the DVD Player.
- *Bi-Weekly payroll* – The Council is continuing to gather information to disseminate to our constituents in answer to questions about moving from a semi-monthly payroll to a bi-weekly payroll. The Council will ask David Hall to rework his spreadsheet reflecting an end date of December 23 and using gross pay rather than net.
- *OpenLine* – We will invite Pam Burress to the next meeting in regard to the Editor position. In efforts to get information to the Editor we discussed making the Editor an Ex-Officio member and making OpenLine a regular agenda item. The By-Laws Committee will review the possibility of Ex-Officio status.

New Business

- *Parking* – Constituents have voiced concern over parking at the University with the new business building construction.
- *Heating Plant Building Name* – A petition was brought forward to change the name of the Heating Plant building in remembrance of Robert Monninger.

The meeting adjourned at 1:07 p.m.

The next regular Civil Service Council meeting will be held Tuesday, June 18th, at Noon, in the BSC Spotlight Room.