

**Civil Service Council (CSC) Meeting
July 16, 2002**

Present: Terry Brown, Vicki Bryan, Martha Burk, Paul Collins, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Ron Thompson, Tammy Carlson, David Turner, Pam Burress
Excused: Barb Dallinger, Marcia Strum
Absent: Julie Caplinger, Jack Wylie
Guests: Margaret Volk

Elaine Thoennes, as temporary chairperson, opened the meeting at 12:00 p.m.

New Business

- Appointed Lin Hinds as temporary secretary.
- Conducted the election of new officers
Chair – Martha Burk
Vice Chair – Vicki Bryan
Secretary – Elaine Thoennes
Treasurer – Pat Schnitker

Unfinished Business

- Minutes Distribution – In an effort to be fiscally responsible during this time of budget rescissions and still meet our constituents needs the Council reviewed how we distribute minutes. Elaine distributed information for Council discussion. The Council approved sending one copy of the minutes to each mail code. The minutes will indicate at the top to Please Post, Route, or Copy to Civil Service Staff. Individual copies will be sent only to those requesting one. The Council Secretary will maintain a database for mailing of individual copies. The Council will send out one more mailing of individual copies with an explanation of the new policy and include a form requesting placement on the mailing list. The new distribution will be implemented beginning with the August 6 meeting minutes. Minutes will continue to be available on the Civil Service Council website www.csc.ilstu.edu.
- Civil Service Telephone Information Line – The Council is reviewing the installation of an automated telephone line to offer information to the Civil Service staff. With budget cuts and changing our distribution of minutes policy, this telephone line may be a convenient way to access Council information, updates and meeting changes. Elaine distributed information for Council discussion on a Call Controller and the cost for installation and annual fee. Discussion was tabled until the August 6 meeting for additional information, including usage of Human Resource's job line, how many cells we can have, what is maximum amount of time to record information in each cell, and actual cost savings.
- 02-03 Council Contact list – Vicki emailed list to council members and had hard copies available for those who wished one.

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NEW DISTRIBUTION POLICY

**Civil Service Council Minutes
Request for Individualized Copy**

**Please read the July 16, 2002 meeting minutes above for information regarding
upcoming Minutes Distribution. Thank You.**

_____ YES, I wish to receive an individualized copy of the Civil Service Council Minutes.
The preprinted name and address is not correct. Please change it to:

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Human Resources –

- **Hiring Freeze Update** – HR is proceeding with filling any vacancies that were in process or approved for filling prior to July 11. Any requests to fill vacancies received after July 11th are being returned for VP authorization. No other restrictions have been communicated to HR at this point in time.
- **Secretarial Exams** – New exams for the new secretary series will be available September 3. The old series will be voided as of August 31.
- **Leadership Development Program Reminder** – Leadership Development Programs are not only for current managers and supervisors, but also for potential leaders or people who want to be in a leadership or supervisory role. Sessions are usually offered both during the regular business day and during the evening. For more information, visit the HR website at www.hr.ilstu.edu.
- **Retirement Workshops** – Due to the large number of potential retirements, the Office of Human Resources has transformed the way in which retirement services are provided to faculty and staff. Due to sheer volume we are no longer able to provide one-on-one retirement counseling. However, HR has been aggressively developing resources to assist faculty and staff in taking control of their own retirement planning. For those people planning to retire between now and January 1, 2003, HR has scheduled four half-day training sessions on retirement issues. Although these sessions are not technically required, they are strongly encouraged. All sessions are held in the HR Conference Room and registration is required. Call 438-8311 to register.

July 26, 2002 -- Noon-5:00 pm
August 16, 2002 -- 8:00 am-1:00 pm
September 5, 2002 -- Noon-5:00 pm
September 27, 2002 -- 8:00 am to 1:00 pm

The meeting adjourned at 12:56 p.m.

The next regular Civil Service Council meeting will be held Tuesday, August 6th, at Noon, in the BSC Spotlight Room.