

**Civil Service Council (CSC) Meeting  
August 26, 2003  
APPROVED on September 16, 2003**

Present: Martha Burk, Paul Collins, Steve Lancaster, Christa Lawhun, Andy Monninger, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Doris Shaw, Jan Jolynn Staley, Elaine Thoennes, Jack Wylie, Tammy Carlson, Marcia Strum, Dave Turner, Pam Burress  
Absent: Vicki Bryan, Julie Caplinger

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Martha Burk opened the meeting at 12:03pm.

Minutes for July 15 and August 5 were approved (Pat, Melody).

**On-Going Issues**

- **Scholarships** – Committee has made selections and received Council's approval to give 5 scholarships (Paul, Jack).
- **Renaming Building for Monninger** – Draft is completed. When Christa receives from Lin she will email or mail to Council members for approval. Council members signed petition to be attached to existing petition.
- **Release Time Memo** – The Council received a response from Chuck Scott indicating the department gives release time according to policy. The Council agreed not to pursue at this time. However, the question was raised, what are the department's staff needs to be met before release time can be granted.
- **Committee Assignments** –
  - **Children's Holiday Party** – Chair: TBA
  - **Bus Trips** – Chair: TBA – Marcia will contact Barb Dallinger to discuss committee.
  - **Constituent Groups** – Chair: TBA – Committee will select chair when they meet.
  - **Brotherhood Tree** – Phyllis Gillis has volunteered for committee.

**Committee Reports**

- **Human Resources** – State University Civil Service System Employee Advisory Council elections will be held this fall. Human Resources will get notices out within two weeks. Election will be held October 21. Auditors will be on campus November 17-21. Final moves in relation to layoffs and bumping will be take place September 2.
- **Activities**
  - *Fall Picnic* – Will be held September 12, deadline for reservations is September 8. Food will be purchased from Tom's Parkway with pick up at 10:45am. Set up on the plaza will be 11-11:30am. Jerry Carlson will provide tables to seat 175. Tables should be set up by 11:15am and take down should begin at 1:45pm. Serving will be 11:30am-1:30pm. Steve will check on serving pieces, carry out boxes, and coolers and ice for beverages. Tickets are \$6 and orders should be sent to Jan Jolynn Staley.
  - *Homecoming* – Parade is on October 18. We will meet at Facilities Management at 8:30am. Arrangements for truck are being made and Pat will be requesting 3 boxes of candy. Christa, Martha, Elaine and Jack will be attending, however we need more Civil Service staff to ride on the truck, walk along, and pass out candy. If you are interested in being a part of the fun (and seeing Christa roller blade) please contact a Council member or send an email to [cscouncil@ilstu.edu](mailto:cscouncil@ilstu.edu).
  - *Children's Holiday Party* – December 6 – President Bowman has graciously agreed to pay for the cookies. Council purchases punch, napkins, etc. Christa will call David Hosea and invite him to play Santa. Andy will provide the Santa suit. Christa has made tentative arrangements for Gamma Phi through Jerry Polacek, however she will contact the new director, Al Light and officially invite them to perform. We will try to get donations for the "goodie" bags given to all children who attend. Elaine will print some donation letters similar to those used for the Raffle. Party is open to children of all Illinois State University staff and faculty with about 150 children expected.
- **Parking Committee** – It was requested that a concern about surface lots becoming overflow parking during move-in leaving staff that paid for a parking permit no place to park to get to their offices be brought up to the Parking Committee.

### **New Business**

- **OpenLine resignations** – The volunteer staff of retirees who assist in stuffing and folding the OpenLine have submitted their resignation. This group of retirees has been helping for many years, and while we regret their “second retirement” we wish them well and thank them for their service. Martha will contact Paul Schertz in the Annuitants Association asking for new volunteers.
- **Thank You Letter** – The Council received a thank you letter from the State Universities Civil Service Advisory Committee for our donation to the meeting held in August on the Illinois State University campus. Dave also expressed the EAC’s thank you and said all were pleased with the facility and arrangements.

### **Reminders**

- Deadline for next two OpenLines – September 2, October 7
- Special Guests at September 2 CSC meeting: Pamela Pirtle from the Office of Diversity and Affirmative Action will discuss policies on harassment; and Joe Rives and Christy England-Siegerdt will discuss Educating Illinois.

The meeting adjourned at 12:58pm (Christa, Paul)

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The next regular Civil Service Council meeting will be held Tuesday, September 2, at Noon, in the Bone Student Center Spotlight Room.