

PLEASE POST, ROUTE, OR COPY TO CIVIL SERVICE STAFF

**Civil Service Council (CSC) Meeting  
July 6, 2004  
APPROVED**

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

---

Steve Lancaster, temporary chair, opened the meeting at 12:05 p.m.

**Officer Election**

Chair	Martha Burk
Vice-Chair	Vicki Bryan
Secretary	Melody Palm
Treasurer	Pat Schnitker

**Approval of minutes**— Minutes for the meetings May 4 and May 18 were approved with no changes (Christa, John).

**Committee Reports**

- **Human Resources**—Tammy reported that Phase 2 of Benefits Choice will take place July 26-August 20. The Benefits Choice newsletter will be distributed to staff July 7. Updates include changes in managed care copays, and increases in dependent coverage costs. Child and spouse life insurance coverage has increased, along with premium increases. Employees can join or make adjustments to MCAP during Phase 2. Optional life insurance coverage for employees has been increased for up to eight times the employee salary. Central Management Services (CMS) will send out information booklets to all staff. Information will also be posted on the HR website and at BenefitsChoice.gov. The CS Council will plan a followup email to staff closer to the Phase 2 dates.

Steve asked if the VIP (Valuing Individual Performance) discipline program was having results. Tammy said the program is having positive results. There have been fewer discharges, and problems seem to be worked through earlier between individuals and supervisors.

Dr. Ira Schoenwald's appointment as Associate Vice President, Human Resources, will be included in the July Openline. There will be an announcement in the ISU Report at the beginning of fall semester.

- **Openline**— Deadline for July submissions is today. Suggestions for items to include in July included Civil Service Staff Graduates (list comes from Institutional Research), Benefits Choice reminder, introductions of new Council members. There was discussion about how information is received for the Potpourri section. In addition to submissions from specific offices, a request for information about births, marriages, and deaths of immediate family among staff is printed in each Openline issue.
- **Scholarship Committee**— We received 17 applications for scholarships. Jan Jolynn and Steve volunteered to serve on the evaluation committee.

### **Other Business**

- **Changes in Award Ceremony**—Martha met with Colette Homan, Tom Fowles and Paul Jarvis to talk about ways that the staff awards ceremony might be shortened.
  - Have a walk through/rehearsal with those at the awards table before the ceremony
  - Have music during refreshments instead of a part of the ceremony
  - Move the reading of service awards along: read names more quickly, have all of each group (5 year -15 year) stand together either before or after reading names. Council felt it was important that reading the names continue, rather than just printing in the program.
  - Limit the number of door prizes and/or streamline the distribution
  - Check with constituents about what makes the event most meaningful
- **Confidentiality**—CSC Confidentiality Statement was distributed for discussion at July 20 meeting.

### **Year-end Wrap-up**

- Year-end reports—should be emailed or brought to the July 20 meeting.
- **Suggestions for next year**—Vicki suggested a mailing to all CS staff to survey the status of email availability/usage for campus communication. Electronic voting has been discussed in the past, and this survey would help to determine the flexibility of electronic ballots. Martha and Dr. Bowman have discussed the idea of making email stations available throughout campus. Training, access and the value of using email are all issues. Pam can get a current list of “public-access” computers on campus. Tammy said there might be potential for using the HR Testing Center for “Voting Days.” The OpenLine might be another way to distribute a survey.

### **Reminders**

- Deadline for next OpenLine—August 3
- Upcoming Guests: VP, Student Affairs, Helen Mamarchev and Assoc. VP, Student Affairs, Brent Paterson—August 17
- Committee Assignments will be made at the July 20 meeting. Please review the list of committee positions

The meeting adjourned at 12:45 p.m. (Christa, Theresa)

---

The next regular Civil Service Council meeting will be held Tuesday, July 20, at Noon, in the Bone Student Center Spotlight Room.

Approved at July 20, 2004 meeting.