

**Civil Service Council (CSC) Meeting  
October 5, 2004  
APPROVED**

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

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Martha Burk opened the meeting at 12:03 p.m.

**Approval of Minutes**— Minutes for the meetings May 4, May 18, June 1 and September 21 were approved. (Christa/Tom)

**On-going—**

- **Homecoming parade, Oct. 23**—Pat, Martha, Elaine, Pam and Theresa will definitely be participating. The Council welcomes other staff or family members to walk the parade route.
- **Bus Trip Nov. 13**—Possible locations for the shopping trip were discussed. Two busses are on hold. The most popular location suggestion from earlier trip participants was Woodfield Shopping Center in Schaumburg, Il. Woodfield was approved (Christa/Tom). Cost will stay at \$20 per person (Theresa/Jan Jolyn). Christa will contact Woodfield for information, maps and possible coupons. Melody will collect ticket money and organize participant information.
- **Monical's Night Nov. 23**— Monical's Pizza has scheduled CSC for an "easy fundraising" community day. We just need to promote, through word-of-mouth and fliers. 10% of the proceeds from those dine-in customers with our flier on November 23 will be paid back to us. Monical's will put the date on a radio spot. Information can be included in the November Openline, indicating that proceeds will be used for scholarships and other Council activities. Christa will write the article for the Openline.
- **Holiday party Dec. 4**— This is the 1<sup>st</sup> Sat of December, as in previous years. The same Santa & Mrs. Santa we had last year have agreed to attend, although they're no longer ISU staff. Payment of \$50 for Santa services was approved (Christa/Theresa). Photographer Tony Jennings has been contacted, but not firmed up yet. Christa will ask photographer about his expenses when she talks to him. Gamma Phi Circus is set for the party. \$100 will be donated to them as in the past. The party is usually scheduled from 10-12 or 12:30. Cookies were paid for by the President's office last year and that hasn't been checked on yet.
- **Food Drive**— Theresa has talked to several folks about postponing our food drive until after the first of the year. Pantries need help after holiday season, Jan-Mar, while it's still winter but donations drop off.
- **Openline**— The deadline for the October issue is today. The University Staff Association was expecting to put a flier in, but nothing has been received by the time of the meeting. Pam has room for the shopping trip and the Homecoming parade. She'll try to include picture or two of the staff picnic.
- **Human Resources**— Tammy reported that the Flu Shot clinic is scheduled for November 1-5 from 11a-5p, on a first come/first served basis. Information can be included in the Openline. *News came out after the meeting about severe shortages of flu vaccine. It is likely that the Flu Shot clinic will have to be canceled.*

Ira reported that the university is looking at online recruitment systems. The intention is to cut down on paperwork involved in the process. This is planned to be part of the AP and CS system, and eventually may be used for faculty too.

Dave requested an update on the use of Social Security numbers on campus. Ira chairs the committee on the administrative piece of SSN's. The university will be moving fairly aggressively to minimize use of SSN's on campus. We'll be transitioning to an assigned ID number for staff, faculty and students for use on campus. Implementation is planned for about a year from now. Subcommittees include the Academic group, Systems group, and Administrative group. We have to find alternate ways to deal with uses other than those such as payroll & insurance that really require SSN. It looks likely that we'll try to eliminate printing SSN's on timecards and substitute the new ID number. That's one of the most visible/easily located locations it's used.

### **Other**

- **Awards**— Awards discussion postponed until Marcia can be at the meeting.
- **Procedures manual**— Martha put one together. Collected everything she had about how things were done. It's available for review by anyone who wants to look at it.
- Christa received email from a recent retiree. There was no reception held by the department when the person retired. The individual felt discriminated against when not recognized in anyway by department.

Ira met with the individual, and separately with supervisors involved. The staff member had been out on medical leave, and hadn't returned to work before retiring. The department director was under the impression the individual didn't want anything done. There seems to have been some communication miscues. It's important to know that there was no intention toward creating bad feelings. Ira indicated that Human Resources is involved in the situation, and not able to talk about specific case information in situations like CSC meetings.

- John shared constituent concerns about disciplinary procedures and seeming lack of "checks and balances" in the Valuing Individual Performance (VIP) system. John stated that the person making a complaint shouldn't be the person deciding the penalties. There should be a more neutral party making the decisions. Ira indicated that HR is involved and is keeping an eye on the specific situation which John was bringing to the council.
- Christa commented that when VIP was presented to the council it was viewed as positive. The focus was on steps toward correction instead of unpaid absence without earlier steps. The old system included unpaid suspension. The perception is that steps can be skipped in the process. Tammy responded that in some cases, infractions are more serious, and the process begins at a later point in the process steps. Elaine asked if HR and staff Unions became involved at certain steps. Tammy indicated that steps 1 & 2 are supervisor/employee only. The 3<sup>rd</sup> step involves HR. John expressed concern over inconsistencies in the system.
- Theresa suggested that the council send a group Thank You to the Bowman's for dinner. Martha will bring something to the next meeting for signatures.
- Doris asked, "What happens to funds you don't use from your health account, with the Use it or Lose it rule?" Tammy responded that unused money returns to a fund at the state level for administrative costs of program.

### **Reminders**

- Deadline for the next two Openlines- October 5, November 2.

The meeting adjourned at 12:47 p.m. (Christa/Tom)

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The next regular Civil Service Council meeting will be held Tuesday, October 19, at Noon in the Bone Student Center Spotlight Room.