

**Civil Service Council (CSC) Meeting  
October 19, 2004  
APPROVED**

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

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Vicki Bryan opened the meeting at 12:02 p.m.

**Approval of Minutes**— Minutes for October 5, 2004 were approved (Theresa/Steve).

**On-going—**

- **Homecoming parade, Oct. 23**—Our parade position is #79. Meet at the Facilities Management parking lot, at 8:30. The truck is coming from grounds and there's plenty of parking. The chairs used last year made the event "lots more comfortable." Christa and Steve will check into having 6 chairs available. Pat has candy to pass out during the parade, and Christa can store it until Saturday.
- **Bus Trip Nov. 13**—When Christa sent information to the Openline, her name was listed as the contact person. Participants will need to arrive at 6:30-6:45, with the bus leaving promptly at 7:00 a.m. The group should arrive at Woodfield Shopping Center about 10 a.m. The group will be greeted, and each person will receive a complimentary shopping bag with coupons, passport to savings, etc. There is free trolley service to other shopping areas, including Ikea (mega department store). This will give participants additional options. The bus(es) will leave the mall at 6 p.m. CSC will sponsor a drawing for one person per bus to win \$20 (Christa/Pat). Possibilities for the drawing and prizes were discussed briefly. Christa, Theresa, Melody, Marcia will get together and bring suggestions to the next meeting. They are going to check old minutes to see comments about prizes we've done in the past.
- **Monical's Night Nov. 23**— Monical's Pizza has scheduled CSC for an "easy fundraising" community day. Two weeks before the date, Monicals will have a radio spot advertising the event. They'll also supply 500 flyers and a PDF file available on the CSC web site. Council members are encouraged to get flyers out to anyone who might eat in or do carry-out at Monical's.
- **Holiday party Dec. 4**—Mr. & Mrs. Santa are set. Tony, the photographer will create a form for picture orders since we'll need to charge a nominal fee for the prints. Cookies will be purchased out of our account. Al Light and Gamma Phi are set. It's probably safe to plan on 80-90 attendees for the gift bags. Julie & Theresa will check on possibilities. Vicki suggested that Martha contact the AP Council about assisting with donation sponsors, preparing bags, helping at the event, etc.
- **K's preferred customer night Dec 5**—K's Merchandise called us about participating in their preferred customer night again. As they did last year, this includes a \$500 drawing, which you must be present to win. A valid ISU employee ID card will get you and guests in. Only those with ISU ID's are eligible for the drawing. A reminder message will be sent through the Listserve on Nov 29.
- **Openline**— The Openline should be distributed today. Nov 2 is the deadline for the next issue.
- **Human Resources**—No report.
- **Awards**—Marcia contacted Nikki in Wellness about the Lighthouse award. The Lighthouse award has been inactive, largely due to staff cutbacks. Nikki indicated that consideration was being given to bringing back the award, but with a different name. The Lighthouse award was originally tied to traits emphasized in Seven Habits. It was campus wide, with all staff and faculty eligible, and not on a "standard" schedule. CSC members supported keeping the Lighthouse Award, rather than replacing it with something else. It was suggested that Martha talk with the AP Council chair and encourage their group to discuss the award also. Another suggestion was to occasionally include a form in the Openline (or Report) for nominations.

- **Constituent suggestion**—Christa shared that she'd been contacted by a retiree wondering if the CSC would consider adding another ex-officio position that is a retiree. Discussion included potential for a retired member's availability and flexible schedule; the value of increasing feelings of belonging; expectations of ex-officio attendance at meetings; the benefit for existing staff to have retiree perspectives, especially in areas like CMS benefits that are fairly protected for current staff but less certain for retirees; the value of participating and spreading the work among more people. It was suggested that the CSC encourage the AP Council to discuss this issue as well. Adding an ex-officio position would require constitutional changes, and voting by CS Constituents. Additional study and discussion will be needed. As one way of gauging interest, as well as continuing to reach out to constituents, the CSC will extend invitations to ISU Annuitants members to attend CSC meetings. While not all ISU Annuitants Association members are retired, this seems a good place to begin reaching retirees. We'll continue to reinforce the message that meetings are always open, and that attending meetings doesn't obligate anyone to run for a position. Discussion about reciprocal information in newsletters between CSC and Annuitants was tabled until the next meeting. (Paul/Tom)
- Concerns continue to be expressed about the hiring freeze. When someone is retired and no replacement is hired, it appears that the position "disappears." This is creating situations where staff are doing additional work without recognition of the added duties. Specific information about such situations should be brought to Martha's attention, enabling her to share it with President Bowman.
- **SURS**—Dave encouraged people to stay current on information. He recommended joining the Annuitants association as a good source of information. (\$25/year to join.) There's lots of discussion going on about retirement benefits and administration. Retiree health benefits aren't protected by state constitution. Encouraged informed letter writing etc. to voice concerns and opinions.
- **Council of Councils Update**—Dave reported that those at the recent quarterly meeting in Dekalb spent extensive time on constitution and bylaws to comply with the open meetings and freedom of information acts. The State Civil Service System Office staff reported that E-testing is close to ready for going online. ISU may begin pre-testing within a couple of weeks. The testing area will be calling selected people to come take the test as part of the pre-testing. E-testing will result in gains in speed, convenience, and updates to tests. Steve added that developers are looking for input from campuses for improvement. Eventually, E-testing will be used for both new hires and promotions. Some tests will continue to require resumes, etc. Time limits are built in, and time updates are provided during the testing. One of the security plans is that answers are randomized for each test event. The correct answer may be "item A" during one test setting, and "B" the next. If something causes a computer crash, you should be able to log in for a different text session and complete what remains in the balance of your allotted time. There are 1200 classifications to move to E-testing. BSW and food service position tests will be setup first. There is a link to the State Civil Service System website on the CSC Webpage. Steve suggested we include periodic reminders in the Openline of websites for information, including SURS, SCSS, etc. Council members were asked to review and suggest sites to include.

### Reminders

- Homecoming parade Oct. 23
- Bus trip to Woodfield Shopping Center Nov. 13
- Monical's Night Nov. 23
- Holiday Children's Party Dec. 4
- Preferred Customer Shopping Night at K's Merchandise Dec. 5
- Deadline for the next two Openlines: Nov. 2 and Dec. 7
- The Food Drive had been postponed until after first of year.

### Adjournment

The meeting was adjourned at 1:08 p.m. (Julie/Christa)

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