

**Civil Service Council (CSC) Meeting**

July 18, 2006

**APPROVED**

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger, Tammy Carlson, Jac Copes, Sarita Cox, Linda Klawitter, Steve Lancaster, Andy Monninger, John Moss, Melody Palm, Pat Schnitker, Jan Jolynn Staley  
Absent: Vicki Bryan, Julie Caplinger, Ron Thompson, Dave Turner, Jack Wylie  
Guests: Nancy Spangler

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Melody called the meeting to order at 12:07.

Melody distributed copies of "Confidentiality Statement" and the "Civil Service Council Constitution"

**Approval of Minutes** — Minutes for July 11 were approved as written (Jac/Martha)

**2006-2007 Committees Selection** – ("\*" signifies committee chair)

**Fall Picnic** – \*Steve, Pat, Jac, John, Martha

**Homecoming** – October 14 – \*Pat, Sarita, Melody, Andy

**Shopping trip** – \*Pam

**Children's Holiday Party** – \*Pat, Barb, Jan Jolynn, Sarita, Jac

**Brotherhood Tree** – \*John

**Food Drive** – \*Kevin, Jan Jolynn, John

**Raffle** – \*Jan Jolynn, Linda, John, Barb, Martha

**Cubs Trip** – \*Melody, Linda

**Awards Ceremony** – no separate ceremony this year –

**Constituent Groups Committee** – \*Steve, all council officers, HR Representative TBD

**Distinguished Service** – \*Jan Jolynn, Sarita, Melody, Martha, Ronda Queen(ISU Foundation), +non-council member TBD

**Elections** – \*Jan Jolynn, Sarita, Barb

**Legislative** – \*Steve, Jac, Julie (if Julie agrees – she was absent)

**Marketing** - \*Steve, Jan Jolynn, Melody, Pat, Pam

**Scholarships** - \*Melody, Martha, Jan Jolynn, Sarita, Barb, Ronda Queen(ISU Foundation), +non-council member TBD

**Ex-officio, non-voting members of the Council**

Employee Advisory Committee – Dave Turner / Elected position

Human Resources Representative – Tammy Carlson

OpenLine Editor – Pam Burress

Campus Communication Committee – Melody Palm, Kevin Wiand

**External Committee Assignments**

Campus Web Planning & Advisory Committee – Pam Burress

Foundation Board – Kevin Wiand

Parking and Transportation Advisory Committee – Ron Thompson, Dave Bentlin, Linda Klawitter

Sick Leave Bank Appeals – Ron Thompson

Team Excellence Committee – Steve Lancaster

**External Positions**

OpenLine Layout/Design – Narry Kim

OpenLine Proof Readers – Pat Munster, Suzanne Ferrara, Ramona Garner

Listserv Manager – Christa Lawhun

Webmaster – Pam Burress

The following discussions evolved from/during committee selections:

RE: Fall Picnic – Steve will check on Milner Plaza

RE: Homecoming - Homecoming is October 14 – proceed same as last year – ISU truck – magnetic signs, throw candy / Andy indicated he would be willing to help prepare and arrange for the truck / Pat will purchase the candy

RE: Shopping Trip - Brief discussion as to continued interest in this activity – will see if Barb Dallinger (non council member) has interest in helping with arrangements – later Pam agreed that she would chair the committee

RE: Children's Holiday Party - Party is traditionally held first Saturday in December – space has been crowded – Pat will look into the big gym at Horton or the Arena – might be a charge for using the Arena?? – Tammy commented that even moving to the big gym would be a definite improvement over the smaller gym we have been using - prepared 200 goodie bags last year and only a few leftovers – will stay with 200 again this year – it was noted that currently Wal-Mart has boxes of 24 crayons at \$0.10 per box and it was suggested that we purchase these now for the holiday goodie bags – other suggestions for the holiday party were in addition to the Gamma Phi circus, were - the ISU photographer/committee should contact and get on the schedule well in advance - clown?? – face painting?? – committee will need to check on the availability and costs of these activities

RE: Brotherhood tree - John will check on Bob Sipe's situation and get back to the council – in the past Bob has helped arranged for 'strategic' locations of drop off bins (Martha has bins stored at Milner)

RE: Food Drive - Will again hold our food drive AFTER the holiday season when this kind of assistance seems to die down but folks continue to need help – again we need to check for best locations for drop off bins

RE: Raffle – Barb indicated interest in maintaining a record of incoming prizes and Martha agreed to oversee printing and distribution of tickets

RE: Awards Ceremony - no need for committee this year – CSC awards will be included with all other university areas due to the 150<sup>th</sup> birthday celebration of ISU

RE: Constituent Groups Committee – Tammy suggested including Lynn Pierce or Collette Homan from HR in this committee as either of them would have access to the necessary information

RE: Elections - possibly change timeframe of election activity – committee will meet to review the process and timeframe and report back to council – a change of this nature will require a bylaws change and therefore could not be effective until 2007-2008 term

#### **On-going —**

- Scholarships – no report
- Legislative Committee -
- Annuitants Representative – no report
- OpenLine – nothing new – Martha will write article re: outgoing chair
- Human Resources - Tammy introduced Nancy Spangler who then in turn talked briefly about the online application and position descriptions for Graduate Assistantships. Nancy has been working with a group from Grad School – anticipated date for beginning this process is October 16. Feel free to call Nancy (438-5507) with specific questions – training for hiring managers will take place prior to October 16 – probably mid-to late September – should check website frequently for any updated information – training information is expected to come from Michelle Bohm – Nancy is interested in feedback from folks who have tried to use the online application process and learning of the problems they have encountered

#### **Other—**

- Jac Copes requested copy of By-Laws – Melody will bring to next meeting
- Fall Picnic – Steve suggested that we make a decision regarding the purchase of a portable handwashing station at a cost of \$263.00 – while there have been previous discussion as to this purchase it has never gone to vote. If we are going to purchase the handwashing station, it makes sense to have it available for the fall picnic in mid-September. A motion was made and seconded – the vote was unanimous. (Steve/Pat)
- Online hiring/applications presentation requested – Melody to set up with Ira Schoenwald – asked for comments and specific concerns with the system

**Reminders—**

- Deadline for next 2 OpenLine Issues - Aug. 1, Sept. 5
- Aug 1 presentation – Carol Struck
- Aug 15 presentation – Chuck Scott

**Web Sites—**

- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>
- Annuitants: <http://www.annuitants.ilstu.edu>
- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

**Adjournment**

The meeting was adjourned at 12:56 p.m. (Andy/Barb)

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The next regular Civil Service Council meeting will be held Tuesday, August 15, at Noon in the Bone Student Center Spotlight Room