

Illinois State University
Civil Service Council
November 21, 2006
APPROVED

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Sarita Cox, Linda Klawitter, Steve Lancaster, John Moss, Melody Palm, Pat Schnitker, Jan Jolynn Staley, Kevin Wiand
Absent: Julie Caplinger, Jac Copes, Andy Monninger, Dave Turner, Ron Thompson, Kevin Wiand, Jack Wylie
Guests: Jan Cook, Annuitants Representative; Derek Story, HR

Call to order – Melody called the meeting to order at 12:04 pm.

Approval of November 7 minutes: Martha/Jan Jolynn – motion carried.

On-going:

- Children’s Holiday Party – to be held on December 2. Pat reported that AP Council has approved and arranged to have inflatable/jumping game. Diversity display is in progress; there will be no toy soldier but will be 3 elves; council will need to purchase supplies for the Indian Student Association who will provide henna painter; Pam Burress will do face painting if council provides supplies; Pat has asked ISU Media to provide information to *Pantagraph* and the *Vidette* – we can do an editorial for the *Vidette*; Pat indicated there may be some competition for our event as the Bloomington/Normal Christmas Parade kicks off at 10:00 am the same day and “Elmo” is at Coliseum on the same day. Pat requested approval to pay Santa \$75 and Gamma Phi \$150, and purchase/reimburse henna and face painting supplies, and make \$100 deposit to McDonald’s – for jugs. An article has been in *OpenLine* and *ISU Report*. Pat will check on advertising in the *Vidette* and ISU DayCare. Jan Jolynn reports 111 RSVPs have been received thus far. Derek noted there are multiple Reggie suites eliminating some of the time restrictions. Pat requested that volunteers arrive by 9:00 ---Pat will assign duties as volunteers arrive – Santa needs to be out by 1:00 – Santa wants to distribute goodie bags – Barb will assemble and transport goodie bags – Barb has not yet received balls and pompoms – no word from Alamo – Barnes and Noble will not donate this year – needs to pick up a few more crayons to finish filling goodie bags. Motion was made to approve the aforementioned expenditures (Linda/Martha) - motion carried.
- Distinguished Service Award Nominations -- no nominations received yet – Melody will send reminders next week – no ISU Report until Thursday next week – article will be submitted for *ISU Report* – Melody will take care of this.
- Brotherhood Tree – Kevin is assuming some of these responsibilities – WJBC had not yet updated their website so unsure of donation deadline. Melody reported that the website does provide suggestions/recommendation for gift items and she will check on deadlines before next meeting.
- Legislative/Marketing – No Report
- Annuitants Representative – November 1 issue finally arrived on 13th – holiday luncheon will be held on December 6; ISU night at “Madrigals” is December 7.
- Academic Senate/Campus Information – Steve has forwarded minutes and Martha, providing council approves, has agreed to assume that responsibility for remainder of this year. We will continue to seek volunteer to take over in May 2007. This responsibility involves alternate Wednesday evenings throughout the academic year – with some exceptions. New senate orientation is April 25 with new members seated May 9 – those interested can check website for activities and accomplishments. Steve commented that this committee is very interesting and informative and he is stepping down only because of his new work responsibilities and sometimes longer hours. Motion to approve Martha replacing Steve as CS Council

representative on Academic Senate was made (Steve/Jan Jolynn) – motion carried unanimously. Melody will inform Academic Senate of this change. Melody reported receiving a ‘thank you letter’ from PATH – for donation to Compassion Center. Julie Barnhill sent information for Tailgate Party at Eastern Illinois University on Saturday, November 25. Melody is continuing to seek information regarding announcing scholarship awardees at Founders’ Day Celebration in February.

- Fall Bus Trip – Pam reported that due to a family emergency she was unable to attend, but 3 other coordinators went with two buses – in all 75 folks went on trip of which 72 paid. \$1584 was received leaving us with a loss of \$124. Due to some recent restrictions, the buses were not permitted to drop folks off at WaterTower Place causing a few changes to the planned agenda for the day. Without any major hitches the trip was considered successful and participants reportedly had a good time.
- OpenLine – last year OpenLine was only 2 pages for December / January issue which comes out shortly before break. This year will probably be about the same. Information regarding ISU’s 150th anniversary celebration will be included in the January issue. Pam requested the next council member profile. Pat will submit a report on the children’s holiday party. Also Pam reported receiving check from Monical’s fund raiser event – proceeds received were slightly less than \$200.
- Human Resources – Derek Story substituting for Nancy had no report. Jan Jolynn passed along an inquiry she received from the wife of a deceased employee and her need for information on benefits. Derek will follow up on this.
- Other – Sam’s Club has made contact regarding a potential savings program for ISU employees. HR no longer has staff to deal with these programs but Melody will step in and see if she can learn more facts. (Julie had previously agreed to work with HR on this issue but has been out on an extended medical leave.)
- Barb asked if our combined efforts with AP Council on the children’s party would qualify for “Team Excellence” Award. Most agreed this would be worth a try.

Reminders

- Deadline for next 2 OpenLines —December 5, January 2
- Distinguished Service Award nomination deadline—December 1
- Children’s Holiday Party—December 2

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>

Second meeting in December (December 19) is social. Melody proposed moving January meetings to 2nd and 4th Tuesdays instead of 1st and 3rd if meeting location can be arranged, she will report back at next meeting.

Motion to adjourn at 1:03 pm (Barb/John) motion carried.

The next regular Civil Service Council meeting will be held Tuesday, December 5, 2006 at Noon in the Bone Student Center Spotlight Room