

**Illinois State University
Civil Service Council
July 3, 2007**

Approved Minutes

Present: Barb Arbogast, Vicki Bryan, Julie Caplinger, Tom Cotton, Ted Coussens, Jac Copes, Sarita Cox, Jeanette Harrison, Brian Huonker, Linda Klawitter, Melody Palm, Nancy Spangler, Jan Jolynn Staley, DaveTurner

Absent: Jac Copes, David Bagnell, Pam Burress, Brian Huonker; Kevin Wiand

Guests: Jan Cook, Pat Schnitker

- Chair, Melody called the meeting to order at 12:04 pm
- All Council members present introduced themselves, as this is the first meeting with our newly elected members.
- Melody called for election of a temporary chair to serve during election of Chair for the 2007-2008 term. Nominated for Temporary Chair was Julie Caplinger (Sarita/Jan Jolynn) and motion was carried.

Election of **Officers for 2007-2008** were as follows:

- **Chair:** Nominations: Melody Palm (Theresa/Barb); Theresa Sanchez (Vicki/Jan Jolynn); Nominations closed (Vicki/Sarita) - written ballots determined **Melody Palm** as Chair.
- **Vice Chair:** Nominations: Mark Buckley (Sarita/Julie); Nominations closed (Barb/Mark); Motion carried to elect **Mark Buckley** as Vice Chair.
- **Secretary:** Nominations: Sarita Cox (Linda/Barb); Nominations closed: (Julie/Linda): Motion carried to elect **Sarita Cox** as Secretary.
- **Treasurer:** Nominations: Theresa Sanchez (Jan Jolynn/Sarita); Nominations closed (Jan Jolynn/Barb); Motion carried to elect **Theresa Sanchez** as Treasurer.

- Committee chairs and members will be selected next meeting.
- Motion to approve minutes of June 5 (Julie/Vicki) - motion carried.
- Motion to approve minutes of June 19 (Linda/Mark) - motion carried.

- On-going:
 - o Scholarships -- applications are being prepared for distribution to the committee.
 - o Appointing of committee: Melody, Jan Jolynn, Sarita, Barb, Tom, plus a non-council member TBA.
 - Employee Advisory Committee -- Dave reports that on July 19-20, 2007, the committee will meet in 375 Student Services Building: 9:00- on the 19th and noon on the 20th. This will be a group meeting and no breakout sessions - entire group and CS staff from Urbana is represented. Everyone is encouraged to attend --- Sarita needs to send email encouraging all council members to attend this session. Dave's term expires this year and he has not yet decided if he will vie for future spot.
 - Annuitants Representative -- state budget and funding of pensions - still up in the air and hopeful to finalize in August.

- OpenLine -- no report/Pam absent. Today is deadline for next edition.
- Human Resources -- sick leave bank notifications will be mailed today or tomorrow (continuing discussion of electronic notification). One suggestion: changing form to include tear-off form to be stamped and returned once received since electronic response will miss those that do not have access to computer/web. Perhaps the `tear-off' form could ask for preference of response (email or regular mail). Question asked regarding sick leave bank based on hourly not dollars, responded that comptroller office keeps records of hours; also, previous comments (May 1 agenda item) concerning safety - 2 officers will be attending Florida training session and will bring their training to ISU. Chief Swan is willing to attend a future CSC meeting and give us a report; 14 different kinds of training sessions his office can provide to campus community are listed on the website.
- Fall Picnic -- mid September - need to begin preparing as soon as committee is selected. Last year we used Campus Dining and it was scheduled for the 2nd -3rd week of September. Mark will check on cost and report next meeting.

New Topic: Meetings in August - 7th / 21st: due to beginning of Fall semester will there be an issue for having enough voting council members to form a quorum and it was decided to hold meetings as scheduled.

Reminders:

- Deadline for next 2 OpenLines — July 3, August 7
- CSC meetings—July 17: Committee Assignments, August 7

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>
- State Universities Retirement System: <http://www.surs.com>
- 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: Jan Jolynn/Vicki at 1:08 pm - motion carried.

The next regular Civil Service Council meeting will be held Tuesday, August 7, 2007 at Noon in the Bone Student Center Spotlight Room.