

Illinois State University
Civil Service Council (CSC) Meeting
September 18, 2007
Approved Minutes

Present: Barb Arbogast, David Bagnell, Mark Buckley, Jac Copes, Ted Coussens, Sarita Cox, Jeanette Harrison, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler, Dave Turner, Pam Burress
Absent: Vicki Bryan, Julie Caplinger, Tom Cotton, Brian Huonker, Linda Klawitterr, Kevin Wiand
Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:05 pm.

Ongoing Discussion Topics:

- Picnic –
 - o 87 tickets went through the line, ticket money needs to go to Theresa.
 - o Mark with info from the picnic: things went well, numbers down a little, recommends getting names of tickets sold to aid word-of-mouth marketing (seems to work best), food especially good, overall very good smooth operation this year, also suggests getting date for next year's picnic ASAP so we can advertise earlier. Pam – suggestion for help at picnic – sign up for half-hour timeslots. Jac asked Mark to capture actual report of what happened, to see if needs changed, provide useful info for next year's committee; Mark agreed, will produce report. Dave T. proposed for next year perhaps an information table, maybe something to advertise CSC, who we are, what we do, etc.
- Fall activities –
 - o Bus Trip (Pam), busses reserved, 3x 55-passenger busses, printing is in the works.
 - o Homecoming parade – truck reservation in the works, need volunteers to ride/decorate the truck; Twizzlers and Tootsie Rolls were big hits last year, Theresa took note (she is purchasing the candy).
 - o Monical's Fundraiser: Tues Oct 23rd for fundraiser (Pam), will be posted in next Openline.
 - o Holiday Party – Barb – Dec 1 or 8, and there is a track meet on the 8th but nothing scheduled in Horton Fieldhouse. Parking will be an issue though, and if there's a track meet, they may move it indoors. Jac suggests moving the party to 1-2pm so that parade can end and people can eat/get to Horton, or how about even 8am. Pam – 10:30-12:30, circus at 11 may work better. Jac inquired whether AP would be involved this year, Barb replied yes, they'll do the inflatable stations. Theresa recommended we do the 1st, keep the schedule towards the noon hour (about 11 for the circus), Jan Jolynn suggested we open doors at 10:30, circus at 11, plan for other things around/after, council agreed.
- Electronic communications – Letter from the specific committee was printed and delivered to President, Provost, VPs, Dept heads/Directors. Mark thought the letter was well done, well worded. Committee will continue to work at solutions/suggestions.
- Annuitants Representative – Jan – Much larger crowd than anticipated at latest SURS event. 8am work better, perhaps (due to much interest)? General program answers many questions, but not personal/specific questions. Jan asked, for those that were there – general presentation go over well? Nancy – yes, number of people high so maybe we could even stand to have an event twice a year. Jan was surprised at number of annuitants and was going to a 2pm meeting today (Tues 9-18-07) to promote a more widespread collaboration like what occurred.
- Academic Senate/Campus Info/Foundation – Mark – meeting last Wednesday, majority of meeting involved identifying committees, but the major discussion was on the Marketing Dept.'s dress code, students had

'plain' opinions. Mark stated that there is precedent, there are parts of campus where a dress code is already mandatory. Situation still under discussion/development.

- Council dinner w/Bowmans Oct 9, same day as Fac/staff appreciation luncheon. Melody working with Barb Todd for presentation of scholarship recipients at fac/staff luncheon.
- OpenLine – Pam – issue is coming out, Jac provided an excerpt for the previously proposed council member profiles, Mark volunteered to do the next profile. For Oct issue – date for holiday party (Dec 1), reminder about Monicals (Oct 23) and Bus Trip, distinguished service award reminder.
- Human Resources – Nancy – Public work stations (computer/internet) continued. She investigated how many inactive ULIDs: 103 status employees that do not have their ULIDSs activated (not just CS, but any employees) as of the date the search was ran. Jac wondered if it can be tested for active passwords (versus expired passwords), also iCampus – if someone has not used iCampus ever, they can access Webmail with one password indefinitely; Nancy will see if she can find out. Jan Jolynn asked how much online hiring was used, Nancy confirmed that it's used rather extensively.
- Draft of letter to constituents regarding their CSC reps – Melody – each council member produce a short rep greeting/description to Melody at earliest convenience, asks that council meets with its respective group members and come up/send them to Melody at same time so that they can get to printing. Dave B. was wondering if we can bring questions up from other employees at CSC meetings, or if people with questions can attend meetings, Melody confirmed, yes.
- Statewide Council of Councils – Fri Oct 5, Chicago State Univ., Melody is going and invites others to go as well. At SCC, CSC members meet with other council members, there is a 28th sept deadline for registering to go to SCC. Dave T. – relatively easy drive to Chic State, our Employee Advisory Committee is in the process of making a closer relationship with SCC, to become involved jointly with CS probs/solutions, also encourages CSC members to attend. Next advisory committee meeting is 4-5th, he usually tries to attend but not possible this year, they will try to rectify this situation in the future with communication with SCC.
- Jac had some SCC questions: a release-time event or personal time? Melody – up to area/supervisors of particular areas, previously Martha has taken vacation day; Jac – Dave needs work order to come to CSC meetings, he seems to recall that release time is used for CSC meetings, Dave T. confirmed -yes, they still do a work order for meeting, Nancy will confirm; Melody confirmed council covers travel expenses; Jac – had numbers of Civil Service employees for the past 4 years from last year, but cannot produce numbers for AP, Dave T. stated he has those numbers. Jac – minutes and agenda were not available before, concerned that they were not available, Melody – we are working on the situation with Sarita being occupied with personal matters and the interim secretary (Ted) catching up on past meeting minutes. Jac – frustrated with the amount of time it takes for items such as the electronic communication letter to be released/completed, minutes to be completed/approved, and overall processes.

Barb/Jan Jolynn motioned to adjourn, motion carried at 12:57pm.

Reminders:

- Deadline for next two OpenLines – Oct 2, Nov 6
- CSC meetings: Oct 2, Oct 16
- Statewide Council of Councils – Friday Oct 5, Chicago State University
- Homecoming Week – Oct 8-13
- Homcoming Faculty/Staff Apreciation Lunch, Brown Ballroom – Tues Oct 9, 11-1:15pm, RSVP required by Sept 28 using form in homecoming packet or at <http://www.alumni.ilstu.edu/lunch>

Web Sites of interest:

- 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.academicsenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

The next regular Civil Service Council meeting will be held Tuesday, October 2, 2007 at Noon in the Bone Student Center Spotlight Room.