

Present: Barb Arbogast, David Bagnell, Valerie Bridson, Vicki Bryan, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jean Darnall, Brian Huonker, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler

Absent: Mark Buckley, Jeanette Harrison, Dave Turner, Kevin Wiand, Pam Burress

Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:00 pm.

-Approved minutes: Approval of Oct 21, 2008 minutes, Jean/Valerie, motion carried.

Ongoing Discussion Topics:

- **Quarterly Treasurer's Report** – Theresa – different format from previous years, expanded to accommodate more detailed information. At the time this was compiled, still had a scholarship check outstanding. On the page 2, under scholarships, account 3590, after spring awards at \$2250, we will still have an additional \$500 in that account. The unused funds were taken back at the end of that year, need to think of something to do with that money, would like to use all the money instead of letting it go back. Melody – would like to wait until after the Distinguished Service Awards are given, they have been \$500. Theresa - also, pg 1 account-B scholarship, currently the idea is the money that is raised for scholarships is transferred out of one account to B and then to another and back to write the check, saved a couple of steps instead of listing the transfers; fund account seems redundant, to move it there and then back to use it. Vicki – would guess the operating account existed long before the scholarship account, leftover from previous years, just a fund-heading. Contact Theresa with any questions. Jean/Tom motioned to approve the T report, motion carried.

- **Committee Reports**

- o Fall Bus Trip – Valerie – went very well, had 32 people who went, surveys from 18, people who went as couples probably only filled out one; 14 extremely satisfied, only 4 mostly satisfied, 17 said price was worth it, 1 said no. Comments available, contact Valerie or Ted for details, 8 prizes on the bus. As a whole, everyone happy with the trip, had a few show up the day of but not reserved, some additional money from them. Theresa – who currently has the monies? Valerie – Pam [not present].
- o Holiday Children's Party – Jan Jolynn – a few more reservations have come in. Retiree called to see if they could bring grandkids, going to make sure that the next OpenLine includes message that grandchildren and/or retirees are more than welcome; we usually put a little more info in the Oct OpenLine, Nov issue will have clarified info.
- o Distinguished Service/Esprit de Corps Awards – Melody – got info from President's office, deadline is Dec 15th to submit information, deadline for applications is Dec 1st, will get in touch with those in the committee, will get info out. Esprit de corps award, those nominations have traditionally happened in the context of a council meeting, members will bring nominations to next meeting. Nominations are for a non-council member, for an individual who has gone above and beyond.
- o Botherhood tree – Melody – checked with Kevin, he is unable to head that up this year, looking for another council member to pick up/distribute boxes, collect, and return to a location around mid-December. Ted volunteered, will contact Kevin for more information.

- **EAC-** Dave Turner not present, no news.

- **Annuitants Representative** – Jan Cook – we have learned that SURS Director Dan Slack is leaving to take a job in Colorado, sad news from the point of view of the reputation he has with legislators, has been an articulate and effective spokesperson at a time when that kind of advocacy has been needed; no obvious candidate to replace, so there will be an open search. Hoping for a quiet year in Springfield. May need to have a much more visible lobbying force in the future. This [Dan Slack's leaving] may turn out to be a significant issue for those of us who are served by SURS.
- **Academic Senate/Campus Info/Foundation** – Brian - Board of Trustees had their meeting the Friday after homecoming, no pressing news; some interesting facts, graduation rate from 56 to 69%, 84% retention, more coming to open houses this year than last, last year was record number, decline in HS students enrolled, ACT scores up to 28, everything across the board the university is doing a good job of recruiting and retaining students. Also, in the state of the union that President Bowman gave, childcare center was brought up - again in the meeting, childcare center will be open to faculty/staff and students, has been moved from talk to resources have been put in place and plans are in motion.
- **OpenLine** – Pam not present, no news.
- **Human Resources** – Nancy, no current news. Barb – question about benefits fair: when a new eyecare or other provider is added, how soon can you use them? Nancy – if you check the website and they're listed, you can use them right away. Brian – St. Joseph's is buying out Carle Clinic – will this affect us, can we still use the clinic services or will we need to switch? Nancy – still getting info, no decisions have been made, do not know anything yet. Jac – talked to his HR representative about that, HR department had not received any official information. Jac – OSF has already bought Carle, it is done. Because of that and the benefits choice, have been reassured that it is a significant event and will not affect the benefits. Nancy – call HR to speak with your HR representative for more details.

New Business

- **Production/Distribution of Minutes** – Ted – Questions have come up as to how the minutes are produced and where it is they are posted. After each meeting, and within seven days, a rough draft (unapproved minutes) is circulated among members of the CSC for review, and any corrections, clarifications, or omissions are submitted to and done by the Secretary. At the next regular meeting, a finalized version is approved by the Council, and a copy is taken to Printing Services with 150 copies requested. Once printed, one copy is sent directly to University Archives, and the rest are taken to Campus Mail and sent as a delivery to Deans, Directors, and Department Heads; most often this means that in order to find a printed copy of the minutes, go to the main office of your department and look for the blue paper the minutes are printed in or ask whoever is responsible in your department for distributing the mail for assistance.

Minutes (approved and unapproved) are also available online, thanks to Pam Burress, by going to:

<http://www.cscouncil.ilstu.edu/documentation/minutes.shtml>

Illinois State University
Civil Service Council
Campus Box 1830
Normal IL 61790-1830

NON-PROFIT ORG
U.S. POSTAGE PAID
ILLINOIS STATE
UNIVERSITY

Tom – unless an employee is working in the main office, many don't go thru there. Jac – I am in Facilities now, but assigned to campus dining, quite possibly they are posted in John Greene Bldg, but again only a few employees over there. If we are concerned about posting for employees then we are not getting them out. Guessing from the lack of applicants for CSC positions, there's apathy anyway. Barb – are the finalized minutes sent to everyone? Melody – we haven't sent them thru the listserv due to the bulkiness. Have them sent thru the mail is one copy per mail code; a dept may be spread across campus, maybe there's an individual we can have multiple copies sent to, to post for employees in less accessible areas. Jac – in dining, if each manager received a copy, perhaps they would go up, and then perhaps someone will read them. Jac volunteered to produce a list of prospective individuals. Barb – in our office they're passed around and we check off a box that we saw it.

- Vicki – maybe contact A/P in future about joint participation in the Brotherhood Tree program, one of the easiest things to do, don't have to collect money or anything. Melody will investigate for more info, maybe expand drop-off locations, etc. Jan Jolynn – also put something in Openline if it works out.

JanJolynn/Barb motioned to adjourn, motion carried at 12:44 pm.

Reminders:

Deadline for next two OpenLines – Nov 5, Dec 3

CSC meetings – Nov 18, Dec 2

Deadline for Distinguished Service Award nominations – Dec 1

Children's Holiday Party – Sunday, Dec 7

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

The next regular Civil Service Council meeting will be held Tuesday, November 18, 2008 at Noon in the Bone Student Center Spotlight Room.