

Illinois State University

Civil Service Council (CSC) Meeting
Approved Minutes

January 20, 2009

Present: Barb Arbogast, Valerie Bridson, Jac Copes, Tom Cotton, Ted Coussens, Jean Darnall, Brian Huonker, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Dave Turner, Kevin Wiand

Absent: David Bagnell, Vicki Bryan, Mark Buckley, Sarita Cox, Jeanette Harrison, Nancy Spangler, Pam Burress

Guests: Jan Cook

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

-Approved minutes: December 2 and December 16 minutes, Jean/Valerie motioned to approve, motion carried.

Ongoing Discussion Topics:

- ⊖ Treasurer's Quarterly Report – Theresa – Not a lot happened in the last three months of the year, printing charges, etc., haven't posted to the general revenue account as of yet. There were no changes in Account A, or Account B. Foundation accounts, Carl Johanssen payments are done for the year. Payments for student scholarships and Distinguished Service Awards have not yet been processed, should come out shortly.

Kevin –expressed concern about the remaining balance of the Foundation account. Now that the Distinguished Service awards have been determined, do we have a plan to use the remaining balance for scholarships? We worked very hard to increase the size of the scholarships, should use all we have to avoid potential reductions.

Possibilities for considering summer scholarships or additions to current year ISU recipients were discussed. Theresa requested that the Scholarship committee come up with a recommendation to the CSC.

For questions regarding the report, contact Theresa. Jac/Jean motioned to approve report, motion carried.

- **EAC Representative** – Dave T. – Thurs and Fri in Urbana, meetings coming up. Will have news next meeting.
- **Annuitants Representative** – Jan Cook – there is still something pending at Illinois legislature concerning withholdings, still trying to find out what the bills pending will be, there may be a nice gesture coming out of Springfield on our behalf. ISUAA is sponsoring a Survivor Advocacy Team presentation in regard to what kinds of info you need to have on hand, that others can find, in case of emergency, and whom you should tell, organizing all the info. All sessions are the same:
March 18, April 22, and May 12, 12:00-2:30pm, at the ISU Alumni Center, 1101 N Main Street, Normal IL. Participants may bring a sack lunch, coffee will be available. Advanced registration is required, contact Mary Liverman (mcliverman@verizon.net or 452-4181) or Edna Johnston (erjohns@verizon.net or 452-5142). The same information will be covered at each session.
Jac – would the council be in a position to negotiate release time for employees to attend one of these sessions? Melody – do not know, will check. Jan Cook - There is still talk of merging the funding for all the retirement systems, anyone and everyone is fighting that.
- **Academic Senate/Campus Info/Foundation** – Bryan – have not met at last two scheduled times, will bring news when they meet. Barb - I received an email for the president's evaluation, it was for students only. Jac – the original email was click-able to faculty/staff, it looked like it was for only students but did have a link. About four days later there was another email circulated with corrections and instructions.
- **OpenLine** – Pam not present, no news.

- **Human Resources** – Nancy not present, no news.
- **Gladly We Give Campaign** – Melody – a presentation has been scheduled for 2/17 meeting. Theresa – Gladly We Give - the planning is done, if you have been a donor you have probably already received a letter of thanks, and will be doing another round this spring. They're going to be more accessible, trying to do meetings in various areas across campus, trying to schedule with events that already occur, so it is more accessible, about five minutes or so, you can give to anything on campus – if it uses money, you can give to it. Melody – they are also looking for times and places to catch work groups for meetings, if you know of any group that would be interested, please contact Theresa. It's also a campaign of getting as many people signed up as they can, not necessarily how much money each donor gives. Brian – they then take the numbers of participants to bigger donors, who are more apt to give to the university when they see how committed we are, pride in the ISU community. Brian – when you give to SECA it is earmarked for certain things, when you give to this campaign, it goes directly to campus, and directly to the specific area you designate, more positive support.
- **Theresa** – mentioned last time, it is now official – ISU transcripts can be ordered online. We are using the Clearing House, processed 300-400 from the site, still take orders by fax, though that is not listed on the website (to encourage online usage). Due to the ice storm, emailed HR about the closure, contacted Nancy about a set time so that individuals do not show up to work to find out it is closed. Jac – it is already written in ISU policy that it is 6am, they did not adhere to that on the first closure. Theresa - Nancy communicated to me that they are trying to get it unified, so people can find out before they leave for work. Jean – was told to check the health and safety website, when it came past 6am it had changed a little but nothing about a shut-down, called ISUPD, they confirmed that campus was closed. They knew there was a late issue on that one, the last one had the message out by 6am. Brian – if it happens again, agrees we should make note of it, has an effect on employees who are driving on the roads when they don't need to be and probably shouldn't. Last year they did a really good job. Dave T. – in the past, had shut down once in maybe 18 years; with recent closures, may be more of a consciousness of safety. Jac – not sure the front office is aware of the inconvenience they caused for so many people, fairly significant in my opinion.

Special thanks to Tom Cotton and his associates for cleaning campus from the snow and ice!

Jean/JanJolynn motioned to adjourn, motion carried at 12:54pm.

Reminders: Deadline for next two OpenLines – Feb 4, Mar 4

CSC meetings – Feb 3

Feb 17-Gladly We Give Campaign presentation

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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.escouncil.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,
February 4, 2009 at Noon in the Bone Student Center Spotlight Room.**