

**Civil Service Council (CSC) Meeting
November 20, 2001**

Present: Vicki Bryan, Martha Burk, Barb Dallinger, Lin Hinds, Chris Jackson, Christa Lawhun, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Ron Thompson, Jack Wylie, Jan Bremner, Marcia Strum, David Turner

Excused: Terry Brown, Andy Monninger

Christa Lawhun opened the meeting at 12:01 p.m.

Minutes approval deferred to next meeting.

Reports

Scholarship/Foundation Funds Subcommittee – Discussed several points regarding the scholarship funded by the Goldfarb endowment. First we agreed that the scholarship should be awarded to an employee not child of the employee. Keith distributed information regarding the John Green Award to further our discussion. This is awarded to a student employee in food service and takes into consideration job performance and a letter of recommendation from their supervisor.

-Require two references with at least one reference from the University (e.g. supervisor, administrator, coworker, professor).

-It is not place of Civil Service Council to do anything with job performance.

-Hold Junior/Senior/Graduate level standing (currently there are about 105 employees). Should include a release for transcripts and be working toward a degree. No stipulation to return to work – although Human Resources grants leave on basis they will return.

-Discussed making not need based. If not need based we would not require a financial statement.

-Classes must be at Illinois State University due to foundation funding.

-Should add Civil Service Council reserves right to conduct personal interviews.

-First award expected for Fall 2002 to have time to go from committee to Goldfarb to announcement stage. Goal is to award at spring award ceremony for the next fall.

-Foundation is considering changing distribution from \$10,000 up to \$20,000 due to 14% loss. Need to confirm fund availability with Rhonda. Lin will ask if we can remove funds to a secure account until we are ready to award.

-Discussed awarding \$500 per year or \$250 per semester. Should we issue check for full amount in fall or two checks, one each semester.

-Add statement that it will be awarded as funds are available. Award interest from prior year. Amount could change according to interest earned each year. It was noted that John Green and College of Business don't state dollar amount in their literature.

-The Goldfarb fund does accept donations from others. The \$15,000 is part of the \$36 million of Illinois State University investment. Donating to fund will help a Civil Service staff member and be a part of the Capital Campaign.

-Discussed whether we should use grades as criteria-average to superior. Typically go to superior grades but what about the average grade?

-Discussed how we can evaluate year to year on same criteria? Need some discretion. Create evaluation form similar to the student scholarship award.

-In the memo to the Development Office we will ask if the Goldfarbs want their name attached. It would be nice to have the Goldfarb name attached to the scholarship but it is their decision.

-Will need to form selection committee. Will use similar format as our student award consisting of one ex-officio member, current chair, past chair, past winner.

-Motion to carry over discussion until next meeting was approved.

Activities –

- Holiday Party – December 1st at 10:00am in the Small Gym-Horton Fieldhouse. The Extended University has offered to buy 30 dozen cookies. Lin will pick up. We had six sign up for the party from the email that went out. OpenLine will be out November 21 and we should get more sign ups then. David Hosea will be our Santa. Andy will provide the Santa suit. Need to put out better signage so people can find the party. Keith, Jack, John, Martha, Chris and Christa will attend.
- Spring Shopping Trips – Discussed trip to Woodfield and another shopping center across the way. Will look at April 6 to reserve bus. Discussed whether we should reserve one bus or two. If we reserve two, we can cancel one if need be. They like a week's notice but will do a couple days. Decided to reserve one larger bus for 55. Those

that went on the St. Louis shopping trip commented on how good Ernie the driver was. Unfortunately, Peoria Charter does not allow you to request drivers. After some discussion it was decided we should have a 7:30am departure from Normal and a 6:00pm departure from Chicago to allow for dinner before leaving.

Council Holiday Luncheon – Concerns about meeting on December 18 with staff scheduling. Changed date to December 11 at noon in the 1857 Private Dining Room. Council agreed to hold grab bag; if council members wish to participate in grab bag the limit is \$5.00. Next meeting was scheduled for January 8 to accommodate holiday break.

OpenLine – Council agreed it was a good idea to add “Deans, Dept. Heads, and VPs” to the OpenLine recipient list. Lin will check into procedures.

Unfinished Business

Social Security numbers – No response yet. Lin and Jan will try to get a response. Steve Bragg is looking into why system is used. It was also noted that it is too expensive to change over.

The meeting adjourned at 1:02 p.m.

The next regular Civil Service Council meeting will be held Tuesday, December 4th, at Noon, in the Spotlight Room of the Bone Student Center.