

**Civil Service Council (CSC) Meeting  
January 15, 2002**

Present: Vicki Bryan, Martha Burk, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Jack Wylie, Tammy Carlson, Marcia Strum, David Turner

Excused: Terry Brown, Barb Dallinger, Ron Thompson

Absent: Chris Jackson

---

Christa Lawhun opened the meeting at 12:00 p.m.

Approval of Minutes for 01-08-02 was deferred until 02-05-02 meeting.

**Reports**

**Treasurer** – Spring scholarship funds have not yet been distributed. Martha will process. Report was approved.

**Benefits** – No report.

**Parking** – No report.

**Foundation** – Next meeting is February 2, 2002.

**Activities** –

- Spring Shopping Trip – April 6, 2002 with departure time set for 6:45am. Trip will be to Woodfield and area shopping centers.
- Conklin's Barn II Dinner Theatre, Goodfield, Illinois – Discussed dates with decision to proceed with first weekend in May holding space for 40.
- Civil Service Council Picnic – Discussed holding picnic with chicken dinners again this year. It was felt that it was well received last year. We will hold again in May, Friday after commencement. Lin will work on sponsor for tables.
- Raffle – Tickets sales begin at the Spring Award Ceremony. Discussed selecting winners at the Picnic. Keith will work on obtaining prizes. Discussed selling a combo of lunch and raffle ticket, additional tickets could be purchased separately. Keith will check out cost of having tickets numbered for comparison to purchasing machine for Council.
- Chicago Bear Game, Champaign, Illinois – Still pending.

**By-Laws** – Deferred until 02-05-02 meeting.

**Scholarship** – Distributed updated information. Review for discussion at 02-05-02 meeting.

**Communications** – The next Board of Trustees meeting is 02-22-02. The 8:00am discussion hour will feature Dr. Susan Kern discussing the Comprehensive Campaign. The discussion should include the Family Campaign with a kickoff slated for 03-23-02.

**Human Resources** –

- Valuing Individual Performance – Julie Jenson is conducting a final run through of training and moving forward for campus training. Training for supervisors and informational meetings for employees will begin in February. Dates will be published in the OpenLine. Discussed whether a council member should attend the informational sessions. The Council encourages attendance by all employees and advocates for release time.
- Social Security Numbers – A team put together the procedures and policy a few years ago. Upon investigation however they were not implemented. There is no form available on campus for faculty/staff to restrict use of your Social Security number. Please refrain from calling Human Resources at this time. Human Resources is recommending to Steve Bragg to reconvene the team in order to implement. John Moss discussed a document indicating that the Social Security Administration is dropping the first five numbers of the SSN for security against identity theft on documents they send out. SSN's show up on timecards, travel vouchers, work orders, and various other places across campus. It was noted that SSN's are shown on transcripts but you can submit request for them not to. Why are they shown on anyone's? Shouldn't it be reversed so if you want on transcript you request it to appear? The SSN is everywhere, such as credit cards, doctors, etc. Is it too late? Use technology available and relate employee ID # to SSN. Implement with the planned new HRIS (Human Resources Information System). Changing the University system would create less opportunity and be proactive. Lin will draft a position paper advocating the employee ID # and send to Council members. Discussion will be continued at 02-05-02 meeting.

**EAC (Employees Advisory Committee)** – Merit Board meeting will be 01-30-02 and EAC meeting will be 01-31-02 and 02-01-02 at University of Illinois-Urbana.

**Unfinished Business**

**Scholarship/Foundation Funds Subcommittee** – Deferred to 02-05-02.

**By-Laws** – Deferred to 02-05-02.

**New Business**

**Elections** – Following current By-Law schedule. Will request list of employees, sorted by Group, in February.

**Release Time for Council of Councils** – Discussed release time for Civil Service Council members to attend Council of Councils meetings. The Councils across the state send representatives to attend these meetings held quarterly at various institutions in the state. They convene to discuss problems or issues, share ideas and problem solving, and network. The meetings are held in conjunction with an EAC (Employees Advisory Committee) meeting. The EAC representative is not the Council representative to Council of Councils. Some universities have release time and pay expenses. Illinois State University does not. The EAC may meet at Illinois State in 2003 with decision being made when schedule is set in the fall. This year's Council of Councils meeting will be in October at SIU-E. The Council agreed to pursue release time for members, attend future Council of Councils meetings, and host at some time in the future.

**OpenLine** - This is a Civil Service Council, not Human Resources, publication. Are there any changes we want? Barb Scott will be at 02-05-02 meeting for discussion.

**Reminders**

- January 31<sup>st</sup> – OpenLine deadline

- February 19<sup>th</sup> – Provost Goldfarb will be at Civil Service Council Meeting to provide an update on Educating Illinois.

- February 21<sup>st</sup> – Founders Day – Bell Ringing at 10am, Cake at Noon, Ceremony at 3pm

- February 22<sup>nd</sup> – Board of Trustees meeting

- April 11<sup>th</sup> – AP/CS Employee Award Ceremony

The meeting adjourned at 12:55 p.m.

---

The next regular Civil Service Council meeting will be held Tuesday, February 5th, at Noon, in the Spotlight Room of the Bone Student Center. Special Guest: Barb Scott regarding OpenLine.