

**Civil Service Council (CSC) Meeting
March 19, 2002**

Present: Terry Brown, Vicki Bryan, Martha Burk, Barb Dallinger, Lin Hinds, Chris Jackson, Christa Lawhun, Andy Monninger, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Ron Thompson, Jack Wylie, Tammy Carlson, Marcia Strum, David Turner

Absent: John Moss

Christa Lawhun opened the meeting at 12:02 p.m.

Christa expressed the sympathies on behalf of the Council to Elaine and Pat who each recently lost their father. Apologies were given to Chris and Keith for not receiving the message that the March 5 meeting was cancelled.

Approval of Minutes for 02-19-02 were approved with changes. Chris Jackson changed to excused. Paycheck distribution at the Cashier's Office will be effective July 31, 2002 and the correct hours are Monday, Tuesday, Wednesday, and Friday 8:30am-4:30pm and Thursday 9:00am-4:30pm. (Terry, Martha)

Reports

Treasurer – Christa reimbursed the regular account explaining the change in figure. Report was approved. (Ron, Terry)

Activities –

- Woodfield Shopping Trip-April 6 – 38 seats sold out of 47 available. Added blurb to OpenLine. Trip will go with one bus, one bus was cancelled. Approved two \$20 gift certificates to be given away on ride to Woodfield. Parking will be off Main and College in the Hancock lot. Peoria Charter was notified of new parking lot. Departure time will be 6:45am.
- Conklin's Barn II Dinner Theatre, Goodfield, Illinois-May 4-The Foreigner. Confirmation and \$100 deposit due April 4 for 39 people with ability to cancel up to 4 seats without penalty if they can resell the seats. Not many are signing up – only two individuals registered. We can change number of seats we are reserving when contract is submitted. Ad was not placed in the OpenLine only a date line. Christa will put out another announcement. Chris will send out paper copy of Barn II flyer. Approved funds for mail services. Chris will submit info for next Illinois State Report. Finalize at April 2 meeting.
- Civil Service Lunch on the Milner Plaza-May 17 – Keith will contact Marge Casey who indicated she would help. Keith will put information in OpenLine. \$5 for lunch and raffle ticket combo. Printing Services will again print the tickets and at no charge. Tickets will be numbered for auditing. Keith will contact Printing to order 2000 tickets. Raffle tickets will be sold for \$1 or 6 for \$5. Discussed holding a 50/50 drawing at the lunch using separate ticket sales. Concern there would be confusion by staff as to whether the lunch/raffle ticket was also eligible for the 50/50. Would we make more money selling 50/50 or additional raffle tickets? Tabled to future discussion. Discussed ideas for raffle prizes. Approved Keith to spend up to \$200 for a DVD player (Keith, Vicki). Christa will contact Parking Services to request a parking permit. Will need letter drafted to provide vendors when council members ask for donations. Lin will work on getting tables and chairs and will provide all info to Christa for work order. Martha will reserve Milner Plaza. Andy will contact Grounds for recycle and garbage. Lin will contact Mike Lee about food and dessert. Council members planning on attending are Christa, Lin, Elaine, Martha, Marcia, Andy, Tammy, Jack, Terry, Pat, Keith, and Chris.
- Trips on Campus – Discussed doing something on campus such as ballgame, planetarium, Shakespeare. Lin will check on pricing for a Shakespeare play. Tabled for future discussion.

Scholarship – Due to time factor involved and Dr. Goldfarb recently accepting the position at Western Illinois University, the Scholarship Committee or Executive Committee was approved to finalize the scholarship proposal and forward. (Lin, Martha)

Human Resources –

- Bereavement Leave – In response to a previous question regarding step siblings, brothers and sisters are brothers and sisters regardless of whether full, half, or step.
- Health Insurance and Workers Comp payments delayed - CMS is delaying payments to medical providers for Quality Care and Worker's Comp. Human Resources is working out details with ISU CU to provide low interest loans for employees who may be facing collection due to the state's under-funding. Employees can best serve themselves by communicating with providers. To assist in this regard, the Human Resource Customer Service Center is providing letters describing the state's financial situation and its impact on our staff. Employees may provide the letter to their medical providers and keep a copy for their personal records in case there are any negative reflections on their credit report that need to be resolved in the future.
- CMS Addresses – County codes were inadvertently changed in the CMS address file by a new electronic process to exchange address information between ISU and CMS. Letters went out to 1100 employees indicating the wrong county. These problems will be resolved and new letters will be issued by CMS. Staff does not need to report the errors to HR or CMS.
- Flex Schedule – Questions on this policy should be directed to Julie Jenson – in the Office of Human Resources.

- Check distribution change – Since the last meeting the date for implementation has been changed to 07/31/02. It was previously reported as April 30 or May 31, but another option was selected. The deadline for all employees to sign up for direct deposit for the 07/31/02 check distribution is 06/28/02. This means the direct deposit cards have to be in Payroll on that date. The student check distribution will be changed in the fall. Tammy will find out whether release time will be granted for employees to pick up their checks at the Cashier's Office.
- Upcoming presentations for parents of teens by Mike Dobbins of Project Oz:
 - The World of a Step Parent (*held in Edwards 306*), March 25, 12:05-12:55, From single to blended; myths and expectations AND March 27, 12:05-12:55, Understanding Adolescence - developmental concerns
 - The World of the Single Parent (*held in Moulton 102 C*), April 1, 12:05-12:55, The Single Parent Family: It can be healthy and whole AND April 3, 12:05-12:55, Balancing Work and Family Demands
- Release Time for Family Campaign Activities – Release time was granted for the Friday activities. Will weekend workers receive release time to attend Saturday's activities? Tammy will confirm release time for Saturday and Christa will put information out.

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Campus Communications Committee – Christa will email overview.

Unfinished Business

- Constitution Revisions – Change the ballot to include blurb on constitution. Send last week of March so staff can attend the April 2 meeting. Approved sending end of March (Keith, Ron).
- OpenLine – We promised Barb Scott to have information to her by the 5th of the month and did not meet this deadline. We need to make certain we meet it. We have been advised that Barb Scott is looking to relinquish her Editorship.
- Payroll (bimonthly or biweekly) – Pat distributed information from a meeting she had with David Hall in the Payroll Office. Discussion deferred to future meeting. Pat will invite David to attend the May 21st meeting. Lin will check on availability of SSB room 375.

New Business

- Goldfarb Recognition – Lin will draft a letter to Dr. Goldfarb. Terry and Vicki will work on plaque to include with letter.
- AP/CS Employee Award Ceremony – We are encouraging supervisors to attend if employee is being recognized. Chika will open ceremony for the first time. We discussed who should receive the Espirit de Corps award with a decision being made. As this award is a surprise the name will not be released at this time. Need to have plaque somewhere with all past winners. (Tammy, Martha)
- Systems Office Orientation – Dave asked if anyone was interested in going to the Urbana Systems Office on April 30.
- Topics to Address – Keith suggested we do a survey to find out what topics the staff wants us to address.

Reminders

- April 2 – Civil Service Council Meeting
- April 11 – AP/CS Employee Award Ceremony
- April 30 – Systems Office Orientation at Urbana
- May 10 – Board of Trustees Meeting

The meeting adjourned at 1:00 p.m. (Christa, Lin)

The next regular Civil Service Council meeting will be held Tuesday, April 2nd, at Noon, in the 1 West Lounge of the Bone Student Center.