

**Civil Service Council (CSC) Meeting**

**June 17, 2003**

**APPROVED on July 1, 2003**

Present: Vicki Bryan, Martha Burk, Paul Collins, Barb Dallinger, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Tammy Carlson, Dave Turner, Pam Burress

Absent: Julie Caplinger, Ron Thompson, Jack Wylie, Marcia Strum

Guests: Steve Lancaster, Doris Shaw, Jan Jolynn Staley

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Martha Burk opened the meeting at 12:03pm. Proceeded with introductions of our guests (newly elected Civil Service Council representatives) and current council members.

Minutes for June 3 were approved (Lin, Melody).

**On-Going Issues**

- **Treasurer's Report** – Pat distributed year-end fiscal report. As we have discussed in past, the purchase of a laptop for the Council was made. The Executive Committee approved the expenditure to meet the deadline for the requisition. The laptop cost \$2,040 plus an additional \$80 for memory. The memory was purchased from a separate vendor at a reduced cost. This left our account with a balance of \$376 for any final expenses we need to pay, such as the \$53 to imprint the portfolios turned in today. The budget rescission of approximately \$200 is already deducted from the balance. The Council has seen a substantial savings this year from not mailing the minutes to all staff. Any leftover funds from the general revenue account will be given to Human Resources for the EAC meeting. The Scholarship Fund is in great shape.
- **OpenLine** – Discussed possible articles regarding profiles of new members and committees with Council representation. Elaine will create a form to gather information on the new members for articles. It was suggested we do an article about the ISU electricians helping at the McLean County Law and Justice Center to get their power back up after the recent explosion that occurred. Lin will follow-up with Bill Swindle and Greg Mullins and write an article.
- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer.
- **Classified Ads** – Council discussed proposed information for submitting classified ads to OpenLine. Ads will be open to all ISU employees or retirees. Discussed using a fee scale based on value of item in ad. Pam will determine amount of space available in OpenLine for classified ads and ads will only be accepted until number of ads for designated space has been reached for each issue. Points to be finalized at next meeting are cost of ads, definition of "service" to abide by personal business statutes, and University restrictions. Council members will gather additional information for next meeting.
- **Scholarships** – Old forms will be used in order to meet time restrictions for the 2003-04 academic year.
- **SSN Committee Report** – The first charge of the committee is to determine everywhere on campus SSNs are used. Steve Bragg will be sending out a letter to department heads about members of the committee contacting them for this information.
- **Renaming Building for Monninger** – Christa received information from Jan Bremner today. Christa and Lin will complete memo.
- **Donor information for raffle letters** – Need to forward information to Elaine so letters can be sent. Need to get letters out soon.
- **Release Time Memo** – Lin distributed draft of memo for review. Council discussed free computer classes being part of "University Sponsored Development," Facilities Management practices of not allowing release time for university functions and classes, and subsequent effect this has on employee morale, sense of employer pride of employees, and advancement opportunities. Council approved memo with changes of removing Veteran's Day reference since that has never been a problem and adding Human Resources to the list of copy recipients.

**New Business**

- **Elect Temporary Chair** – Under the By-Laws a Temporary Chair is to be elected at the last meeting in June to preside over the election of the Chair at the first regular meeting in July. Melody was elected as the Temporary Chair (Barb, Lin).
- **Ex-Officio positions**
  - Employee Advisory Committee ( EAC) – Term is 4 years. Election is run by EAC through Human Resources in September. Dave Turner will make decision on whether he will run again.
  - Campus Communications Committee – Term is 2 years. Chair will open position requesting volunteers.
  - Human Resources – Tammy Carlson will remain as representative.
  - OpenLine – Pam Burress will remain in position.

### **Year-End Wrap Up**

- **Thoughts on How Year Went** – Council agreed that we had a good year.
- **Suggestions for Next Year** – Will discuss more at future meetings.
- **Council ID tags and Portfolios** – Council ID tags were collected from outgoing members. ID tags and portfolios were distributed to new members.
- **Committees** – Council members are asked to submit their information on committees.

### **Reminders**

- Deadline for next OpenLines – July 1, August 5

The meeting adjourned at 12:56pm (Paul, Christa)

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The next regular Civil Service Council meeting will be held Tuesday, July 1, at Noon, in the Bone Student Center Spotlight Room.