

**Civil Service Council (CSC) Meeting  
July 15, 2003  
APPROVED on August 26, 2003**

Present: Vicki Bryan, Martha Burk, Steve Lancaster, Christa Lawhun, Andy Monninger, Melody Palm, Theresa Sanchez, Pat Schnitker, Jan Jolynn Staley, Elaine Thoennes, Jack Wylie, Marcia Strum, Dave Turner,  
Absent: Julie Caplinger, Paul Collins, John Moss, Doris Shaw, Tammy Carlson, Pam Burress

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Martha Burk opened the meeting at 12:03pm.

Minutes for July 1 were approved (Pat, Vicki).

**On-Going Issues**

- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer.
- **Scholarships** – We have received applications for both the student and Carl Johansen scholarships. Completed applications must be received by July 18.
- **Classified Ads** –The Council approved the ad submission form with some changes: add place for email address, text “20 words or less” will be added to clarify form, ads not run will be held for next issue, seller must contact Pat to cancel. The Council established procedures for receiving ads and preparing them for publication. Complete information and ad submission form will be in the August OpenLine issue; first ads will appear in the September issue. The ad submission form and instructions will also be located on the Council’s website.
- **Renaming Building for Monninger** – Held to next meeting.
- **Confidentiality Statement** – In follow-up to our questions raised at last meeting concerning responsibility of supervisor and non-supervisors on reporting information about sexual harassment, hostile work environment, etc. Vicki reported information obtained from the Diversity and Affirmative Action Office and indicated Pam Pirtle, of the ODA Office, offered to attend a meeting to provide the Council with more information. The Council agreed to contact her and schedule a meeting date.

**Committee Reports**

- **Committee Summaries** – Distributed updated copies to members of the Council.
- **Committee Appointments**
  - *Activities* – Steve Lancaster and Barb Dallinger
  - *Raffle* – Discussed briefly making this a separate committee from Activities.
  - *Awards* – Pat Schnitker
  - *Elections* – Pat Schnitker and Vicki BryanCouncil agreed to wait and make further appointments at the August 5 meeting.
- **Committee Positions Open** – Applications have been received for the positions advertised for the **Campus Communication Committee** and the **Foundation Board**. Applications are being taken through August 1.
- **Human Resources** – Although Tammy could not be present, she provided information that all people affected by bumping were being notified today, July 15.
- **Activities**
  - *Fall Picnic* – Steve will check conflicts with the dates and Milner Plaza availability for September 12 and 19.
  - *Homecoming* – Held until complete Activities committee is appointed.
  - *Holiday Party* – After discussion the Council agreed to open this event to all Illinois State University employees’ children. Christa will ask Dr. Bowman about cookies. Martha will ask the new AP council chair (elected in August) about co-sponsoring.
- **Employee Advisory Council** – Meeting will be held at Illinois State University on July 17 and 18 in the Founders Suite and is open to everyone. Topics to be discussed will be job changes, new positions, positions eliminated, and current items in Legislation Session. A representative from SURS, the Director of Civil Service System, and a representative from Illinois State University’s Human Resources or President’s Office will speak.

**New Business**

- **Plaque Presentation** – Christa presented Martha a plaque on behalf of the Council for the excellent work she has done this past year as Chair.
- **August 19 meeting rescheduled** – the Civil Service Council meeting for August 19 is moved to August 26.
- **McLean County Board** – A thank you letter was sent to President Bowman and copied to Martha regarding the assistance of Illinois State University staff during the recent explosion at the Law and Justice Center.

**Reminders**

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- Campus Communication Committee – Discussion Hour before BOT meeting will be held July 25 in the BSC Faculty/Staff Conference Room featuring the two mayors and city council chairs.
- Deadline for next two OpenLines – August 5, September 2

The meeting adjourned at 1:08pm (Theresa, Jack)

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The next regular Civil Service Council meeting will be held Tuesday, August 5, at Noon, in the Bone Student Center Spotlight Room.