

**Civil Service Council (CSC) Meeting
August 5, 2003
APPROVED on August 26, 2003**

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

Martha Burk opened the meeting at Noon.

Approval of minutes for July 15 was held until next meeting.

On-Going Issues

- **Scholarships** – Committee will convene after members are selected.
- **Renaming Building for Monninger** – Lin and Christa are meeting Thursday, 8/7, to finalize the proposed draft.
- **Check Out Forms** – To maintain proper tracking for our equipment, check out forms have been created to track who has the digital camera and laptop. Christa is primary person for the camera and will have the check out form for it; Elaine is primary person for the laptop and will keep the check out form for it.
- **Volunteers for Activities Committee** – An article requesting volunteers for the Activities Committee will be placed in the August OpenLine. The Council needs to pull people from all areas of Civil Service to assist with this committee.
- **Committee Assignments** –
 - **Activities** – Chair: Marcia Strum; Andy Monninger, Steve Lancaster, Barb Dallinger, Nancy Barrington, Jack Wylie, Jan Jolynn Staley
 - **Children’s Holiday Party** – Chair: TBA; Jack Wylie, Andy Monninger, Christa Lawhun, Pat Schnitker, Martha Burk
 - **Homecoming** – Chair: Christa Lawhun; Andy Monninger (will secure truck), Pat Schnitker (will get candy), Elaine Thoennes and Martha Burk (will attend)
 - **Bus Trips** – Chair: TBA; Barb Dallinger
 - **Picnic** – Chair: Andy Monninger, Registration: Jan Jolynn Staley, Food arrangements and tables: Paul Collins, Plaza: Steve Lancaster; Pat Schnitker, Vicki Bryan, Marge Casey, Martha Burk, Elaine Thoennes, Melody Palm, Jack Wylie
 - **Brotherhood Tree** – Chair: Paul Collins; John Moss, Bob Sipes
 - **Fundraising** – Co-Chairs: Paul Collins and John Moss; Jan Jolynn Staley, Theresa Sanchez
 - **Awards Ceremony** – Pat Schnitker, Vicki Bryan
 - **Constituent Groups** – Chair: TBA; Martha Burk, Vicki Bryan, Pat Schnitker, Theresa Sanchez, Melody Palm
 - **Distinguished Service Awards** – Chair: Martha Burk; Theresa Sanchez, Jan Jolynn Staley, Rhonda Queen for Foundation, and a past recipient
 - **Elections** – Chair: Vicki Bryan; Pat Schnitker, Jan Jolynn Staley
 - **Scholarships** – Chair: Martha Burk; Christa Lawhun for past chair, Melody Palm, Pat Schnitker, and Rhonda Queen for Foundation
 - **Parking** – Paul Collins term FY03-05
 - **Sick Leave Bank Appeals** – Theresa Sanchez
- **Ex-Officio Assignments** –
 - **Campus Communications Committee** – Marcia Strum for term FY04-05
 - **Employee Advisory Committee** – Dave Turner, elections for this position will be done in fall
 - **Foundation Board** – Kevin Wiand for term FY04-05
 - **Human Resources representative** – Tammy Carlson
 - **OpenLine Editor** – Pam Burress

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Committee Reports

- **Human Resources** – Julie provided status of layoffs and bumping. Everyone has notice who would receive one. Some chose to bump and two currently on leave who will be bumping when they return, five changed percentage of position, and one retired. Less than 10 are without positions and were placed on the reemployment register. The average seniority was less than one year with some obscure classifications maybe more. Vacancies were allowed to be opened and filled. Although some vacancies were filled, in the big scheme of things, there were still cuts. Some departments were able to fund position while other could not. Concern was discussed about the first tier names kept very quiet and the second tier names are out there. Julie explained that it was not from HR, but staff speculated and spread names. Discussed constituent's concern about posting for new position of Assistant Vice President. This position will be a liaison between IBHE and ISU. It was posted the same as all positions are required to be posted. There is an appeals process in place for departments to appeal the decision to not fill a position. Since appeals are handled by the University President, Human Resources only hears of those approved after an exception to the hiring freeze has been granted.
- **Activities**
 - *Fall Picnic* – Will be held September 12. Steve has Milner Plaza set and Paul has arranged for the tables and chairs. Paul will check on prices. Jan Jolynn will take registrations and check in. Tickets will be \$6.00 for 2 pieces of chicken, cole slaw, potato salad, roll, dessert, and soft drink. We will put information in August OpenLine. The deadline for reservations is Monday, September 8. If you have questions, please contact Martha Burk at 8-3474.
 - *Homecoming* – Discussion held till next meeting.
 - *Children's Holiday Party* – Set tentative date for December 6.
 - *Bus Trip* – Set a tentative date for November 8. We will discuss with Barb.

New Business

- **Awards** – Pat will look into having award winners' names for Distinguished Service and Esprit de Corps posted on boards in Bone Student Center.

Reminders

- Deadline for next two OpenLines – August 5, September 2

The meeting adjourned at 12:59pm (Christa, Vicki)

The next regular Civil Service Council meeting will be held Tuesday, July 26, at Noon, in the Bone Student Center Spotlight Room.