

**Civil Service Council (CSC) Meeting
October 7, 2003
APPROVED on October 21, 2003**

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

Martha Burk opened the meeting at Noon.

Classroom and Faculty Technology Support: Guest Doug Smith, Director of Classroom Technology Support and Interim Director of Faculty Technology Support, discussed Faculty Tech Support. Doug first explained that although the name implies only faculty, this area actually supports all faculty and staff of Illinois State University. Doug requested input to bring tech support closer to home, to more people. Doug is reshaping and redirecting to offer better ways of what they are doing. Doug requested any ideas to help yourself or others across campus, so technology can be used better or in new ways. Goal is to open communication lines across campus.

- Maybe you are doing something that would help someone else and you can let others know. Individuals could teach the class or share knowledge for someone else to teach class.
- Should courses be offered in beginner, intermediate, advanced classes?
- Should they be more topical, i.e. grade books in excel, DataTel shadow books in excel, etc.
- Are courses of 2-3 days the best or should they be changed to one day? Would it make it easier to attend? Two allows the participant to play with information and come back to second class with questions.
- Should 2-day classes be changed to Intro 1 and Intro 2 allowing more flexibility in scheduling?
- More evening and weekend classes are needed; however this is difficult with the budget.
- Will be providing more information on web and tip sheets.

Please feel free to contact Doug at dosmith@ilstu.edu or 8-5110 if you have ideas or comments on Faculty Tech Support. The Council thanked Doug for his time.

Family Campaign: Guest Pat Grogg, Chair of the Family Campaign, attended to discuss the draft of letter being sent this fall. Rather than send a letter to all staff, it will only be sent to those non-contributing staff, with a thank you being sent to those who have contributed. Nearly 11% of Civil Service employees have made contributions, which is not bad for a public university. The letter needs to stress the importance of participation, and that it is not the dollar amount given. The percentage of participation is what corporations look at when considering donations. Letter will be co-signed with Martha Burk and Pat Grogg. The Council thanked Pat for her time and working with the Council on the campaign letter.

Council approved minutes for September 2 (Christa, Julie).

On-Going Issues

- **Renaming Building for Monninger** – Christa distributed Exhibits to Petition to Name Facility: A-Biographical Summary for Robert Monninger and B-Statement of Rationale for Robert Monninger. Historically buildings are renamed for money. Robert Monninger started the Clinker Classic, had many years of service, and a family legacy at Illinois State. Council members are asked to review the exhibits and send comments to Martha. The petition, exhibits, and cover letter will be sent to President Bowman who sends to the BOT.

Committee Reports

• **Activities**

- *Homecoming* – Council members who will be in the parade should meet at the Physical Plant at 9am. Christa said we will have a driver. Theresa will pick up the candy and beer nuts from Pat and bring Saturday morning.
- *Bus Trip* – Scheduled for November 15 to Gurnee. A 55 passenger bus has been reserved. Due to a conflict Barb will be unable to take the trip. Marcia and Christa are going and will be in charge.
- *Holiday Party* – Marcia has secured a Santa Clause and Mrs. Clause for the December 6 party. We still need items for the gift bags (150); candy, bookmarks, etc. Any small items. Need information submitted to Illinois State Report. Discussed offering pictures with Santa that could be emailed or printed.

- **OpenLine** – Will include information about Veteran’s Day services and names of those employees who have been called up in the October issue.
- **Human Resources** – Discussed information concerning shopping days at local merchants. Human Resources do not wish to promote any vendors through their office. The Council will place information about K’s Merchandise in the OpenLine.
- **150th Anniversary** – Committee is great ... four years away. Julie is on the time capsule subcommittee. Plans are being discussed for a band stand on the quad with a new time capsule to be buried beneath it.
- **SS#** - A letter has gone out to all fiscal agents to survey and interview all areas of campus concerning use of social security numbers. The Civil Service Council was noted in the letter.
- **Council of Councils** – Next meeting will be October 17 at Northeastern Illinois University. Dave has information on email. Martha will contact them about getting information to all council members.

Reminders

- Deadline for next two OpenLines – October 7, November 4
- Guests on October 21: Joe Rives and Christy England-Siegerdt – Educating Illinois. Council members should review new draft and prepare any questions/suggestions.
- Guest on November 4: Representative from ISUAA – Pensions and Benefits
- Guest on November 18: Janet Deutsch – Downtown Normal

The meeting adjourned at 1:02pm (Christa, Julie)

The next regular Civil Service Council meeting will be held Tuesday, October 21, at Noon, in the Bone Student Center Spotlight Room.