

Civil Service Council (CSC) Meeting

January 6, 2004

APPROVED on March 2, 2004

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

Martha Burk opened the meeting at 12:05 p.m.

Approval of Minutes was postponed pending the Secretary's return.

On-Going Issues

- **Renaming Building for Monninger** – Christa explained that Elaine is revising the paperwork to be submitted. Andy thanked the Council on behalf of himself and his family for the work being put into this.
- **Bus Trip**—The Council discussed the possibility of a bus trip in Spring. Marcia will look to see if we have a list of possible destinations. It was mentioned that we consider something other than shopping. Andy suggested seeing if we could do it in conjunction with the ISU Day at Wrigley. The Council will discuss this again at the next meeting.
- **Scholarships**—Checks are being processed.
- **OpenLine**—no report
- **Human Resources**—Tammy reported that approximately 1400 employees would get a beneficiary designation form from Minnesota Life, because many were not returned the first time. She said that even if the employee believes they returned the form the first time, its best to just go ahead and do it again. Also Tammy reported that this morning's news about those pensions involved in the Pension Reduction Plan does not affect the employees at ISU. Tammy will submit a short clarification to Pam for the OpenLine.
- **SUCSS Discussion**—The Council discussed the notes from the auditor's meeting held in November of last year. The auditor, Jeanine Motsay, explained that the previous audit (2 years ago) had identified 15 positions on campus that were A/P, yet were performing work that was a civil service classification. The recommended action was that these positions be changed to civil service when the positions are vacated. She also stated that we could get the list of these positions from HR. The Council will get that list. Jeanine also discussed the compensation ranges for civil service positions. Much of the audit meeting was general and broad in nature, explaining the civil service system at large, and not just specifically ISU.

Christa informed us that, while our conversation was stimulating, she had just saved a ton of money with Geico.

Other

- **Constituent Question**—John had a question from a civil service member. This employee felt that their job description was being manipulated in a way to indicate one type of classification, while they were in fact performing other duties that normally fell into a contractual position. There was discussion about how job descriptions are revised. Tammy stated that it is the supervisor's prerogative to change a job description; however, it sounded as though this particular issue might be outside the normal bounds, considering contractual issues, etc. She suggested the employee contact their HR representative for more direct answers. It was discussed that when we receive concerns from an employee, it would help to have them write down their concerns. This allows for clarification of the issue, avoids miscommunication, and defines the real issues.
- **Questions for Steve Bragg**—Send possible questions to Martha by email. She will compile a list. We hope to get the questions to Steve ahead of time.
- **Thank you from Neville House**—Marcia read a thank you note from Neville House. The Council sent the extra gift bags and cookies from the Holiday Party to them.
- **Classifieds Question**—Pat has been questioned if rental ads would be permissible, or would they be considered real estate, which is not allowed. The Council decided that a rental would be allowed, and would be considered a "Wanted" ad.

Reminders

- Deadline for next two OpenLines—January 6, February 3
- Guest on January 20—Joe Rives, Educating Illinois, seeking CSC endorsement
- Guest on February 17—Joe Rives, annual report on Educating Illinois
- Guest on March 2—Steve Bragg

The meeting adjourned at 1:05pm (Christa, John)

The next regular Civil Service Council meeting will be held Tuesday January 20, at Noon, in the Bone Student Center Spotlight Room.