

**Civil Service Council (CSC) Meeting
February 1, 2005
APPROVED**

Present: Vicki Bryan, Martha Burk, Pam Burress, Paul Collins, Christa Lawhun, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Jan Jolynn Staley, Marcia Strum, Elaine Thoennes, Dave Turner, Jack Wylie
Absent: Julie Caplinger, Tammy Carlson, Steve Lancaster, Tom D. Ryan
Guests: Jan Cook, ISUAA

Martha called the meeting to order at 12:05.

Approval of Minutes— Minutes for December 7 and January 18 were approved (Theresa/Christa)

On-going—

- Spring Bus Trip – Suggested destinations included ParaDice; Cubs game; Taste of Chicago Navy Pier (July 4), and shopping. Jan indicated that 3 lines of free trolleys run in downtown Chicago, which would provide options about shopping, museums, etc. Due to the success of the Cubs game trip last year we'll pursue it for this Spring. Information about Cubs group sales hasn't arrived yet, and is expected soon. We'll look into another shopping trip in the fall.
- Food Drive – The Food Drive will be March 7 – 25. That includes 2 weeks of classes with Spring break in the middle. 8 buildings will have drop boxes instead of 16. Theresa has talked to someone in each building already, and will put an article in the February OpenLine. Buildings include: Moulton, Hovey, Fell, Bone, Milner, Nelson Smith, Carter Harris, and John Green.
- Distinguished Service Awards – Nomination information will be in the next OpenLine. Criteria and nomination forms were distributed to Council members. Pam will put the Award form on the web as an interactive pdf file.
- OpenLine – Narry Kim, the OpenLine proofreader, no longer works for ISU. A Thank You to Narry for her service will be included in the OpenLine. A request for a volunteer proofreader will also be included.
- Human Resources – no report

Other—

- New Employee Welcome letters: HR used to send out a "Welcome" to new CS employees. It became too expensive and was discontinued. Martha distributed a draft of a new letter. Email Martha with any comments. Cynthia James in the Academic Senate office will send the letters out to new staff.
- Ira Schoenwald will chair the Online Recruiting Steering Committee. Melody will participate in the committee.
- John raised concerns about the VIP Disciplinary system. A department or supervisor can begin the process at any step in the system. Employees don't currently have a review and appeal process available to staff throughout campus. John's suggestion is a committee of staff not directly involved in the situation available to review and determine the validity of disciplinary action. Academic Personnel has a procedure for requesting a review from outside the department. Martha will bring to Dr. Bowman's attention and find ways to proceed. Please contact Martha at 8-3474 or mjburk@ilstu.edu with any suggestions or information.

- Jan reported that the presentation by Tom Wilson planned for the February 25th U-Club meeting has been changed to April 15, 3:30 – 4:30. The Annuitants Association is planning topics for presentations, including having “the talk” with another generation about estate planning and emergency information. A session on personal record keeping is also being planned — what records should you keep, which need to be duplicated, and how should you get rid of the ones you don’t need. Suggestions about optimal times to hold sessions are welcome.

Reminders:

Deadline for next 2 OpenLines -Feb. 1, Mar.1
Joe Rives - Educating Illinois - Feb. 15
NCA Accreditation Site Visit - Feb. 14-16
Founder's Day - Feb. 17
Board of Trustee's Mtg. - Feb. 18
Monical's Night - April 11 (Fall event raised a little over \$200.)

Web Sites:

State Universities Civil Service System: <http://www.sucss.state.il.us>
SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>
Annuitants: <http://www.annuitants.ilstu.edu>
Civil Service Council: <http://www.cscouncil.ilstu.edu>
A/P Council: <http://www.apcouncil.ilstu.edu>
Academic Senate: <http://www.academicssenate.ilstu.edu>
Human Resources: <http://www.hr.ilstu.edu>

Adjournment

The meeting was adjourned at 12:40 p.m. (Christa/Theresa)

The next regular Civil Service Council meeting will be held Tuesday, February 15, at Noon in the Bone Student Center Spotlight Room