

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

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

Martha called the meeting to order at 12:04.

Guest Presentation-- Josie Evola, Director, Office of Diversity and Affirmative Action

The Office for Diversity and Affirmative Action (ODAA) is collaborating with Dr. Eros DeSouza from the psychology dept and one of his graduate students, Derek Berube, to develop and implement a campus-wide assessment study. The purpose of the evaluation is to explore issues of retention in regards to traditionally underrepresented students, faculty, and staff. For example, after how long a period of employment do people first consider leaving ISU? What factors lead toward separation from ISU? Once factors are identified, action will address the issues in order to improve retention rates.

With the support of President Bowman, the ODAA is inviting key informant groups (such as Civil Service Council) to participate in the development, implementation, and assessment of the survey instrument.

In the future, key groups on campus will be invited to participate in focus groups. Focus group members will be sought from International students, RSO's (Registered Student Organizations) that represent minority students, Faculty/Staff organizations that represent minorities, current and previous Faculty/Staff, current students and alumni. Focus groups will help generate issues to consider and give input about the survey content. The process will be consistent with Institutional Research Review Board policies. All information and sources will remain confidential.

Meetings with focus groups are planned to be complete by the end of Spring semester. Then Pilot Studies will be implemented, to be done in Summer, 2005. In the Fall, 2005, the survey will be sent out to members of the ISU community. While the focus is on issues of diversity and retention, it's anticipated that general information about retention will also be received.

Josie encourages staff to participate in Preventing Discrimination and Harassment training sponsored by General Counsel's office March 28-April 1.

Approval of Minutes— Minutes for February 15 were approved. (Theresa/Vicki)

On-going—

- Spring Bus Trip: The ticket order for the Cubs game has been confirmed. The game will be against Houston, at 6:05 pm on Wednesday, May 25. Cost will be \$30 for the combination bus and game ticket (same as last year). Melody will provide information for the Openline. Marcia and Julie volunteered to assist with trip plans.
- Raffle: Julie will print vendor letters. The explanatory letter should be given to each person or business contacted for donations. Also, soliciting Council members need to complete a donor information form (these were emailed to all CSC members) for each donation. Martha will check on getting tickets printed. The drawing will be at the 2nd CSC meeting in May, on May 17. Possible grand prizes were discussed. It was decided to purchase an I-Pod. A volunteer is needed to keep track of raffle items, and to send "Thank you" letters to donors.
- Distinguished Service Awards today is deadline. Martha has received 6 nominations and expects more today.
- New Employee Welcome Letters: the process is up and running. Cynthia is sending these out.
- Peer Review of Discipline: Martha talked to Ira Schoenwald and Julie Jensen, as well as Al Bowman. In lieu of arbitration, non-unionized staff have a formal grievance process. The staff member chooses a representative, HR chooses a second representative, and the two representatives choose a third person to review the issue. Unionized staff have an arbitration process within their contracts.
- Food Drive to benefit the Compassion Center (housed at 2nd Presbyterian) begins Monday for 3 weeks. Theresa received approval for collection sites in 8 buildings. Bins are ready to go, using storage totes from Theresa's

house. If this event is successful, we may want to consider purchasing containers. An article will be in the Openline again in March, and also submitted to the ISU Report. Signs on the bins include information about CSC and building contacts. Theresa needs to talk to a staff member in 3 of the buildings (Nelson Smith, Carter Harris, John Green) to decide the best location. Other locations are Moulton, Hovey, Fell, BSC just inside of Barnes & Noble, and Milner. Theresa will send information for posting on the listserve.

- Nominations are requested for the Esprit de Corps award. This award is for a Civil Service employee who is not a CSC member, who goes above and beyond to help the Council & CS staff in general.
- Annuitants Representative, Jan Cook: The State Annuitants Association has been approached by IBHE to participate in an Illinois Retiree Volunteer Program. An effort is underway to have volunteer retirees in Elementary/Middle school classrooms to assist children, especially those falling behind because of illness or injury. Jan feels that retired Staff may “fit” comfortably into the mentor roles, and requested ideas for getting information out about the program.
- Openline: Narry Kim has returned to campus, and will be working with layout and design for the newsletter. Patti Munster and Suzanne Ferrara will be proofreaders. Pam will continue as Editor.
- Human Resources: Tammy, along with Christa, attended a Domestic Partner Benefits meeting this morning. ISU implemented a DPB reimbursement program last summer. Only 2-3 requests have come in each semester. HR is working on better publicizing the availability of the benefits.

HR will be trying to do a Retirement & Benefits newsletter on a quarterly basis. HR is considering a one-page email periodically of important dates, upcoming training, and other general issues.

The additional life insurance letters received by staff recently are for an optional plan through a different company. Spouse benefits are limited through state of Illinois. This company offers good spouse coverage, but does include requirements of staff coverage.

Other—

Theresa shared a concern about County records and Social Security Numbers. While doing family genealogy research she found property tax information available online, including mortgage information. Some of these forms include Social Security numbers. Theresa talked to H. Lee Newcom, Recorder for McLean County, Illinois. There's supposed to be some limitation of public access to the information within the next two weeks. If you view records, and find your SS#, email Mr. Newcom through the website, and they will mask the SS# on your documents.

<http://www.mcleancountyil.gov/resolution/>

To find parcel #: www.mclean.gov/tax/TaxLookup_Search.asp

Old information that was microfilmed isn't on the web. Records since about 1970 are in the database.

NCA Site Visit: Vicki reported that there's been no debriefing meeting yet, but the steering committee feels it went well.

Reminders:

- Deadline for next 2 Openlines - Mar. 1, Apr.5
- CSC Food Drive - Mar. 7-25
- Monical's Night - April 11
- CS/AP Award Ceremony - April 20, 1:00, Ballroom

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 1:08 p.m. (Theresa/Jan Jolyn)

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