

Civil Service Council (CSC) Meeting

March 7, 2006

APPROVED

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger,
Linda Klawitter, John Moss, Melody Palm, Pat Schnitker, Jan Jolynn Staley, Ron Thompson,
Dave Turner, Jack Wylie
Absent: Tammy Carlson, Jac Copes, Sarita Cox, Steve Lancaster, Tom D. Ryan, Kevin Wiand
Guests: Jan Cook

Martha called the meeting to order at 12:07.

Approval of Minutes— Minutes for February 21, 2006 were approved (Julie/John).

On-going—

- Raffle—1600 tickets are printed and available today for members to begin selling. A \$200 gift certificate has been proposed as the grand prize. Martha checked on hidden charges at Eastland Mall (yes) and Best Buy (no). A motion was approved to purchase a \$200 gift certificate at Best Buy (Julie/Linda).
- Cubs Trip—The tickets arrived today. The trip will be May 17. Melody will finalize an article for the March Openline. We were able to purchase infield tickets this year. Cost breakdowns for various options for the trip and the increased ticket cost were discussed. Motion approved to set the trip price at \$35/person, and include bottled water and a packaged snack (Ron/Julie). One bus will be designated as alcohol free/family friendly. Jan Cook suggested a CSC member attend the April 5 Annuitants luncheon to provide trip information to annuitants.
- Distinguished Service Awards—Only one application has been received to date. They usually come in close to deadline (March 15).
- Legislative Committee—No report. Martha has 7 letters printed and just needing envelopes to go out
- Annuitants Representative—There will be a Higher Education Lobby Day in Springfield Wednesday, March 15. Leaving campus at 8 am. Jan has the full schedule and registration forms available. Jan shared an example of an annuitant with insurance co-payments problems for prescriptions purchased out-of-state. Jan requested additional examples of out of state sales, if any issues are reported or experienced.
- OpenLine—Ron has done the “What the Council Means to Me” article for March. John will do April. Pam has reserved space for the Cubs game and raffle articles. Pat was asked by a constituent to announce that a classified ad in the OpenLine was successful in selling furniture.
- Human Resources—Tammy provided a report by email. CMS mailed the dependent recertifications out on Thursday, Feb. 23 for those employees needing to recertify dependents for group health insurance. The CMS form indicates whether the student needs to provide documentation of full-time student status. For those who only need to submit a dependent certification statement, the due date is 3/17/06. For those who also need to verify full-time student status, the due date is 3/24/06. Documentation should be mailed to 1300 Office of Human Resources. Julie wondered about an inquiry related to Worker’s Compensation and multiple mailings. Dave indicated that it’s fairly typical of the process.

Other—

- Martha received a suggestion to change bylaws to elect the Council Chair person earlier, to allow for a transition period. The Chair doesn’t have to be the person attending Academic Senate; it could be a different CSC member. Would preclude a newly elected council member from being the chair. Jan Cook offered the example of a Chair-Elect position used in other organizations. This person would have a year to prepare to be chair.
- Year end purchases – Martha requested recommendations for year-end purchases. The Council has a modest budget of General Revenue funds. This is part of the bigger Human Resources budget, and must follow University purchase guidelines for GR money. Non-perishable items for the children’s holiday party were suggested.

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Reminders—

- **Next meeting, March 21, will be in the BSC 3rd Floor East lounge**
- Deadline for next 2 OpenLines — Mar. 7, Apr. 4
- Awards Ceremony – April 11, 1:00 pm

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.academicsenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

Adjournment

The meeting was adjourned at 12:43 p.m. (John /Jan Jolynn)

The next regular Civil Service Council meeting will be held Tuesday, March 21, at Noon in the Bone Student Center 3rd Floor East Lounge.