

Civil Service Council (CSC) Meeting

May 2, 2006

APPROVED

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger, Sarita Cox, Linda Klawitter, Steve Lancaster, John Moss, Melody Palm, Pat Schnitker, Ron Thompson, Dave Turner

Absent: Tammy Carlson, Jac Copes, Tom D. Ryan, Jan Jolynn Staley, Kevin Wiand, Jack Wylie

Guests: Vicki Sullivan, HR; Jan Cook, Annuitants Association

Martha called the meeting to order at 12:07.

Approval of Minutes— Minutes for April 18, 2006 were approved (Vicki/Julie)

On-going—

- Raffle—42 raffle items have been donated so far, with additional ones being worked on. \$474 has been deposited for raffle ticket sales. Additional tickets have been printed and are available for sale.
- Cubs Trip—All five busses are full, with 275 reservations. Melody, Julie and Linda will meet to finalize plans. Vicki suggested having participants complete an evaluation form for feedback.
- Election—Sarita reported that nomination forms have been mailed to CS staff. The deadline for nominations is next week, 4:30 pm on 5/11. The ballots will be prepared once nominations are in. Ballots need to be returned by the first Friday of June. The election needs to be completed in time for new members to attend the meeting June 20.
- Scholarships—Information is out. Typically, most applications are received close to the deadline.
- Legislative/Marketing Committee—Legislative things have been pretty quiet. Steve emailed David Wallace in the Marketing department. The class has about 200 surveys back, and plans to close survey about May 8. Steve hopes to arrange for Dr. Wallace to present to CSC about results.
- Annuitants Representative—No report.
- OpenLine—Today is the deadline for the May issue. Need an article about the awards ceremony, and list of winners (Martha). Pam suggested that statements made for election ballots may be good starting points for the What the Council Means to Me articles. May issue will include an election reminder, with ballot return deadline, and a Scholarship application reminder.
- Human Resources—Vicki Sullivan filled in for Tammy Carlson. The Benefits Choice fair is Thursday, May 4, 10-2. A variety of vendors will be there. A few changes in benefits: increases in what insurance pays for dental care charges. CMS website includes information about changes. HR will have on their website soon. May 1-31 is the time to make any changes to Benefits: health, dental, life, insurance, adding dependents, and pre-tax payroll deductions for medical and childcare expenses.

Other—

- Employee Advisory Committee—Dave reported that EAC met in April. The state CS office will be contacting some staff to complete a Computerized Job Analysis Survey Instrument. The purpose of the electronic survey is to help the CS office update exams so that the job skills required for a classification are being tested. The survey is going out to limited classifications initially. Any questions can be addressed to the state CS office or Dave Turner.
- Pat has the brass plates for CS Awards for 2005 and 2006 ready to be added to the awards display board in Bone Student Center.

Reminders—

- Deadline for next 2 OpenLines – May 2, June 6

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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 12:46 p.m. (Julie/Steve)

The next regular Civil Service Council meeting will be held Tuesday, May 16, at Noon in the Bone Student Center Founder's Room