

Illinois State University
Civil Service Council
June 5, 2007 Minutes
Approved

Present: Barb Arbogast, Vicki Bryan, Julie Caplinger, Jac Copes, Sarita Cox, Linda Klawitter, Melody Palm, Pat Schnitker, Nancy Spangler, Jan Jolynn Staley
Absent: Pam Burress, Andy Monninger, Dave Turner, Kevin Wiand, Jack Wylie
Guests: Jan Cook

Melody called the meeting to order at 12:03 pm.

Minutes from May 1 were discussed and motion was made to approve - Julie/Barb - motion carried. May 15 meeting was raffle drawing and there were no official minutes.

On-going:

- Elections – after a series of unforeseen delays, the ballots have been delivered to mail services and should be in mailboxes today or tomorrow.
- Bus Trip of May 30/Wrigley Field – 5 full buses on this adventure – not until they were loaded and ready to pull out did Melody learn there was a \$100 additional fee per bus allowed to have alcohol on board. The bus company has also indicated that buses allowing alcohol, typically carry 47 passengers instead of those with capacity for 55 that we have been using. A couple of issues to be considered should trip continued to be offered - whether or not to continue offering the option of permitting alcohol and if so, ticket price variance according to which bus (alcohol permitted or non-alcohol permitted bus). Jac suggested calculating ticket prices based on the two options and reduced seating capacity and then survey campus community as to interest in bus trip with or without alcohol option. Even though Cubs lost (0 – 9); buses were at different locations than expected, senior bus driver ‘clipped’ a parked car and the lead driver missed the correct exit for returning to Normal, all participants seemed to have enjoyed the trip. Everyone arrived safely back in Normal shortly before 2:00 a.m. A quick review of ticket sales and expenses indicates a profit of approximately \$800. Once all the bookkeeping duties are finalized we will receive a better account of the profit earned from this trip. (Profit goes to our activities fund.)
- Annuitants Representative – Jan reports that talk of raising dues at the state level is now on hold – new director wants some time to determine if this is necessary – raise in dues may or may not be an issue at this time again next year – Jan will not be a voting member on this board next year but has asked to serve on the Membership Committee, thus allowing her voice to yet be heard. Also, this will allow her to be involved in revising the newsletter. Jan will continue to bring information to our meetings and continue to pass along comments, suggestions and concerns that our Council members bring to her. Vicki inquired how the salary of the newly hired staff person was to be met without the increase in dues. Jan responded that the new director is an outreach person and has a different way of doing things, perhaps some duties will be handled with an intern position – for which funding comes from different source(s) and could therefore be less expensive. Only time will give us the answers to these questions.
- Employee Advisory Committee no/rep – no report
- Academic Senate/Campus Information – Following our last meeting, the Foundation Board did approve our request for an increase of scholarship funding (\$10,000 total). The application form may need to be revised – Melody will check. Melody will try to send a notice via our listserv about the increase in funding. Pat reported that we had \$1000 left over and an executive decision was made to reward these funds to four FY07 scholarship

awardees who are ISU students. Vicki suggested we have a calendar indicating dates and deadlines of Council activities – giving us some good publicity and making employees aware deadlines for such things as scholarship application deadlines. Many CS employees have no idea as to what the Council does.

- **OpenLine** – today is deadline – Pat had a request to include ad for Garage Sale in *OpenLine* classifieds – Jac suggested keeping to a word limitation and avoiding a lengthy listing of items – since ads are limited to 20 words, group agreed this to be an acceptable/allowable ad. Committee has not yet met to review classified ad criteria.
- Human Resources – no report – however Jac inquired as to what happens to information included in minutes with an indication that someone will check on and report back at a future Council meeting – such as sick leave bank issue brought to our attention at a previous meeting. Nancy responded that she did check on this issue and found there to be only one problem/complaint and HR determined not to change their procedure. Jac indicated the only way of knowing if his donation was accepted is to check his benefits usage card, which is then too late to make a donation. Nancy indicated that anyone can call HR and ask for verification of sick leave bank donation and be sure to document date of call and person to whom you spoke. Vicki inquired as to why HR could not send out a confirmation email similar to that sent by Parking Services indicating renewal of parking tag/reserved spaces. Others chimed in that if HR goes to all the trouble of sending out the request why not take the extra step and verify donation has been received? Nancy indicated she will attempt to gather more information on these concerns. Vicki asked if this could be included with other benefit information we can view online.

Other:

- Steve Lemmons requested new winners be drawn for the items he won in our recent raffle. He is unable to use the items and hopes someone else can benefit from them. Melody has the tickets and will conduct “re-draw”.

Reminders

- Deadline for next two *OpenLine* issues —June 5, July 3
- CSC meetings: June 19, July 3 (invite new elects)
- Scholarship applications due 4:30 June 18.

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>
- State Universities Retirement System: <http://www.surs.com>
- 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>

Motion made and seconded (Jan Jolynn/Linda) to adjourn the meeting – motion carried. Meeting adjourned at 1:00 pm.