

Illinois State University
Civil Service Council
September 4, 2007
Approved Minutes

Present: Barb Arbogast, Vicki Bryan, Mark Buckley, Jac Copes, Tom Cotton, Ted Coussens, Jeanette Harrison, Brian Huonker, Linda Klawitter, Melody Palm, Jan Jolynn Staley, Nancy Spangler, Pam Burress
Absent: David Bagnell, Julie Caplinger, Sarita Cox, Theresa Sanchez, Dave Turner, Kevin Wiand
Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:06 pm.

August 4th and 21st minutes were submitted for approval, both approved pending corrections.

Ongoing Discussion Topics:

- Picnic –
 - o For all the tickets sold, let Mark know by Fri, send money to Theresa, and return unsold tickets to Melody. Mark, Jac and Jeanette met last week, most details ironed out.
 - o Following up with chicken suit coordinating/procuring (picking up costume in Champaign day of, returning day after), price was in vicinity of \$50. Vicki – depends on if we can get an individual to wear the suit (Christa [sp] proposed). Mark can pick up, Melody can take back, Mark will contact Christa.
 - o Melody supplied list a of supplies she already has; spoke with Dean Elsie [sp]. Jeanette had work order to sign for request for Facilities Management work order form for tables/chairs. Melody contacted Sue Lock, she has information regarding the tables/chairs/process. Jeanette thought maybe it was a donated service since it is for CSC, she will contact Christa to find out.
 - o Mark will be at picnic part of day, Jac will be there all day, still looking for volunteers to help serve during picnic, Melody will be there to help. Mark stated that they need to be there by 10am, food delivered 10-10:30, so it can be set up by 11:30 start time. Jan Jolynn can attend and help at 11.
 - o Pam – follow-up picnic with thank-you in OpenLine (by today for Sept issue); photos included in Oct, thank-you note will be included then. Jeanette wondered if the picnic should have an ad in the Vidette, it was decided there would not be since there has not been one in the past, and the picnic is intended to target faculty/staff.
- Fall activities –
 - o Bus Trip
 - (Pam) – proposal, Chicago/Shedd/magnificent Mile. Other museums/shopping are accessible from these drop-off points.
 - Lost some money last year, proposes price increase (see Openline draft - \$24 for AP/CS employees/faculty/retiree/students, \$28 non ISU-community member, \$12 for CSC elected/appointed members, \$14 child 17 or younger). Numbers add up (running off of previous attendance) to still about \$20 each, new prices encourage families (cheaper for children).
 - Good feedback from previous years, people really seemed to enjoy it. Second week of Nov in past, perhaps sat Nov 10, Nov 17 is the formal lighting of the Magnificent Mile. Brian indicated that the 10th would be better, parking/traffic may be easier, and that the new pricing structure looks good, makes it economical for families.
 - Jac took issue with the \$12 CSC member price (“smacks of taking care of oneself”); Pam/Brian – no one from council attended last year, trying to make incentive for members to go. Brian made the suggestion to expand to include ex-officio/ex-members, Linda suggested maybe prices lower, somewhere in between the prices as they are now.
 - Melody pointed out that CSC members play a part of host as well, maybe thing to do is follow Jac’s idea and remove CSC price from form (keep it \$12, just don’t advertise), in past those who

agree to be hosts have been given special price in compensation. Mark moved to accept ticket prices/not publish CSC prices, Jac seconded, motion carried.

- Linda asked if we had checked schedule against other competing activities that day, Pam will check Nov 10th (seems ideal), will check the 3rd as well.
 - Monicals fundraiser – Pam checked dates, and all booked except Oct 23rd (Tues). Info will come out in OpenLine right before then, action approved.
 - Homecoming – reminder Oct 8-13, Theresa, Ted, Julie on committee.
 - Reminder of Fac/staff app luncheon in Brown Ballroom on Tues Oct 9, need to RSVP online/Homecoming packet form if attending.
- Electronic communications – Met last week, not full meeting. Brian stated there's some ironing out to do, Melody: they will meet tomorrow before presented to council, open to suggestions.
- Annuitants Representative – Jan – opportunities for input, as members of Annuitants Assoc, should have had email/printed copy, new format: detailed description of legislation regarding SURS members/SURS. 'We are watching, we are paying attention' to everything that may affect SURS participants. Jan inquired: once a year enough (the update from Association), or more often (month by month) given the current state of affairs? Mark would very much like month-to-month, such information changes quickly. Jac agreed, perhaps in bullet format. Jan said she is open to ideas given what we have seen concerning the development of the new format.
- Academic Senate/Campus Info/Foundation
- Melody checked with President Bowman last week, he did express willingness to provide printed form of his emails in the OpenLine for those employees of limited internet/computer access, since OpenLine is already distributed/printed throughout campus. Jac and Melody pointed out that the timeliness not good with OpenLine.
 - Academic senate – Mark: senate began, committees established, chairs appointed. Mark is on the planning and finance committee, meeting was in general 'pretty general', getting started for the year.
 - President Bowman informed all dept heads that campus uses electronic monitoring, they have not used it yet, but it is there should it be needed. Mark – not sure how to get electronic monitoring info out to campus, or if it is even necessary, wondered if OpenLine would be a good or appropriate means. Pam stated that in the past, video surveillance not used by policy, but this has changed. Brian stated a lot of this has come from Patriot act, if government officials come in and want the info, campus has to be able to provide it should there be a problem.
- OpenLine
- Pam – children's holiday party, making sure the ad is to be ran in Oct OpenLine (Dec 1st targeted date for the party); we do have a month until deadline, so thoughts about the party: in past, printed in the OpenLine were free tickets for party, used to get accurate headcount of adults and/vs. children (need to know how many for gift bags etc.). Pam proposed a deadline to attain tickets, after that \$1/piece, take tickets at the door to get attendance.
 - Jan Jolynn – people were really good contacting us via email about attendance, most were retirees/off-campus, they may not get OpenLine; asked if council should contact AP and get inflatable play areas again. Vicki suggested (for attendance) that attendees make a reservation, like bus ticket, to present at door. Jac asked if this is going to be an issue to begin with: we don't run out of supplies, never ran short before, and Melody agreed.
 - Brian thought maybe tickets for those who can, those who show up day-of purchase/are provided tickets at door. Melody agreed – much better than trying to count kids as they run around. Brian suggested placing a raffle on the ticket. Jeanette asked how many attended last year, Jan Jolynn indicated over 300, and that was with a snow storm too – Grounds was great about getting sidewalks cleared. Brian volunteered to tie balloon animals for holiday party. Further discussion scheduled for future meeting(s).
- Human Resources – Nancy – no news from HR at this time.

- Draft of greeting letter to constituents – Melody asked members to review letter, created to familiarize campus/CS emps with their reps, and asked members to send ideas to Ted or Melody. Further discussion in future meetings.
- Jac had numbers of employees covering the last 4 years ('03-'06) for Civil Service vs. A/P from a state website. CS have dropped 23% since '03. He doesn't know if they're being offset by AP, but number is reducing; "if you think you're working more with less co-workers, the fact is undeniably so."
- Pam proposed an address for returning bus trip reservations in OpenLine, Melody advised.
- Jan Jolynn/Barb motioned to adjourn, motion carried at 1:05 pm.

Reminders:

- Deadline for next two OpenLines —Sept 4, Oct 2
- CSC meetings: Sept 18, Oct 2
- Homecoming Week – Oct 8-13, Homecoming parade sat Oct 13, 9:30am
- Homecoming Faculty/Staff Appreciation Lunch Tues Oct 9, 11-1:15, RSVP required
- Statewide Council of Councils – Fri Oct 5 Chicago State University
- ISU Night at Wrigley: Wednesday, May 30

Web Sites of interest:

- 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>

The next regular Civil Service Council meeting will be held Tuesday, September 18, 2007 at Noon in the Bone Student Center Spotlight Room.