

Illinois State University

Civil Service Council (CSC) Meeting

October 6, 2009

Approved Minutes

Present: Barb Arbogast, Valerie Bridson, Tom Cotton, Sarita Cox, Brian Huonker, Christa Lawhun, Melody Palm, Andee Radliff, Andrea Rediger, Theresa Sanchez, Jan Jolynn Staley, Jason Taylor

Absent: David Bagnell, Pam Burress, Paul Collins, Jean Darnall, Carol Pfoff, Diane Ruch, Dave Turner, Kevin Wiand

Guests: Jan Cook

Council Chair Brian called the meeting to order at 12:04 pm.

-Approval of Minutes: Christa/Tom motion to approve 9-15-09 minutes, motion carried.

-Ongoing Discussions:

-A/P Civil Service Council Dinner – Brian – Does the CSC normally send a thank you note to the President for the dinner? Melody – Yes, a thank you note is normally sent on behalf of the council; Brian – We will send one on behalf of the council.

-Picnic – Valerie B gave the council the update on the Fall Picnic. After expenses, the council will net approximately \$400.00. Valerie – I am very appreciative for everyone's help with the picnic this year. Christa L – For next year's picnic we need to add recycling bins the day the picnic is held; there seemed to be confusion on where to put the waste. Tom C – We tried to get University Recycling to have more bins for the picnic but were only given a certain amount; we'll try to get more bins lined up for next year. Another suggestion was made to have someone take the tickets before the attendees get into the food line. Other suggestions were; have pens to fill in the raffle tickets, have a sign for the raffle table stating that prizes are available, have change for the raffle box, and have different color plates for vegetarians so there won't be confusion or people trying to change their minds if they purchased a ticket for chicken.

-Homecoming – Andrea R – We have the truck ready, 2 people are working on it; just need to get the magnetic signs for the sides of the truck. Valerie B has the signs. Candy for the parade; a motion was brought forward for the council to approve spending \$175.00 for candy for the parade for Homecoming '09 by Theresa/Jan Jolynn; motion approved. The time to line up for the parade is 8:30 am on Saturday October 17. Melody P – They give you a specific time frame to line up for the parade.

-Shopping Trip – Jason – No updates at this time.

-Holiday Party - Barb A – Nikki Brauer has asked if there are individuals that need to perform community service, is the council open to them performing that at this year's Holiday Party? Jan Jolynn – we will need to check to see what the age of the persons are before we say yes. Barb A – Nikki Brauer will work on having Reggie Redbird available at the party.

-Brotherhood Tree – Brian H - Will ask Paul C to check on information regarding the donation boxes.

-Distinguished Service Awards – Will need to get information for the awards available to Civil Service employees shortly. The information will be in the OpenLine and sent out via the CS-List Serve regarding requirements and deadlines for nominations.

-Raffle – Theresa S – There are still approximately 1000 tickets available for sale. Check the website for prizes being added.

-Cubs Trip – No update at this time

-Website Redesign – Brian H – will need to have a meeting of the committee so that we can decide how we want the website to look and what items to include.

-A CSC Group Page on Facebook – The council held a discussion to determine the merits of having a group page on Facebook. If we have one, we can also have it linked to Twitter and the CSC website. The council can redirect people who visit the page back to the CSC website. Motion to start a CSC page on Facebook, Barb A/Jason T, motion carried.

-Human Resources – The search to replace Ira Schoenwald, who retired as Director of HR October 1, was a failed search. Al Azinger has been appointed Interim Director of Human Resources until a candidate has been selected. The search committee will reconvene in the Spring to begin reviewing applications and it is the goal to have someone hired before the new fiscal year begins in July. Melody P – There was something sent on the CS-List Serve before the meeting regarding status notices. In an effort to support the Illinois Sustainable University compact to help our campus save paper, Human Resources will not print paper copies of academic reappointment notifications and civil service appointment papers for the FY10 fiscal year. Salary information is available to employees through iCampus at <https://www.icampus.ilstu.edu>. Human Resources will continue to issue paper contracts for non-continuous employment groups, i.e. Non-Tenure Track, non-continuous Administrative Professionals, and all new hires in all employment groups. If you would like to have a paper copy of your academic reappointment notification or civil service appointment papers, please notify Human Resources at HREmploy@ilstu.edu. Please allow seven to ten days processing time.

-Open Line – Deadline is October 9.

Reminders: Deadlines for next 2 OpenLines – October 9, November 4

CSC Meetings – October 20, November 3

Jan Jolynn/Barb A motioned to adjourn, motion carried at 12:58 pm.

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Websites of Interest:

- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us.cpm.asp>
- ISU Annuitants Association: <http://www.annuitants.ilstu.edu>
- State Universities Annuitants Association: <http://suaa.org>
- Human Resources: <http://www.hr.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>

The next regular Civil Service Council Meeting will be October 20 at Noon in the Spotlight Room in Bone Student Center.