

Illinois State University

Civil Service Council (CSC) Meeting

November 3, 2009

Approved Minutes

Present: Barb Arbogast, Valerie Bridson, Paul Collins, Tom Cotton, Sarita Cox, Brian Huonker, Christa Lawhun, Melody Palm, Carol Pfoff, Andee Radliff, Diane Ruch, Theresa Sanchez, Jan Jolynn Staley, Jason Taylor

Absent: David Bagnell, Pam Burress, Jean Darnall, Andrea Rediger, Diane Ruch, Dave Turner, Kevin Wiand

Guests: Jan Cook, Brad Scott

The regular meeting of the Civil Service Council was called to order at 12:02 pm by Chair, Brian H. The motion to approve the minutes from October 6 was brought forward by Barb Arbogast, and seconded by Paul Collins; the motion carried.

A motion to approve the minutes from October 20 was brought forward by Christa L and seconded by Melody P; the motion carried.

-Parking Committee – The following individuals have volunteered to serve on the Parking Advisory Committee – Christa Lawhun, Sarita Cox, and Paul Collins. With only 2 vacancies on the committee, Paul withdrew.

-Picnic Committee – A brief update was held for this year's Fall Picnic on the Plaza.

-Homecoming Committee – No update at this time.

-Shopping Trip – No update at this time.

-Holiday Party – A brief discussion was held regarding the Holiday Party on Sunday December 6. Committee requested funds to cover expenses of candy, bags for the goodie bags as well as other expenses related to the activities at the party such as face painting, balloon animals, etc. Committee will present an itemized list of expected expenses at the November 17 meeting. Valerie B has been in contact with the Art and Theatre departments regarding volunteers to help with activities/entertainment at the Holiday Party. While there is plenty of interest in helping, there may not be time to prepare for this year but would be interested in helping in future years. Valerie contacted the director of the Gamma Phi Circus regarding the Holiday Party. Valerie has also contacted the Dean of the College of Education's office to see if they would donate balloons. The council requested an itemized list of expenses to be reviewed at the next meeting on November 17. Brian H is designing a "select survey" form to be used for registering to attend the party. This will save time over manually tabulating number of registrations received by e-mail and telephone. A committee member's contact information will be available for those without electronic access or those with additional questions.

-Photography for Holiday Party – Brad Scott of Brad Scott Photography was present and showed samples of his work to the council. A discussion was held to determine if the council wanted to approve Brad for taking the photos at the Holiday Party. Paul C. motioned to allow Brad Scott to be the photographer for this year's Holiday Party, seconded by Carol P; the motion carried.

-Brotherhood Tree – Christa Lawhun mentioned that she thought it would be a good idea to have the Brotherhood Tree collection boxes out on campus prior to Thanksgiving. The Brotherhood Tree committee will submit an article for the November *OpenLine*. December 16 is the deadline to get the donations to WJBC for the Brotherhood Tree. Brotherhood Tree collection boxes will be on campus from November 16 through December 14 so that

enough time is given to collect them and get the donations delivered to WJBC by the December 16 deadline. Sarita C asked if the gifts/donations should be wrapped before putting them in the donation boxes.

-Raffle – Theresa S – 1000 more tickets available to sell; at present, we have sold enough tickets to provide funds for 1 scholarship.

-Distinguished Service Awards – The committee reported that an article will be submitted for the November *OpenLine* and the application form and information will be available on the CSC website. Paper copies of the application are available from CSC members and all department chairs and supervisors. Deadline for submitting applications is December 1.

Jan Jolynn S brought forward a motion to adjourn, Paul C seconded the motion; the motion carried. Meeting was adjourned at 1:07 pm.

Reminders: Deadlines for next 2 OpenLines – November 4, December 2

CSC Meetings – November 17, December 1

Websites of Interest:

- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- State Universities Civil Service System: <http://www.succs.state.il.us>
- SUCSS Classification Status Notices: <http://www.succs.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 November 17 at Noon in the Spotlight Room in Bone Student Center.

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