

**Civil Service Council (CSC) Meeting
October 16, 2001**

Present: Vicki Bryan, Martha Burk, Barb Dallinger, Chris Jackson, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Elaine Thoennes, Jack Wylie, David Turner

Excused: Terry Brown, Lin Hinds, Julie Jenson, Ron Thompson

Absent: Marcia Strum

Christa Lawhun opened the meeting at 12:00 p.m.

Minutes for 09/25/01 are amended to reflect the author of Discipline Without Punishment is Dick Grote not Brody.
Minutes for 10/02/01 were approved with no changes.

Reports

Treasurer – Christa still has funds but they are accounted for. Barb will deposit checks for shopping trip after closing date. Report was accepted.

Activities –

- Homecoming – Will have candy from Beich's to hand out. Authorized up to \$25 to purchase balloons to give away. The Council will use Bob Sipe's truck to ride in. Magnetic signs have been ordered. Christa, Chris, Pat, Martha, and Andy will be participating. Christa will email details on where and when to meet.
- Shopping – Sign up is going well and OpenLine has not even come out yet. Ron, Bob, Christa, Barb, and Elaine will be participating.
- Holiday Party – Pending.

By-Laws – No report.

Scholarship/Foundation Funds Subcommittee – Distributed charge and report from first subcommittee meeting, draft of letter to Development Office, draft of scholarship award criteria and application procedures. The subcommittee would like to give scholarship to a Civil Service employee who is taking classes toward a degree. The Council was asked to review all the information and we will discuss changes at next meeting. Editing changes can be emailed to Martha for distribution of revised copies at next meeting. Some points brought for discussion were: is basis of scholarship on financial need and academic standing; include release for financial aid; use funds towards fees, books, transportation, babysitting, student teaching expenses during leave of absence; require documentation for second semester of class; what do Goldfarbs want (that is included in the draft letter); and must be Illinois State University student to receive foundation funds. Discuss further on 11/6/01.

Campus Communication – Christa met with Dr. Bragg to prepare for the discussion hour before the Board of Trustees meeting scheduled for October 19. Received board packets with agenda items for BOT. Drafted a letter suggesting what the committee thinks of items on agenda. Supports Governor Ryan's executive order for military leave. Noted the inequality at the University and in society as a whole of male secretaries and female drivers. Christa will email draft to council members.

EAC – Attended EAC meeting and the Council of Council meeting at Western Illinois University in Macomb.

- Discussed extra help and administrative professional positions. Work study committee starting up again – Sharon Stanford will be Illinois State University HR representative.
- Merit Board meetings at Urbana District Office will be: 1/30/02, 4/24/02, 9/18/02
- EAC had two representatives resign – SIU-C Marty Rogers and U of I-UC Bernie Hettinger; seated Bernie Bryson
- Report from Director Walter Ingerski. He was not present due to having bypass surgery. He is doing fine but not back to work. Dennis Smith, Assistant Director, said there were 10 discharges, 4 heard at last meeting all upheld.
- Classification plan memorandums to review jobs for placement in classifications, reclassify or new classifications. 46 exams were addressed, 4 specialists added, 14 deleted that were probably absorbed into another classification.

- Hearing Officers-EAC on each campus is part of their job to recruit hearing officers. In past selected clergy and administrators. Now they would like as many as possible to be attorneys with labor relation background. Try best to fill with knowledge of labor law for good and fair hearing. We have 13, 12 attorneys and 1 legal secretary, but need 15. Compensated \$300 per day with 2 day maximum plus expenses. With 15 there is better selection. Attorneys can't drop other cases to do. All 13 were quick to respond and eager to be hearing officer.
- EAC meetings will be 1/31/01-2/1/02 at U of I-Springfield, 4/11-12/02 SIU-C, 7/18-19/02 NIU, 10/3-4/02 SIU-E. Will probably hold meeting at Illinois State University in 2003.
- Administrative professional positions-Executive committee lengthy discussions regarding increase of 1271 jobs in last 6 months. Opinion of committee is a lot could be Civil Service. There are 450 less Civil Service positions.
- Address by Jim Beedie of SURS – if concerned with buying up eligible time, beginning January 1st change in tax laws-tax deferred annuity rollover to SURS to buy up time. The 403b may be only kind this applies to.
- Joined Council of Council meeting. Welcome address by Rick Williams, President WIU Civil Service Council; Jackie Thompson, Vice President, Administrative Services; and Jeri Scott, Director, Human Resources.
- Our committee chair gave address.
- Presentation by State Senator Laura Kent Donahue dealing with 30 and out. 30 and out (straight 30 and out) passed House of Representatives and is in committee in Senate. Enough votes in Senate to pass however only 2 more sessions this year. May be brought out but slim without pressure. When begin normal sessions next year, being an election year, only emergency stuff will be dealt with. If it doesn't come out of committee before then it will have to start process over. Contact Senator Maitland's office. The compensated sick leave part of what was given up will not come back with any plan. Check the State of Illinois website for Senate bill number. Need to act quickly because first vote is in November.
- Dennis Smith and Jim Beedie gave addresses.
- Agenda is available if you want one.
- Dave talked with other CSC members at other universities about release time. Illinois State University is in dark ages offering no release time. Discussed setting up fund for costs to attend. Human Resources covers cost for Dave because it is a state mandated position. They cover per diem, car, and release time but no hotel for night before. It is important to have CSC member(s) attend. Different ways of doing things even though all state universities. It was suggested we survey participating universities for their policies and take results to request release time.

Unfinished Business

Social Security numbers – Dr. Bragg is investigating.

VIP – planned implementation January 1st. Still need to see more details – they have not been put on website yet. Need clearer presentation to staff.

The meeting adjourned at 1:20 p.m.

The next regular Civil Service Council meeting will be held Tuesday, November 6th, at Noon, in the Spotlight Room of the Bone Student Center.