

**Civil Service Council (CSC) Meeting  
December 4, 2001**

Present: Terry Brown, Vicki Bryan, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Elaine Thoennes, Ron Thompson, Jack Wylie, Jan Bremner, Julie Jenson, Marcia Strum, David Turner

Excused: Barb Dallinger, Chris Jackson, Keith Smith

Absent: Martha Burk

Guest: Steve Bragg

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

Minutes for 11/6/01 were approved with one change. The Bears game will be in Champaign not Chicago.

**Reports**

**Treasurer** – Approved. The University's 2% budget cut will affect our general revenue portion of the budget. We will have a \$148.40 cut. Jan will talk with Martha about reallocation. A suggestion was made to combine two short meeting minutes into one printing as a way to save money. The State is requesting the University to pick up the cost of the employee's health insurance, not the individual employee. The furloughs being discussed are not at the universities.

**Benefits** – No report.

**Parking** – No report.

**Foundation** – Next meeting is February 2, 2002.

**Activities** –

- Holiday Party – David Hosea did a good job as Santa. Party was great-all had a good time. Approximately 100 attended.
- Brotherhood Tree – All boxes are out. Encourage staff to donate money or gift. It was suggested to put one in Fell Hall. Deadline is Tuesday, December 11. There is a box at the Police Department in Nelson Smith Building – we need to mention the location as Police Department.
- Upcoming Trips – Two 47 passenger buses reserved for April 6. Tentatively buses held for Chicago. Discussed going to Chicago or St. Louis, shopping and/or zoo. Keith and Barb will check into costs before we offer.

**By-Laws** – Next meeting December 12. Checking into online voting procedures. Will need to change in Constitution and By-Laws.

**Communications** – next Board meeting in February.

**Employees Advisory Committee (EAC)** – New tax changes and rollover to SURS to buy credit.

**Human Resources** – Attended meeting in Springfield regarding changes and programs: Flyer should be sent out by next week.

- 1- Changes in 403b and 457 limits
- 2- Bright Start
- 3- State's Deferred Compensation Program effective in January. Human Resources has brochure that includes a request card you can send in for more information. Payroll deduction form is available.

Since last January Human Resources has been going through a reorganization/reconfiguration to better services. They used Arizona State as a model. Announcement will be made in February of the changes to the following areas:

- 1- Training and Wellness headed by Tudy Schmied
- 2- Customer Service Center headed by Tammy Carlson that will include two receptionists for benefits, applications, annuitants services
- 3- Human Resource Partners headed by Julie Jenson. Formerly called Generalists. This area will also oversee labor and employee issues, grievances, and discipline. Will be the management services area.
- 4- Retirement headed by Tom Fowles. This area will also include the computer design and new HR IS system.

Tammy Carlson will become the only Human Resources ex-officio member to the Civil Service Council, although Jan Bremner will still attend on occasion.

## **New Business**

**Team Excellence Award** – Award is for a team that works toward service across campus. The team consists of a minimum of 1 civil service and 1 administrative professional employee. The monetary award goes back to the department(s). Discussed if we had anyone we wanted to nominate.

**Dean Search Committee** – Discussed nomination to the search committee. Individual must have time to do committee and support of supervisor to be on committee. Submit names to Christa.

**Restructuring of Colleges** – Any suggestions or comments on Restructuring of Colleges? What will impact be on Civil Service employees or the Civil Service Council? It should not. No cuts are expected. Check out

<http://www.academicssenate.ilstu.edu/Committees/PlanFinCom.htm> for more information on the Restructuring.

**University Budget** – Steve Bragg was present to discuss the state of finances. A lot of information is not known yet. We should stay calm and cool. FY02 appropriations received a 5.8-5.9% increase and we implemented a 6% salary increase using the 3+2+1 program. Two weeks ago IBHE received request from the Governor's Office to hold \$25 million from allocation or about 1% of the HE budget. Public universities share is 1.14% or \$17 million. Illinois State University share of 1.14% is \$1.64 million to be put in reserve. Governor will use reserve for expected shortfall. One week ago the Governor's Office requested another \$45 million from universities. HE share of group insurance of anticipated \$110 million in the red. HE share of \$45 million. No documentation and no back up yet of these numbers. University wants to see the figures, how allocated across sectors and what does it mean for next fiscal year. Public universities and state agencies only part in group/health; community colleges have different health. The University would need to send check to State for employee portion of health insurance. Would not effect foundation staff but would effect the University Advancement staff. .

Q. What about other benefits. A. No other recommendations at this time. University would pay health not employee.

Confident it won't affect salaries.

Q. Suggestions on cuts for \$1 million and \$45 million. Will ask departments not to go on spending frenzy. Slow down equipment purchases. There is possibility to defer medical claim payments to next year. Encourage using less electricity – could put out PSA to shut off lights, unused computers, etc.

Q. Will there be a hiring freeze? A. Slowing hiring, purchases depends on negotiations. Will need to justify positions, stricter refill and new positions that is better than all freeze.

Q. Outstanding collections from students? Overall 99% is collected – very high compared to most universities. Uncollected is about one-half million.

Q. Why sudden need for cuts? A. Politics – there were signs in spring, hard to say no. September 11 – no one anticipated how quickly descend. Florida cut 15%, Nebraska 6-6 ½% cut.

Q. Impact on Schroeder Hall – will still proceed as it is funded from difference source.

Q. How does endowment fund play into cuts? A. More funds we have the greater flexibility we have – minimize impact of State cuts.

Q. Who is affected by the furlough? Not Higher Education, only offices reporting to Governor, at this time.

Bragg stated to expect overly cautious for FY03. Will take a broader look across campus for reallocations. Still want to do small salary increase. Historically during election year it's usually not bad.

## **Unfinished Business**

**Scholarship/Foundation Funds Subcommittee** – Hold for future meeting.

## **Reminders**

-Hovey Hall Open House on December 7 from 2-4pm on Fourth Floor

-CSC Holiday Gathering December 11 at Noon in 1857 Private Dining Room with \$5 limit on grab bag

The meeting adjourned at 1:10 p.m.

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The next regular Civil Service Council meeting will be held Tuesday, January 8th, at Noon, in the Spotlight Room of the Bone Student Center.