

**Civil Service Council (CSC) Meeting
February 5, 2002**

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

Excused: Christa Lawhun, Ron Thompson, Marcia Strum

Absent: Terry Brown

Guest: Barb Scott

Lin Hinds opened the meeting at 12:05 p.m.

Approval of Minutes for 01-08-02 and 01-15-02 were approved with no changes.

Reports

Treasurer – Spring scholarship funds were distributed (1 from our account and 3 from the Foundation). Discussed position on buying portfolios. The company we have used is going out of business and requires a minimum order of 25 at \$9 each. Jan Bremner, fiscal agent, approved taking out of the 01 money (general revenue commodity). The order of 25 should last about five years. Confirmed the bus was paid for the November shopping trip. Report was approved.

Activities – Conklin's Barn II Dinner Theatre, Goodfield, Illinois – Distributed information for review for the May 4 production of The Foreigner. Confirmation due April 4.

By-Laws – Meeting regularly and will meet again before the 02-19-02 council meeting. Constitution requires ratification by all civil service members. By-laws require ratification by civil service council only. Would like to get constitution changes on spring election ballot to reach all members in one mailing.

Scholarship – Deferred to 02-19-02 meeting.

Human Resources –

- SURS – Both the house and the senate have passed a 30 and out bill but they are totally different bills. SURS supports 30 and out. They are going to let the Early Retirement Option (ERO) expire in August. The SURS board approved the rate of 9% to be credited to member accounts for the period 9-1-02 through 8-31-03. SURS will start payroll deduction for refund repayments and purchases of service credits 01-01-03 for the Self Managed Plan participants. Deductions can only be started first of each year. Annuity Tables have been modified for Money Purchase calculations effective 07-02-02. The effect for employees retiring between the ages of 55-65 is 1.57% or less. SURS newsletter, The Advocate, will have more details in the next issue and the Illinois State Report will include information in a future article.
- Valuing Individual Performance – Training schedules have been set for February. Additional sessions will be scheduled for March. Supervisor training is mandatory and has been set for 02-11-02 at 2:30-4:30pm at the Warehouse Road Building and 02-14-02 at 10:00am-Noon in 3rd West Lounge of BSC. Employee training is optional and has been set for 02-13-02 at 3:30-4:30pm at the Warehouse Road Building and 02-18-02 at 10:00am-Noon in 3rd West Lounge of BSC. Release time is available. Discussed the compilation of the supervisors in the Human Resource database.

EAC (Employees Advisory Committee) – Merit Board meeting was 01-30-02. The actuarial tables have been refigured as done every 5 years. Changes after July 2nd. You must retire day before not on the date. Actuarial say we'll live to 80 now whereas the old table said 78. In looking at the table, percentage changes are larger the older you are due to fewer years left to 80. The percentage of the additional 2 years is greater from current age of 70 to 80 compared to percentage of the additional 2 years from current age of 55 to 80. The Merit Board elected officers with John Brewster from SIU-C as Chair and Susan Gravenhorst from U of I as Vice Chair. Two cases for dismissal were reviewed – 1 was upheld as discharge and 1 resigned. It was announced that Walter Ingerski, Director, will retire after 31 years on May 31st. It was suggested that the Civil Service Council send a letter of appreciation or some type of going away gift to Mr. Ingerski. The next Merit Board meeting will be on April 24. All Merit Board meetings are held at the System Office.

The EAC meeting was 01-31-02 and 02-01-02 at University of Illinois-Urbana. The EAC is the only committee provided for by state statute. Locations of future meetings have changed for the April 11 & 12th to be at SIU-E and the October 3 & 4th to be at U of I-Springfield. The Constitution and By-Laws meetings had no changes. The tour of the SURS offices was very beneficial and recommended to anyone who has the opportunity to take a tour. Systems Office orientation is April 30. Report from Chair on the work study sessions dealing with Administrative Professional (AP) jobs. AP keeps growing. The coordinator and specialist titles fall in a gray area with departments filling as AP if they can. If the position is borderline it should stay as Civil Service (CS). The AP representative states they want to get professionals. The Illinois State University rep at these meetings is Sharon Stanford. Discussed possible reasons to move to AP: wish to get rid of people by filling as AP and that rules came about because of abuses, allows for search out of state, allows for increased salaries but - Mr. Ingerski has signed all requests for increase in rates, and CS can't supervise AP. The work study committee is working on actions to

slow down or prevent move to AP. AP can be reversed to CS. Due to amount of information left to cover we will hold a special meeting of the Civil Service Council on February 12th at Noon.

New Business

OpenLine – Barb Scott was present to discuss the OpenLine. This is a Civil Service Council, not Human Resources, publication. Barb Scott took over as Editor from Lois Lindholm and kept the position. Barb works on the OpenLine at home with information received by email. After completion she prints out on campus and has proofed and printed. We discussed changing the Masthead of publication to better reflect it as a Civil Service Council publication. Chris will work with Printing Services to develop examples for review at a future council meeting. Discussed ideas for information on the front page such as, dates and reminders to include University and Civil Service Council events and meetings like, Save the Date of May 4 for the Barn II trip and Founders Day, and highlights of the CSC minutes with reference to the council website for full minutes or contacting Elaine for hard copy with Lin and Elaine working on text. Future articles should include information a variety of subjects: The EAC beginning with what, where and why of the EAC and then followed by articles providing information and dates of upcoming meetings. The CSC felt in general Civil Service staff is short on knowledge of the Civil Service System, EAC and Merit Board so Lin and Dave will work on articles. Keith will provide articles on Educating Illinois points and effect on Civil Service. Elaine will provide text regarding upcoming Election from the 1/8/02 minutes. Tammy will provide a statement regarding her being new Human Resources liaison to the Council. The Council agreed we wish to include a statement to recognize Barb and her crew for the work they do on the OpenLine. Pictures must be in black and white and we can work with Jerry Liebenstein to take B&W photos. We discussed deadlines and agreed to have information to Barb by the 5th of each month for the publication to go out 3rd week of the month.

Reminders

- February 19th – Provost Goldfarb will be at Civil Service Council Meeting to provide an update on Educating Illinois.
- February 21st – Founders Day – Bell Ringing at 10am, Cake at Noon, Ceremony at 3pm
- February 22nd – Board of Trustees meeting
- April 11th – AP/CS Employee Award Ceremony

The meeting adjourned at 1:03 p.m.

Special Meeting of Civil Service Council will be held on Tuesday, February 12, 2002, at Noon, in the Student Services Building, Room 314 to further discuss the Employee Advisory Committee.

The next regular Civil Service Council meeting will be held Tuesday, February 19th, at Noon, in the Spotlight Room of the Bone Student Center. Special Guests: Jan Shane and Joe Rives will provide an update on Educating Illinois.