

**Civil Service Council (CSC) Meeting  
September 17, 2002**

Present: Vicki Bryan, Martha Burk, Julie Caplinger, Paul Collins, Barb Dallinger, Lin Hinds, Andy Monninger, John Moss, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jan Bremner, David Turner  
Absent: Terry Brown, Christa Lawhun, Theresa Sanchez, Jack Wylie, Marcia Strum, Pam Burress  
Guests: Joe Rives, Paul Borg, Jan Shane

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Martha Burk opened the meeting at Noon.

Jan Shane, Paul Borg, and Joe Rives were present to discuss the North Central Association (NCA) Accreditation. At this time they wanted to make us aware they are in the initiating process. The accreditation is done every 10 years. University is sound financially within the means of the State of Illinois, in shared governance, and student outcomes. The process is coordinated by the Provost and includes the whole campus. Self-study will be 2-3 years and look at what can we do to be even better to prepare for the 2005 site visit. The Civil Service Council will be a part of the University's NCA committee and meet with those conducting the site visit. NCA looks for active process and communication. They will ask if everyone had opportunity to be involved. The University wants to focus on 2 or 3 special projects from Educating Illinois. We expect NCA's formal approval for a "special emphasis review". The special emphasis review would focus on building faculty distinctiveness and excellence; partnerships for student learning; and coordinating, planning, budgeting and assessment at the University level.

Q) What happens after Educating Illinois? A) It is a continuous planning process.

Q) Does NCA do all colleges and universities? A) Participation is voluntary in the century old accreditation. We are in the largest region with 10 states in central U.S. and Arizona.

Q) What if we are not accredited for 10 years? A) They may give 5 years with a report needed at end of 4 years to receive the remaining 5 years. If not accredited it is a black mark on the university and diploma may not transfer for advanced degree. We have had 20 years accredited and believe we are in good shape to be accredited for another 10. When we added Mennonite College we went through accreditation. Within the University we have 19 accredited areas.

Q) 2 ½ years seems like a long time for self-study. A) Educating Illinois took 3 years.

Q) When will we update Educating Illinois? A) In 2003. We will keep core values. We will be in strong position when NCA comes in.

The Steering Committee will occasionally contact us with updates. There will be lots of communication. The web site should be up in next 2-3 weeks. Distributed a list of steering committee members and description of proposed special emphases. They invite participation and welcome participation if we want to be a member of the committee; subcommittees will be formed in November and will need representatives. They will accept long or short-term commitments. The Council was asked to help identify those good for a committee. The committees will include 1 graduate student and 2 undergraduate students. Council members who are interested in being on the NCA committee should let Martha know. We thanked Jan, Paul, and Joe for their time in discussing the NCA Accreditation.

Minutes for September 3 were approved with no changes. (Vicki, Andy)

#### **Committee Reports**

- **Parking** – No Report. Martha Burk distributed statements from those staff interested in becoming a member of the Parking Committee. Council will review and respond to Martha by September 20.
- **OpenLine** – No report. Issue comes out this week.
- **Scholarship** – Information on the new Carl Johanson scholarship will appear in OpenLine.
- **Activities**
  - *Fall Shopping Trip* – After discussion of the Amana Colonies only the main area will be visited.
  - *Conklin's Theatre Trip* – The September OpenLine will include a request for feedback to determine interest.
  - *Homecoming* – No report.
  - *Holiday Party* – No Report.
- **Constituent Groups** – Committee has met and is working with Jan Bremner. Should have set by first part of November.

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## Human Resources

- *30 and Out* – As of today we have 94 employees with 30 or more years of service and 230 employees with 25 or more years of service.
- *Reorganization* – Steve Bragg has announced effective October 1 Academic Personnel and Human Resources are merging and will begin reporting to Vice President for Finance and Planning. Mary Beth Clapp will no longer be involved with HR. A team will be working on the merger that is expected to take 6 months. Sue Zinck, Director of Academic Personnel, will lead the merger team. Human Resources is waiting for representative to be named for committee. An Acting Director or Assistant Director will be named. Physical location moves are not yet known. The merger should provide better equity by using similar process and sharing one philosophy. Martha will contact Steve Bragg concerning the importance of a Civil Service Council representative being named to the committee. Both staffs have been assured no layoffs are planned. Questions should be forwarded to Sue Zinck or Steve Bragg.
- *Retirement Planning Conference and Fair* – Distributed copy of a flyer for the Fair to be held Wednesday, October 9, 9:00am-4:30pm in the Bone Student Center. No preregistration is required. You may attend all of the sessions or just those that fit your needs or schedule. The Fair covers information for all ages whether retirement is in the near future or many years away. For more information visit the Office of Human Resources web page at [www.hr.ilstu.edu/fair/](http://www.hr.ilstu.edu/fair/).
- *Jan Bremner* – This is Jan's last council meeting and she shared a few thoughts about the Council. She has been attending since 1984. The Council has come a long way; it has a strong footing in shared governance. The Civil Service Council is only one on campus she's aware of to provide social activities for whole campus. The Council thanked Jan for her years of service and extended an invitation for her to attend meetings whenever she wishes.

## Unfinished Business

- Social Security Numbers – Lin distributed draft of memo to Steve Bragg. Council will email comments or changes to Lin. Final copy will be brought to next meeting. John Moss distributed article regarding identity theft. The FTC has created a single form for victims to notify relevant parties and all three credit bureaus. You can access the form by calling 877-ID-THEFT (877-438-4338 or at [www.consumer.gov/idtheft/affidavit.htm](http://www.consumer.gov/idtheft/affidavit.htm)).
- Portfolios for New Members – Portfolios are at imprinters.
- Motorcycle Parking – A memo was forwarded to Parking Services and we are waiting for a response.
- Release Time – Lin will work with Christa and Julie on memo to address this concern.
- Council of Councils Meeting – Martha is planning to attend the October 11 meeting.

## New Business

- Consensual Relations Policy – Distributed draft of policy for review for discussion at next meeting. The Council has until December 31 to send a response to Sharon Stanford.
- Constituent Question – A constituent asked that the following questions be brought up for a response from the HR rep:
  - Q) Charting absences to see if there are any trends – should this be happening? A) A supervisor may track absences as set out in the University Absence Policy that addresses unscheduled/scheduled absences and trends in absences.
  - Q) What is the purpose of the office manager keeping copies of the timecards? Why does the supervisor need to tell the office manager the reason for absence? A) There should be a discussion with the supervisor to ask why and what they are used for. If there are few staff with these questions include them for a group meeting with supervisor.
  - Q) Some staff don't fill out an absence slip so their sick and vacation time is not used and they look better on the chart of absences. A) This could be due to some employees being non-exempt and others exempt.

## Reminders

- Jan Bremner's Retirement Party – September 24<sup>th</sup> 3:00-5:00pm in Faculty/Staff Commons at Bone Student Center.

The meeting adjourned at 1:07 p.m. (Pat, Lin)

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The next regular Civil Service Council meeting will be held Tuesday, October 1st, at Noon, in the Bone Student Center Spotlight Room.