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Civil Service Council (CSC) Meeting November 19, 2002

Present: Terry Brown, Vicki Bryan, Martha Burk, Paul Collins, Barb Dallinger, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jack Wylie, Tammy Carlson, Marcia Strum, Dave Turner, Pam Burress

Absent: Julie Caplinger

Guests: Steve Bragg, Kevin McCrone, Ray Smock, Janet Brown, Debbie Brown, Dianna Marrs, Joan Winters, Robin Knapp, Jim Scott, Aubrey MacCannell, David Hall, Cathy Bess, Angela Scott, Linda Wellenreiter, Linda Foster

Martha Burk opened the meeting at Noon and introduced our guest speaker, Steve Bragg. Steve was present to discuss the proposed Assistant Vice President for combined Human Resources and Academic Personnel, Social Security numbers, and December 23. Steve requested that we all introduce ourselves before he began.

Assistant Vice President for combined Human Resources and Academic Personnel – It has been four years since President Boschini took office and he has an all new cabinet. One goal is for streamlining administration and reducing duplication while having better services. First step was to identify areas such as technology that had been divided up among individual departments, colleges, administrative units, and telecommunications. Al Goldfarb and Steve Bragg set up Info Tech headed by Dave Williams to report to Provost with administrative support area kept under Bragg. It was felt the need for a new HRIS (Human Resource Information System) could remain a higher priority if kept with Bragg. Al Bowman has picked up quickly and continued discussions, meeting with Human Resources staff. The time is right to elevate a position to Vice President and recruit a true Human Resources manager. This is not to diminish what Jan Bremner did, we have done tremendous job; however we can do better, improve information system, benefits, work life program – time is right to make a single entity. 80% of University's budget is salaries – we excel on human talent. It is difficult in budget times like these to recruit staff. Steve stated we should give a “hats off” to Human Resources for holding their first ever retirement fair. Get staff early on to think about retirement. We'll evaluate the fair to make it even better and meet needs of all staff. Human Resources involvement provides services (alternative benefits in times of budget tightening). Sue Zinck spoke with Civil Service Council Executive Committee and is speaking with various groups on campus to find out what they are looking for in this position. Sue will write up all comments, a position description will be developed, and search started. Bragg said we hope to have someone on board in Spring 2003. Regarding our current HRIS system, Bragg says we should “bury current system in a field,” the University needs a new HRIS and Payroll system.

Q. What can the position of Assistant Vice President bring? Do we need another Assistant Vice President?

A. It is not a new position, it is a resurrection of the old Bob Foldesi position of Assistant Vice President.

Q. Agree to combining but what will be lost? What reassigned? We don't need another level of bureaucracy.

A. This position is taking over and extending Jan Bremner's position. Recruit candidates with background and skills with a salary to new level in organization, support effort of new HRIS. Steve Bell's position was retitled and recruited in technology area.

Q. Civil Service positions are disappearing, will this hurt Civil Service?

A. With all one unit there will be more efficient and comprehensive audits. Yes, some AP positions should be CS and some CS positions should be AP. Tom Morelock, Executive Director of SUCSS (State Universities Civil Service System) met with Human Resources staff and Steve Bragg and discussed need for a better understanding of where positions should be.

Steve encouraged anyone to send any feedback on Human Resources to himself or Tammy Carlson who is currently overseeing the day-to-day operations in Human Resources. The Search Committee will begin early in the year and will include Civil Service representation. The draft of the job description should be ready in early December. A standard search committee will be formed, however Tammy Carlson, Sue Zinck, and ODAA (Office for Diversity and Affirmative Action) have been challenged to look at a new search committee structure. Whatever we do everyone will have a chance to participate.

Social Security Numbers – Steve thanked the Council for bringing up this problem, raising the issue of how SS#'s are used, and stated it had been floating on the side for some time and now we should do something. Last time we had a formal committee was in 1996 when Steve Bell completed a report. Steve pulled this report, reviewed, and discussed with the President. No progress has been made and it is high time there is progress. Need for a long-range plan to move away from using SS# has to be developed. We need to establish a group to help understand this complex issue, it runs through every part of the University, every external agency we connect with in the State, and that we interface with outside data. This doesn't mean it is an impossible task but first we need to get a group together to outline every dimension (faculty using last four digits to post grades, work orders, time sheets, etc.) and then recommend what we should tackle first. It will probably take us a long time, best guess to accomplish everything it will take 5-10 years.

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If anyone is interested in sitting on the committee Mr. Bragg would be glad to hear from you. Committee would need good experience for programming, data base design, academic function (registration, classroom assignment, faculty posting grades), legal advice, and ethics background-understand what is private information and what is public information. It is a daunting task but intellectually stimulating at the same time.

Q. Can the University use influence with insurance companies to stop using SS#? Everyone from the pharmacy to staff at doctors offices and hospitals have access to your SS#.

A. You can request to not have SS# on insurance card. We need to get info out so everyone knows options.

Q. Identity theft is growing problem it is in our best interest to protect ourselves. It will require a major overhaul in info systems--replete through all our data systems. What is best way? Students first, then staff? All at once? Pat Schnitker stated the Graduate Student Newsletter has an article about Social Security numbers and she will electronically send it to Mr. Bragg.

A. Key is to break down into sub-components so it will not be overwhelming.

Q. Why so long, at the U of I it took less than 5-10 years. Illinois State should go look at their system.

A. A few years ago the U of I programmers were retiring at a pretty good clip and they realized they couldn't just hire replacements and train fast enough to take over the current system. They brought in new system for multiple campuses at \$197 million. In comparison, Illinois State University receives \$89 million in appropriations. Tom Morelock said Northern and SIU Medical School have addressed this issue well. Eastern tried to get away from SS#'s but their system went wrong and would pull up someone else's name with SS#. Mr. Bragg will follow up with other universities for information on how they are handling.

A guest commented Milner Library has had problems with new federal law stating you cannot ask someone to verbally state their SS# due to increased risk of someone overhearing and using their number. New ID number would not link to federal information.

The Council asked if some changes could be done right away. Mr. Bragg stated a general announcement would be made that we are beginning process and it would include bulleted items of things to do now, for example putting timecards in envelopes. Mr. Bragg has discussed with Chuck Scott the usage of SS#'s on timesheets.

Mr. Bragg has a draft completed and will forward a formal letter or memorandum to President Boschini with a copy to the Civil Service Council prior to Thanksgiving. Appointments to committee are expected to be in December. Will need to keep initiative non-technical to keep all campus involved. Mr. Bragg once again thanked the Council for bringing this matter to his attention.

December 23 – Mr. Bragg has received much e-mail and comments on this -- even more than the budget. He's had proposals saying it would save money, be goodwill to employees, and no one will be here anyway. It would be a minimal amount of energy savings so decision cannot be based on that. Heating Plant is talking about doing a full shut down for two weeks that would save about \$30-100,000 depending on overtime. But in Bragg's mind that is not the issue, whether we save \$30,000 or \$100,000 it is whether we want to give another paid Holiday. Our daily payroll is \$600-630,000 including overtime and student help. Some costs would not be that high but shutting down the University really is a cost, and previous cost is somewhere between \$500-550,000 cost to be paid out. Money isn't so much the issue but for Bragg, the issue is how does it play out in larger political arena in the State and the issue of cost cutting by the institution. The budget is a real mess. Bragg wishes he had better news to share but it actually looks like it is getting worse. Some people think that the worse it gets there will be a tax increase while others say there will be no increase come hell or high water and we need to button down the hatches. The current Governor in recent press conferences has been critical of higher ed, administrative bloat/waste, and tuition increases. We need to be very careful not to look cavalier with state resources and just give another paid day off while we are trying to make the case in Springfield why we need for more resources.

You weigh that with some issues that have been raised like we weren't able to give salary increases and asked staff to take on more responsibilities. Is this a way to reward staff? That is a conversation that he's having with the Vice Presidents and President. No one has said, "hell no way" and no one has said "yes we'll do it."

It costs more to shutdown on weekend – we don't take down systems on weekends. Staff contributing human heat and computers require using less energy for heating. The University doesn't save money from energy perspective because the natural gas is purchased in advance. Heating Plant personnel stated that many buildings are computer programmed to turn back overnight and on weekends. Weekends and holidays are programmed in advance and affect fans, air handling, some water temperatures, and cooling. It is kept set back until occupied, except if by one individual. For example, if an individual comes in to work and calls in request about temperature they will not change set back. 98% of campus is on automation system.

Bragg says discussions have been held with Ron Kelley about going back to full shutdown. Years ago there was overtime involved for safeguards - staff coming in conducting checks. Dave Turner stated they currently have a skeleton crew here that is fine with emergencies. Energy savings would be minimal. Bragg says we need to be upfront on why we make decision and be comfortable ourselves. We need to consider loss of one day's productivity.

Q. Is 20% staff really productive?

A. Use of vacation reduces unfunded liability.

Q. Use of vacation or dock hours for that day?

A. Question becomes, can they get the day off? Someone needs to stay.

Decision on December 23 will be made by Thanksgiving.

No body knows what is going to happen with budget. Steve asked all staff to provide input on cost cutting measures. Question was raised should University take a furlough day like other state employees.

Alcohol/Bears/U of I Stadium

Q. Beers are sold at stadium for the games. Can profits be shared with other universities?

A. Special legislation was passed for the Bears in Champaign. "Golden Rule – He who has gold rules." The Bears approached ISU but the cost of improvements was too great. U of I has invested a lot and it will be interesting to see what the final profit is.

Budget - The 4.4% that has been given up we will not get back. Some areas within University are holding back another 1-2% but this is not a University wide cut or holdback. Only when the State makes another cut or call back will this precipitate University and department cuts. It is agreed that we must do a salary increase in FY04. Vicki Bryan asked if there is another budget cut, before any final decisions are made, would Mr. Bragg come back to the Council to speak with us. Mr. Bragg stated that if there is time in the process he would. However, please feel free to e-mail any ideas you may have at any time to Martha Burk so she can bring to the Budget Committee. At this point, no one has lost their job due to budget cuts, however some positions have not been filled; 48 faculty positions were not filled this year. Staff should literally email supervisors, who should pass it on, documenting (bullet format) cuts within departments that show how we're hurting. Bragg stated they are working on better documentation. For example, one department allows one toner cartridge to staff member and if they need more, the staff must purchase out-of-pocket; electricians' hours were cut from 40 to 37.5 per week. Operating expenses can't take any more cuts and documentation of department's cuts would enable the University to show clearer picture of how we're hurting.

Reminders

Civil Service Staff with Provost Candidates in Faculty/Staff Commons from 2:30-3:15 pm: **November 19 – Dixie Mills; November 21 – Raymond Tymas-Jones; December 3 – Thomas Storch; December 5 – John Presley**

Guests

- Mark Troester, Director Institutional Web Support Services – December 3, 2002 will show us the Faculty/Staff iCampus Portal.
- Vic Boschini – January 21, 2003 will discuss how we can help him. We will provide him with a list of questions we have in advance of this meeting.

The meeting adjourned at 1:12 p.m.

The next regular Civil Service Council meeting will be held Tuesday, December 3, at Noon, in the Bone Student Center Spotlight Room.