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Civil Service Council (CSC) Meeting December 3, 2002

Present: Terry Brown, Vicki Bryan, Martha Burk, Julie Caplinger, 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

Martha Burk opened the meeting at 12:01pm and introduced our guest speaker, Mark Troester, Director Institutional Web Support Services. Mark was present to show us and discuss the proposed Faculty/Staff iCampus Portal.

The portal project began about two years ago and can be described as an “intelligent” web page. The user logs on using their University ulid. Currently freshman, seniors, and graduate students have access to the portal. Juniors should receive access by year-end, sophomores by February, and faculty and staff by March or May. Students can access their classes, grades, textbooks, financial aid information, Redbird Card balance and list of last 30 days transactions, etc. by making University records available in a secure manner. A committee has been formed to help determine what faculty/staff need to have available on their portal. The committee will develop a “blue sky” list of what to have available, such as vacation and sick days available. The portal enables for email from home.

Your portal page – The screen is set up with boxes, or channels, with each channel accessing different information. There is no limit to number of channels. The user can add or delete channels or index tabs, number of columns to view, the look of the portal page or “skin”. The “matrix” skin is very popular with the students. Channels for weather, sports, movies, and Clearinghouse for financial aid/student loans, etc. can be added. An **election channel** will be available for student voting in March and with that can lead to Civil Service and AP election channels. The election channel will display only during the voting period. It will not allow multiple votes or changing votes. The vote will not be stored with the ulid to maintain confidentiality. The **Campus Reminder** channel could be used to post messages to Civil Service staff. The reminders will automatically pop up specific to the user, student, staff, etc. Retirees that keep their ulid and password will get access and allow for posting of messages to this group. Alumni do not currently keep their ulid and will not have access. **Social Security numbers** – The portal will use ulid as authorization. Currently it only uses Social Security numbers when accessing mainframe information, such as grades. When the University moves away from Social Security numbers to ID numbers the portal will use the ID number to pull information from the mainframe. **Grades** – if they are not posted yet will portal send a reply when they are? No, the user will need to do another query. December 2002 will be first time grades will be available and will be the test as to how it works. **Hardware and capacity** – The portal is separate from the mainframe. It uses 16 servers in Julian. When Redbird Card info is requested the user is sent to the Redbird server, when requesting mainframe information the info is pulled and brought back to portal. Mark is confident it will hold up. Servers will be added as needed and they are planning for the future. Except during scheduled outages over university shutdown access from home should not be a problem. LDAT is being rewritten to accommodate full-time staff taking classes and students who also work at the University to be able to access information for both employee and classes. **Training for staff** – Portal is very easy to use. Training program was set up for students during Preview but once they were shown portal they picked up how to use it without training program. The Faculty/Staff portal committee will address the issue of training. **Information available** - SURS was suggested as a channel for faculty and staff. There is no “help” tab but a button could be added. Student Accounts information and credit card payments is on list to do. Goal is to set up to pay by credit card and bill in a way that parents can see. Students will select what parent can see and provide parent with a password. Focus is on registration, which needs to access delinquencies through Student Accounts. Then move to rest of Student Accounts. Parking Services should be included to allow renewals and set up payroll deduction. Student Health Services has requested a channel. The Council thanked Mark for showing to us and explaining the portal project.

Minutes for October 1 were approved with the following changes: Change “excused” to “absent”, under Homecoming change 89:320 to 8:30, under Motorcycle Issues change Nucholls to Nuckolls, and under Council of Councils change expecting to planning. Minutes for November 19 were approved with the following change: Dave Williams is Associate Vice President, Technology.

Committee Reports

• Activities

- *Fall Shopping Trip* – We had two individuals on the waiting list for this trip. The Council discussed how often we should offer trips, types of future trips such as House on the Rock, antiquing, and fishing. We will continue to offer two trips per year and look into other opportunities besides shopping. The entrance fee for a bus to the Festival of Lights is \$250. The Council will look into a trip to the Festival of Lights for next year.
- *Holiday Party* – Martha, Pam, Jack, Andy, and Christa will be attending. Lin will be dropping off the cookies and Christa will do the punch. We have candy bars, McDonald’s cookies, and Intercultural Programs and Services pencils. We are still in need of donations for goodie bags for the approximate 125-150 children attending.

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- *Conklin's Theatre Trip* – Julie will contact Conklin's and set a date for either a Saturday evening or Sunday brunch. The Council will put down a \$100 deposit. The sign up deadline will need to be in advance of the 30 day refund cut off so the Council can get the deposit back if we don't fill the seats.
- *Brotherhood Tree* – Bob Sipes is setting out collections boxes. We will delete Julian and add Airport Lounge in Centennial West for box locations. Collection boxes will be picked up on the 17th. All gifts should be wrapped and tagged with age and gender of intended recipient.
- **Parking** - *Barb Todd was elected as Parking Advisory Committee Chair. *A 6% increase will be recommended for all parking permits for 2002-2003 . . . the last increase was in 1999 by 3%. *Parking Services is moving forward on implementing the Campus Shuttle System. If everything goes as planned, the shuttle could begin Fall 2003. The Nite Ride service would continue their program. *They discussed a concern of parking support for the new hotel in downtown Normal in regard to the budget cuts, since Parking funding is different than the rest of the University funding.

New Committee Appointees

- **Faculty/Staff iCampus Portal** – Elaine Thoennes and Marcia Strum
- **150th Anniversary Celebration** – Julie Caplinger
- **Social Security Numbers Committee** – Christa Lawhun

2005 NCA Accreditation Report

Committee is breaking into three subcommittees and are putting together plan on what subcommittees will be needed.

On-Going Issues

- **Carl Johansen Scholarship** – Deadline is Friday, December 6. We have one applicant. A reminder will be sent out on the listserv.
- **Constituent Groups** – No Report.
- **Release Time Memo** – Not written. Christa, Lin and Julie will work on.
- **Consensual Relations Policy** – A copy of the Council's response was distributed. The response was submitted on 11-15-02. Discussed whether the Council should submit responses indicating both support for and dissent from an issue.
- **Civil Service Council Representatives List** – Vicki asked for updates from those members who have changed positions and are in a new group. Council members who have a change in group remain as representative for the group they were elected to represent until their term expires.
- **Provost Search** – Martha received feedback from the Provost's Office concerning the low turn out of Civil Service staff that is attending the Provost Search meetings with Civil Service staff. Everyone is encouraged to attend and take part in these opportunities, as they become available to Civil Service staff.

Reminders

- Civil Service Staff with Provost Candidates in Faculty/Staff Commons from 2:30-3:15 pm: December 3 – Thomas Storch and December 5 – John Presley
- Hovey Hall Holiday Open House is Wednesday, December 4, from 2-4 pm.
- Civil Service Council Members Holiday Lunch, Tuesday, December 17 at Noon in the Spotlight Room

Guests

- 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. If you have any questions please forward to the Council at cscouncil@ilstu.edu.

The meeting adjourned at 12:59 pm

The next regular Civil Service Council meeting will be held Tuesday, January 7, at Noon, in the Bone Student Center Spotlight Room.