

**Civil Service Council (CSC) Meeting  
January 21, 2003**

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

Absent: Christa Lawhun, Andy Monninger, Pam Burress

Guests: B. Smith, Julie Jenson, Tom Cotton, Cindy Cotton, Kevin Wiand

---

Martha Burk opened the meeting at Noon. Minutes for January 7 were approved (Paul, John).

Martha introduced President Vic Boschini. Dr. Boschini expressed his thanks for receiving questions in advance and said there are no easy answers. The biggest thing is economy. He doesn't expect to receive the budget until March or April and expects less money than the last two years. Budget will be bad this year and next. He also predicts another cutback in February. Dr. Boschini has been in Springfield last two Wednesdays. He has met with Governor Blagojevich to educate him on higher education. Need to give time for change – can't do worse. Dr. Boschini is the only University president on the transition team for the new governor.

Q.1. How can the Civil Service Council, or the Civil Service in general, help you?

A.1. Be supportive of what he decides. Provide input.

Q.1a. Is there any more discussion of staff taking a dock day?

A.1a. It is definitely on the board but not something he wants to do. If it happens, it will be across the board, not voluntary.

Q.2 How is the hiring freeze going to affect staff? Who is going to do the extra work for unfilled positions? Can you, at your discretion, eliminate unfilled positions?

A.2. Everyone will need to take a look at workload and make changes or stop doing some things. The work will always be there – don't let yourselves be abused by the State; you can only do so much.

Q.3. How is the University going to answer the Unions when it leaves open positions that are contracted to be filled? This could cause grievances.

A.3. These would not be grievable.

Q.3a. What about the rumor there will be no summer school?

A.3a. We cut 30-40% last year. When we receive budget cuts after January 1<sup>st</sup> we can't cut what we've spent in the first half of the fiscal year. Summer school becomes a viable area to cut. Cuts in summer school would not affect 12-month employees but there would be big effect on students and University. Departments receiving student fees, study abroad programs, faculty-all would be affected. It will be a late decision due to receipt of our budget.

Q.3b. Is there any discussion of a 4 day work week?

A.3b. 4 day workweeks create other issues such as work productivity, additional cost for more gas for heat, affect on individual's spending and family.

Q.4. What will be done about unfilled positions in areas with frequent turnover, such as BSWs and cooks?

Before the Executive Order, he approved filling positions to meet needs and continue basic services. For example, the University has one registered pharmacist whose replacement has been approved. We now have an Executive Order hiring freeze. Vic is trying to get answers relating to filling essential positions and whether this also includes faculty, since they are State employees too.

Q.5. Can positions be reviewed for justification to fill?

A.5. Yes. Dr. Boschini has already received about 40 and approved 3. For example, we have summer conferences already contracted and must fill positions in order to honor contracts.

Q.6. Will there be layoffs? If there are layoffs, how are they determined? Is it by seniority in the job classification, or by seniority with the university? If there are layoffs, will AP be affected, or will layoffs only be done for CS people?

A.6. Possibility. Vic thinks there will be none, he hopes there will be none; but it is a possibility.

Q.7. Basically, what does the financial future look like?

A.7. Bleak.

Q.8. Would you explain the finances behind the new parking deck? What is the arrangement with the town of Normal?

A.8. The Campus Master Plan calls for 5 parking garages. The fourth garage was to be for Stevenson, Watterson and that end of campus. The new Performing Arts Center has increased parking needs. The structures are paid for by parking fees and fines. The Town of Normal wants to build a hotel that would allow Illinois State University to make money by bringing in conferences. The University would lease approximately 150 spaces in the parking garage to the hotel putting money back in the pot for maintaining and new parking. If the hotel goes out of business, the University would have 150 more spaces to open up for staff. The cost of building a parking garage is much greater per space than surface parking, \$8-12,000 per space in a parking deck vs. \$2,500-3,000 per space in a surface lot. Approximately three-fourths of parking revenue goes to maintaining parking (per Dr. Boschini's request, the figures were confirmed). The new hotel shouldn't hurt existing hotels in the B/N area. Steve Bragg is working on lease, policing by the University, and collection of parking fees by hotel. No arrangement will be made with the Town of Normal until the Board of Trustees approves project.

Q.9. Would you consider Veteran's Day as a paid day off? If not for everyone, how about for Veterans?

A.9. Not with budget as it is. If day is given it would be across the board, Dr. Boschini is not in favor of select benefits.

Q.10. What could you do to encourage more equitable treatment of CS throughout the university, specifically in reference to release time for classes?

A.10. Staff need to demand equitable treatment. If you don't get it you should let supervisor know. Let Dr. Boschini know if it isn't corrected. Sometimes the supervisor's ego gets in the way of granting release time, but the supervisor knows the needs of department. You can go to Human Resources who will work with the supervisor and department.

Q.11. The Employee Advisory Committee representative is a state mandated position, yet people have had to give up plans to run for the position because their supervisor would not excuse them for the eight required absence days per year. How can this be changed?

A.11. Release time is a department level call. Not all departments are the same in ability to give. Work with Human Resources, department, and supervisor.

Q.12. Why are employees not allowed to donate sick/vacation time to specific employee in need of it? Is this an issue that can be considered for change, or is it controlled by state statute?

A.12. Committee was established that determined guidelines. Plan was set up so it did not become a personal thing or discriminate. For example, one employee in department is well liked and may receive gift of benefits, however someone else might not be as well liked. Employee should go to Human Resources for assistance. You can also appeal to the Sick Leave Bank even if you aren't a contributor. Dr. Boschini suggested if we have enough issues concerning this subject to write him and he will reconvene committee to review policy.

Q.13. "Today, in his third full day as governor, Blagojevich is scheduled to introduce his budget director and may announce he is slashing pay for state workers not covered by union labor agreements." [from The Pantagraph, 01-16-03] Would this apply to workers in the state university system? There are 700+ CS people on this campus not covered by union. We are anxious to know what that means and how you would deal with such an action.

A.13. Dr. Boschini hopes this is not done and stated it sets up different employee bases against each other. He would err on side of not spending money to keep jobs for current employees. We need to remember we have jobs and be grateful for that. A major cut to budget could mean cutting employees. Dr. Boschini said we need to keep morale up – he thinks we have great morale. You can keep morale for one year without raises but more difficult if second year. He still has raises in budget for next year. There are no restrictions on student workers at this time but there could be later.

Q.13a. What about student workers getting raises? They can make better wages off campus.

A.13a. Need to promote convenience of working on campus. Some of it is what the student feels is their entitlement, not what is necessary to exist on.

Q.14. Will the budget affect the Schroeder project?

A.14. The University has already received the \$18 million of state funds for this project. However, we could be asked to give it back.

The President invites everyone to attend his open meeting next Monday, January 27, from 2:30-4:00 in the Old Main Room of the Bone Student Center. We thanked Dr. Boschini for his time and answering our questions.

## Committee Reports

### • Activities

– *Conklin's Theatre Trip* – No Report.

– *Raffle* – Discussed using proceeds to pay for big prize or in credit union account. Discussion was tabled until next meeting.

--- Continued on Back ---

## • Human Resources

- *Beneficiary Form* – Northwest has a new computer system and new beneficiary forms are mandatory. Human Resources will be mailing information out shortly. If you don't submit the new beneficiary form, Human Resources will be following up to get one.
- *Long Term Disability* – Prudential will have open enrollment for the Long Term Disability plan in February. No medical certification will be required during the enrollment. Important for new employees to cover the gap before SURS takes effect. Prudential will be on campus to answer questions.
- *Disability Payment Deductions* – Tammy verified that retirement contributions are NOT taken out of SURS disability checks. You do, however, still earn service credit while on SURS disability.
- *Social Security and SURS* – Discussed the reduction in benefits when you have contributed to both Social Security and SURS. Some states are changing this rule. Marcia stated the Annuitants Association has an active coalition regarding this topic and will report back with more information. Tammy provided the following web sites that may be helpful to those of you who are interested in the pension offset.
  - Pension Offset (widow/widower and a retiree) <http://www.ssa.gov/pubs/10007.html>
  - Windfall Elimination Provision (retiree) <http://www.ssa.gov/pubs/10045.html>
  - Topic included in the Human Resources Retirement Workshop Materials <http://www.hr.ilstu.edu/Documents/Fall2002.doc>
- *Newsletter* – Watch for the newsletter from Benefits coming to you soon.

• **Campus Communication Committee** – No report.

• **Constituents Groups Committee** – No report.

• **Employee Advisory Committee (EAC)** – The next Merit Board and Employee Advisory Committee meeting will be held January 29. If you have questions or concerns, please forward to Dave Turner at [dlturme@ilstu.edu](mailto:dlturme@ilstu.edu) or 9000 Facilities Services. The University Civil Service System newsletter is available at [www.state.il.us/sucss](http://www.state.il.us/sucss).

• **iCampus Faculty/Staff Portal Committee** – Marcia and Elaine attended the first meeting last week. The committee has been asked to gather suggestions for the portal, such as vacation balances, SURS information, retirement account balances, salary information, payroll deductions, e-mail, calendar, weather, emergency announcements, etc. The committee will report to Portal and Web Services Committee (PAWS) by mid-March. The faculty/staff portal is scheduled for release in May. All students now have access to the student portal. Suggestions can be forwarded to Marcia at [mbstrum@ilstu.edu](mailto:mbstrum@ilstu.edu) or (309) 557-0600 x 231 or to Elaine at [ecthoen@ilstu.edu](mailto:ecthoen@ilstu.edu) or 438-5742. The committee will meet again on Monday, January 27.

## On-Going Issues

- **Parking Concerns** – Martha spoke with Bob Nuckolls about the concerns and he stated they automatically put in an increase every three years. It is likely the increase will not be approved. The requested increase of 6% sounds like a lot but would amount to \$4 per year for most people.
- **Carl Johansen Scholarship** – Committee meeting scheduled for Friday, January 24, 2003 (pending the chair being called to jury duty).
- **Release Time Memo** – No Report.
- **Identity Theft/Social Security Numbers** – Steve Bragg is starting up the committee to work on the social security number issue at Illinois State. The new provost stated during his interview that the State of New York passed a law that immediately stopped the use of Social Security numbers forcing universities to change. Dr. Presley should be a good resource for information in our process. John Moss stated that you could put “ask for ID” instead of signing your name to the back of credit cards.

## Upcoming Guests

- Laura Knoblauch – February 4, 2003 to discuss the Health Insurance Portability and Accountability Act (HIPAA) Sanction Policy
- Pat Grogg – February 4, 2003 to discuss information on the Family Campaign
- Joe Rives – February 18, 2003 will discuss the progress of Educating Illinois

The meeting adjourned at 1:08pm (Ron, Lin)

---

The next regular Civil Service Council meeting will be held Tuesday, February 4, at Noon, in the Bone Student Center Spotlight Room.