

**Civil Service Council (CSC) Meeting
February 18, 2003**

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

Martha Burk opened the meeting at Noon. Minutes for February 4 were approved (John, Pat).

Martha introduced Joe Rives who joined us today to provide a progress report on Educating Illinois. Joe explained his goal is to share with each governance unit Educating Illinois and its progress.

- We are in second year of implementation with 9% of action items being done last year for a total of 25% of the 156 action items complete.
- Faculty and staff salaries are narrowing the gap. For Civil Service the salary average is \$34,700 with Illinois State University at \$32,700. Closing in on average however is not enough. The effect the clerical union has had on this narrowing is unknown but Joe stated he could look into it.
- Illinois State's status as First Choice for students is increasing from 2 out of 5 students in 2000 up to 1 out of 2 students in 2002, indicating more students are picking Illinois State University as their first choice of school to attend. The ACT average at National, State, and University levels indicates a trend upward consistently across all areas. In fall 2002, 1 in 5 students graduated in the top 10% of their high school class. In Fall 2002 Illinois State University's ACT range moved to 21-25 putting us in the company of Colorado State. Our goal is to be in the 22-27 range with the Big 10 and Big 12 schools.
- Redefining Normal has raised \$6.2 millions for endowed scholarships. Minority student admissions are up 39% from last year with minority applications up 21% from last year.
- First View, the customized brochure offered through the University website and available since October, has already received 9,000 request for majors, representing 36 states. 19% of the requests are from minority students. Most requests come in after normal business hours.
- The Educating Illinois Student Advisory Council was formed this year providing contact throughout the year between current Illinois State University students and prospective students.
- Master Plan portion of Educating Illinois deals with facilities such as the Performing Arts Center, University Farm in Lexington, College of Business, Milner Library, Resurfacing of Hancock, and Revitalization of Downtown Normal. The Facility Condition Assessment sets priorities for campus.
- Faculty/Staff Accomplishments include instruction and service. External grants and contracts for research were at \$12 million in 1999 and rose to over \$20 million in 2002. Awards received for Team Excellence awards, outstanding grounds, outstanding technology (iCampus portal), to name a few. Asserting national prominence by advancing to Tier III, which is significant for Illinois State University to be competing against other national universities. Only 13 schools advanced. Why did we? Our peer assessment was 2.5 counting toward ¼ of ranking and our graduation rate was at 58% in 1998 with our goal being 60%. Due to tracking students over the course of their study 1998 is most current graduation rate. In the National Survey of Student Engagement Illinois State University exceeds the means for national doctoral research intensive university in 4 of 5 areas. A suggestion was made by a Council member for Illinois State University to have a sister school either in U.S. or abroad.
- Next Step will be the accreditation of the University. Institutions are evaluated every 10 years. Non-accredited schools won't get students into graduate school and credits may not transfer.
- Past Efforts: General Education-class of 30 or less students; Instructional Technology smart rooms and labs; integrating Instructional Research and Service; and Assessment.
- Future Efforts: Partnerships for Student Learning – academics with Student Affairs and facilities; building facility excellence; achieve distinction through coordinated planning.
- Achieving distinction through coordinated planning will be accomplished in several ways.
Updating Educating Illinois as the document states: follow the same flavor as current document, draft by April 1st, discussion this spring with revisions made over the summer, draft 2 by October; revising program review; Planning, budget, and assessment at all levels of the organization; revising cost estimates – need better cost estimates from implementation teams, funds from internal reallocations, gifts; Implementing performance indicators for the six goals, Illinois State needs to define measures to support goals, how can unit or employee contribute to goals?; Streamlining planning – over 95 areas now take part, how do they connect? It was a good year overall for Educating Illinois. Students responded to the question, "What is Educating Illinois" with "It is banners". Illinois State will begin to tout Educating Illinois, i.e. sign was suggested for Faculty/Staff Commons stating "as result of Educating Illinois" to show outcomes. Joe requested to come back when the draft is done for Civil Service perspective. Need campus dialogue to create good document. The Council thanked Joe for his presentation on the progress of Educating Illinois.

New Business

- **Secret Ballots** – Discussed using secret ballots. Motion was made to have secret ballots available at all meetings and use when requested (Paul, Lin). Council passed.
- **Domestic Partners Resolution** – Distributed copies of the resolution for discussion. Council discussed definition of “domestic partner” contained in the resolution with questions raised about “would get legally married if that option were available?”. Due to size of the document, discussion will be continued at future meeting. Council members are encouraged to talk with constituents for their feedback.

On-Going Issues

- **Carl Johanson Scholarship** – Martha read a letter the Council received from the recipient.
- **Distinguished Service Award** – No nominations have been received. Tammy will clarify conflicting award information to make certain all information is consistent. Information is on web site at www.cscouncil.ilstu.edu. Article will be in February OpenLine.
- **Release Time Memo** – No report.
- **NCA Accreditation Teams** – Volunteers are needed for the teams. Vicki Bryan, our NCA Accreditation Team representative, put together an information sheet about volunteers that was distributed. Marcia spoke with Jan Shane recently and will be glad to answer any questions.

Committee Reports

- **Activities**
 - *Candle Fundraiser* – Barb distributed *PartyLite* packets to Council members to begin sales for our fundraiser to support Civil Service activities. Fragrance samples will be available in Barb’s office. All sales will be done by catalog. Payment is required at time of order and can be in the form of cash, check, Visa, MasterCard, or Discover. Official dates for the fundraiser are March 1-15, however advance orders can be taken. Information will be put on the Council’s web site and in the February OpenLine. Remember all those springtime occasions that are coming up: Easter, Mother’s Day, Graduations, Birthdays, etc.
 - *Concession Booth Fundraiser* – Andy suggested the Council staff a concession booth at an Illinois State University game. Barb will contact Mike Lee to get more information on this possible fundraiser.
 - *Conklin’s Theatre Trip* – The Council would like to thank Kay Stults in FTSS for creating the flyer for OpenLine. Julie will call to reserve space when we begin getting responses. Watch for more information and reservation form in the February OpenLine and at www.cscouncil.ilstu.edu.
 - *Raffle* – Elaine distributed copies of a general letter with envelopes from the Council that can be given to vendors when requesting donations.
- **Campus Communication Committee** – Marcia distributed copies of the BOT agenda for the February 21 meeting. Martha and Marcia requested more feedback to take to meetings. Discussed need to take advantage of opportunities such as attending the faculty meeting and Academic Senate meeting. Only 2 or 3 Civil Service attended the faculty meeting.
- **Contract Labor** - Discussed facility management spending more by farming out work instead of paying overtime. Projects need to be done, facilities is short staffed, but it is not fiscally responsible when we are short dollars to spend more using outside contractors instead of hiring extra help at a lesser cost.
- **Constituents Groups Committee** – No report.

Upcoming Guests

- Dave Williams – March 4, 2003 will discuss the USA Patriot Act Committee

Reminders

- Deadline for next OpenLine is March 4
- Academic Senate – Special Meeting is February 19. This meeting is open to everyone.

The meeting adjourned at 1:25pm (Paul, John)

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