

**Civil Service Council (CSC) Meeting
September 2, 2003
APPROVED on October 7, 2003**

Present: Vicki Bryan, Julie Caplinger, Paul Collins, Christa Lawhun, John Moss, Melody Palm, Theresa Sanchez, Pat Schnitker, Doris Shaw, Jan Jolynn Staley, Elaine Thoennes, Jack Wylie, Marcia Strum, Dave Turner, Pam Burress
Absent: Martha Burk, Steve Lancaster, Andy Monninger, Tammy Carlson

Vicki Bryan opened the meeting at 12:03pm.

Educating Illinois: Guests Joe Rives and Christy England-Siegehr provided an update on Educating Illinois. Educating Illinois was written in 1999-2000 with a provision that in 2003 it would be reviewed and revised. During this review process it was determined the 15 goals and 79 actions should be streamlined. The new document will focus on 7 goals and 16 actions. The Board of Trustees Vision Statement for 2007 is to be a University of Choice and Leader in Academic Excellence. Educating Illinois must support this Statement. Three areas of focus in Educating Illinois will be first, to increase faculty and staff salaries (to increase competitiveness), child care, and benefits; second, to maintain instructional capacity; and third to keep affordable by utilizing a multiyear tuition plan.

A draft of the Educating Illinois document can be found at www.educatingillinois.ilstu.edu/2003. A list of future presentations for faculty, staff, students, and other groups can also be found at this site. A new draft will come out October 1st. The Coordinating Team will come back to the four governing groups for additional feedback before going to the Board of Trustees. A Civil Service Council member has been invited to join the Coordinating Committee for Educating Illinois.

Q. With a shrinking budget is it realistic to hope it will work? A. Yes. Focusing on 7 goals will get us there – it may take longer than in robust times though. We have seen a rise in ACT scores by 2 points to an average of 24 and a Facility Assessment has been completed.

Q. Are other institutions having same problems, i.e. shape of the residence halls? A. Yes, all universities have this problem. We have already begun to take one residence hall offline each year for renovation work. President and Vice President are working on plan to redo residence halls and campus dining. We are only state institution that did a facility assessment.

Q. Infrastructure and appearance are both big concerns with residence halls. How is this being addressed? A. Second highest priority is energy loop, new power plant. 90% of construction funds were received. We are on track for next year. College of Business and Schroeder Hall work being done – we are making strides. Council members stated preventative maintenance needs to be done.

Q. What about governor's plan to freeze tuition for new students? A. University will need to control expenditures and the need for the capital campaign is greater. Since there is not enough money, question becomes how to spend it, what is best way?

Q. Original Educating Illinois had little regarding graduate students. How are these students being addressed in the updated document? A. More attention will be focused on graduate students. Actions will be for both undergraduate and graduate.

The Council thanked Joe and Christy for their time.

Office of Diversity and Affirmative Action: Guest Pamela Pirtle, Affirmative Action Coordinator, in the Office of Diversity and Affirmative Action, provided an overview of the Office. The office has four major areas: Equal Opportunity, Affirmative Action, Accessibility Disability Act, and Diversity.

- EO – employment, service, complaints, resolutions, search committee training
- AA – monitors demographics for faculty, staff, and AP; goals and objectives for outreach; under utilized positions provides opportunity to hire and departments are encouraged to hire from that group – “recruit outward”.
- ADA – coordinates compliance structurally of facilities with 504 regulation
- Diversity – plan for diversity that is in Educating Illinois; how to integrate, manages report card; every department has a point person or coordinator to go to or a link to ODAA.

The office deals with a number of issues such as conflicts, mediation, consulting prior to filing complaint, filing complaints if necessary.

Q. If a Civil Service Council member is approached with a situation, how should we handle? A. Civil Service Council members should let the individual know that they need to refer on to ODAA. Individual can call ODAA. Any concerns about hostile work environment, sex, race, national origin, age, disability, gender, etc.). Under title 7 all employees have the right to Equal Opportunity. You do not need to provide the individual's name but only the name of the office for ODAA to investigate.

Q. What if you are a supervisor, is your role different from non-supervisors? A. Yes, supervisors, even if they don't supervise the individual with the situation, are still considered to be a supervisor and must make ODAA aware of the situation. Once a supervisor is made aware of, the university's liability goes up if it was not acted on. ODAA will always investigate even if party affected did not report. Even if the supervisor takes action it must be reported to ODAA. ODAA will decide if proper sanction was done.

Q. What if situation arises off-campus? A. Even at off-campus activities, annuitants, ISU employees, etc., can still be reported or make report to ODAA.

An individual can file informally with notes kept by Pamela but not in formal records. If situation is filed formally then it is put in department of ODAA file.

Student Dispute Resolution Service is a good resource for employees who have contacted Human Resources but weren't able to receive the help needed. Ruth Townsend in ODAA handles issues regarding parking and disabilities.

Diversity - how we deal with our differences, view the world, learn differences, etc. The Office hopes to address the issue of diversity in a broader way during training this year.

If you have any questions you may contact Pamela at plpirtl@ilstu.edu. The Council thanked Pamela for her time.

On-Going Issues

- **Renaming Building for Monninger** – Waiting for draft from Lin.

Committee Reports

- **Activities**
 - *Bus Trip* - Barb Dallinger will chair the shopping trip.
 - *Fall Picnic* –September 12 – We have received 33 reservations to date. We need to get Paul a final count on Tuesday or Wednesday. Christa will send message out on the listserv as a reminder to make reservations. Tom's Parkway Food will provide take out containers. Ice is arranged for but we are still checking on coolers and utensils. Paul will provide Martha an update on Friday.
 - *Homecoming* – Christa will contact the trades and labor council president regarding donating the candy from the cancelled Labor Day parade.
- **Employee Advisory Council** – David Turner announced he will run again for the representative position.

Reminders

- Deadline for next two OpenLines – September 2, October 7

The meeting adjourned at 1:12pm (Theresa, Jan Jolynn)

The next regular Civil Service Council meeting will be held Tuesday, September 16, at Noon, in the Bone Student Center Spotlight Room.