

**Civil Service Council (CSC) Meeting  
March 2, 2004  
APPROVED on May 18, 2004**

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

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Martha Burk opened the meeting at 12:04pm.

Martha introduced Steve Bragg. The Council had provided Mr. Bragg with a list of questions prior to today's meeting.

1. Please explain the reasons behind the renting of the Eagle store in light of the lack of money and the recent necessity for layoffs. (A) The biggest mistake the University can make is to let short term events dictate long term strategies. There was a January 1<sup>st</sup> deadline with the Land Trust that owns the property. We leased with one year option that allows the University time to evaluate whether this is ideal for ISU. Three options we are considering are:
  - Master Plan includes creating a gateway facility to be used as welcome center, admissions, alumni services, and development office--these departments typically have a lot of staff off campus; utilize a shuttle system (being looked at anyway) or dedicated tour bus.
  - Move support services (comptroller, purchasing, student accounts, administrative computing) away from Quad, facility offers 42,600 square feet of open clean space and 450 parking spaces.
  - Facilities and Space Planning is reviewing. Funds University loaned to comprehensive campaign are now being repaid and used for lease. Cost per square foot of Eagle facility is \$6.50 compared to \$12 and up per square foot downtown.
2. In these economic times, outsourcing services becomes an issue. Over the years, outsourcing services from Facilities Services, Campus Dining, and Bone Student Center have been topics of discussion. Does ISU Administration have a policy or position on outsourcing? Work is performed by off campus personnel when we have no personnel, hiring freeze – no extra help, so department out sources. (A) We evaluate each situation as it arises. Really examine dollars – pretty rare to save dollars with outsourcing. Must consider long term staff cost, but have approved extra help for Chuck Scott; can't bring people on full-time until out of tough economic times.
3. Currently, the Power Plant and Facilities Services have lost staff, just as other departments have. What impact has that had on maintenance issues? Are there any plans to fill any of those positions? (A) Meets with Kelly and Scott for 3 hours every two weeks to discuss issues.
4. What impact has the rising cost of energy (particularly natural gas) had on the budget? (A) Last year spike in natural gas we got caught and it caused putting off infrastructure project; \$10 million utility budget past ten years--no increases--no over budget due to lower consumption. Hope to hold line for next couple of years. Hope to resume energy project this year splitting the \$100,000 cost 60/40 with General Revenue/Bond Revenue funding.
5. How does communication between the University and Springfield take place, in regards to funding and budget issues? (A) See Q.6.
6. Does the University get timely, accurate information from Springfield, in regards to funding? (A) Multiple contacts with IBHE, governor's office, governor's office management and budget, co-agencies, general assembly – leadership, appropriations committee, and staff. All touch a piece and we get as good information as others; have good contacts and Phil Adams; President has contacts with key legislators; Bragg with agencies. IBHE was discussing budget cut of 2.3%--we complained and it was taken out. There were additional significant negotiations with the Governor's office, but Governor issued a 2% cut.
7. Is there an end in sight for the hiring freeze? (A) Hope so – should not have to go to President, departments know best but need to be out of woods; will fill critical positions, use some extra help. Accountability issue – hiring freeze is impressive to Springfield; will not get away from accountability of staffing reports.
8. It was recently reported that the state rules for formation of Unions has changed. A union will automatically be formed, without a vote, if enough intention cards are signed. How many? A majority of the people involved? How can we publicize this change so that people know that signing a card no longer means just that one is interested in having an election? (A) Amendment passed. 50% + 1 sign card in support of bargaining agent. IELB is not required to hold election but names bargaining agent. Affirms right to unionize – wants all staff to know rules. Unit = Labor Board; union will decide—very different, should be in separate units; Human Resources would try to assist.
  - Who benefits in rule? (A) Unions pushed for because it eases burden, no election campaign.
  - **IMPORTANT: Signing a union card carries weight.**

9. How can the Civil Service Council, or the Civil Service personnel in general, help you during these difficult budget times?  
(A) These kind of sessions are very helpful. Forward emails to Steve. Steve appreciates very much.
10. As an extension of the State government, our units and we as representatives of the State, cannot favor one commercial business over their competitors.
- When a public government entity, such as the governor or the University selects, utilizes, and recommends vendors (determined by other than a bidding process), hasn't the long-standing concern been that this will open the door and lead to political "crony-ism"?
  - Is this not essentially the same thing the former Governor George Ryan is now being charged with?
  - And where, if justifiable, can the ethical line of who can and who can't legally do these things, be drawn?
- (A) Under the State Procurement Act anything above \$19,999 must be put for bid or go through the RFP process. Less than that does not fall under guidelines, for purchase arrangements or two party contracts. We cannot direct students to use one vendor. ISU vending contract is going through RFP process-pouring rights, vending rights.
11. What does the financial future look like? (A) Slow, very, economic recovery and jobless recovery; eventually quit taking cuts – hope in 2006. Will never recover from cuts in purchasing power. Steve distributed three charts showing funding history since 1970 all adjusted to 2004 dollars. GRF appropriations were at high point of \$135.8 million in 1971 and are currently at the low of \$78.8 million. We've seen three major recessions. Fairly constant expenses to income with no reason to see pattern change. Increase tuition for loss of funds vs. affordability issue; political issue; replace tax revenue with tuition before political repercussions – last year passed 4 year tuition plan – if capped tuition passes it will continue tough budget times. Need to develop revenue and need more fiscal flexibility from State.
- Will the Governor closing tax loopholes cut private donations? (A) probably not – more give for support and self interest rather than for tax write off.
  - Lag time in economy – sense of length? (A) Midwest always lags on front end and back end. Structural impact on job market, jobs available are low paying not good paying.
12. Do you foresee future layoffs? What methodology would be used for the layoffs? Would this be by seniority? If there are layoffs, would they affect Civil Service only? this being absolute last option as far as the administration is concerned and that our administration is not anticipating this need because of our pro-active hiring freeze..
13. Is there a possibility of employees paying more of the premium for insurance this year? Dr. Bragg could not respond definitively to this one. But he and Tammy clarified that our insurance is negotiated at the state level. Tammy confirmed that in the next cycle premiums are definitely increasing overall. Dr. Bragg did discuss that in the past the State paid premiums for employees and that 2 or 3 years ago the State transferred the premiums to the individual institutions/universities. ISU has covered what was the State's share of those premiums for our employees. Whether or not the University will be able to continue doing this indefinitely is unlikely.
14. In light of the recent Vidette article about Social Security numbers, please let us know how the Social Security Number issue is progressing. Was the Vidette article correct in stating that the number would only apply to students? What actions to deal with the SSN problem have already been implemented? Departments still freely place timecards in mailboxes. The cards are not in envelopes so the SSN is available for all to see. It should be policy that timecards are given to employees in university mail envelopes that can be reused each time the cards are being distributed. (A) Steve thanked the Civil Service Council. A 57 page document has been compiled on how SSN are used. Four groups are set up (1) Look at how to substitute number for student, what is in computer, (2) Administration uses – quick changes, (3) Task force looking at faculty/staff uses, i.e. post grades, (4) Coordinate all. Cabinet endorsed last week. Will take to Senate for their information, does not require Senate endorsement.
- From a personal standpoint, to register my State of Illinois temporary handicap parking tag at Parking Services, I had to give them my SSN, even though I have a reserved spot with its own number so they already have info on file for me. Have to question that practice
  - When agency is questioned as to why necessary or how used there are no satisfactory answers. (A) Problem has grown over years and must be systematic in stopping. It will always be needed for Federal reporting.
  - Has committee investigated other universities? (A) Yes, flow charts have been developed for a 9 character ID.

Approved minutes for December 2, January 6, and January 20 with no changes and February 17 with changes – Human Resources ~~does have~~ used to have a list of conversation starters that employees ~~can~~ could use to engage in ~~discourse~~ discussion with supervisors, etc.. (Melody, Vicki)

#### On-Going Issues

- **Renaming Building for Monninger** – Distributed a revised copy of the document for review.

#### Committee Reports

- **Human Resources** –
- **Activities**
  - *Bus Trip-Cubs vs Giants* – Wednesday, May 19, 6pm game – tickets for the afternoon game were not available. Bus will depart Normal at 2pm. Tickets will be sold through the BSC Box Office; tickets and bus combo will be sold through the Civil Service Council for \$30. (Paul, Vicki)

**New Business**

- **Amendment Proposal** – Vicki distributed a proposed amendment to the Council’s Constitution. Council members should review the proposal and be prepared to discuss at the next meeting.

**Reminders**

- Deadline for next two OpenLines – March 2, April 6
- Joint CS/AP Awards Ceremony – April 7, 2004, 1:00-3:00pm
- Upcoming Guest: Al Bowman – March 16

The meeting adjourned at 1:12pm (Andy, Vicki)

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