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Illinois State University Civil Service Council (CSC) Meeting November 19, 2013

Present: Lois Soeldner, Diana Nelson, Bob Blythe, Jacob DeGeal, Amanda Smith, Dara Gibson, Kathleen Webster, Glen Dawson, and Maureen Peel

Ex-Officio: Colette Homan and Rick Marr

Guests: Jan Cook

Not Present: Carol Pfoff, Capri Gonzalez, Diana Weekes, Jean Darnall, and Amy Witzig

The meeting was called to order by chairperson Lois Soeldner.

There were no additions or corrections to the minutes of the previous meeting.

There was no treasurer's report.

Lois reported the Academic Senate is preparing a non-political resolution regarding pension reform, and it will be presented to the Board of Trustees. Lois is preparing a letter that is political in nature regarding pension reform to be signed by all council members and sent to all representatives and senators representing McLean County. She is asking council members to send comments they think appropriate to include in the letter. She will then bring the letter to a council meeting for members' signatures.

Colette Homan reminded council members there are early payroll reporting deadlines for the Thanksgiving and Christmas holidays.

Rick Marr had nothing to report for EAC.

Jan Cook had nothing to report for the annuitants.

Maureen Peel reminded council members to continue selling raffle tickets. The drawing will take place at our next meeting on December 2.

Lois stated that anyone with questions regarding the shopping trip should contact Carol Pfoff.

Lois also reported that the children's holiday party is still in need of individuals to help at the event.

In our new business discussion, Amanda Smith reported the executive committee has been looking into the matter of dividing ISU civil service employees into different groups. Council

members presently represent five groups of civil service employees, but the number of individuals making up those groups varies widely. The committee has been looking at ways to more equalize the number of employees in each group.. The system presently used by Human Resources to assign an individual to a group is very outdated. After meeting several times with Tammy Carlson, Director of Human Resources, over the past year, the executive committee is proposing the use of each individual's job code number to determine placement in a group. The committee feels it is best to retain five groups. Any other number of groups would result in a more difficult transition. After listing job code numbers numerically and beginning with the lowest job code number, the first group would be determined simply by going down the list and stopping after approximately one-fifth of civil service employees have been included in those job code numbers. The second group would begin at that point with the third, fourth, and fifth groups being determined in the same manner. Tammy indicated there few new positions being created so the numbers adjustment should remain stable, but adjustments can be made relatively easily when necessary. This proposal will be further discussed at our December 17 meeting, and council members will be asked for their approval. A campus-wide vote will be necessary in order to adopt this new method for determining groups. Amanda stated that anyone needing a clearer understanding of the proposal or anyone having questions should call or e-mail her.

A motion to adjourn was made by Amanda and seconded by Dara Gibson.

Respectfully submitted,

Maureen K. Peel