

# PLEASE POST, ROUTE, OR COPY TO CIVIL SERVICE STAFF

## Civil Service Council (CSC) Meeting November 5, 2002

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

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Martha Burk opened the meeting at 12:01pm. Approved minutes from 10/15/02 meeting. The Council approved Theresa Sanchez as first back-up to Secretary in the event the Secretary is absent.

### Committee Reports

- **OpenLine** – The Council let Pam Burress know how great the OpenLine looks. Discussed next issue and additional articles to be included: Pat will submit info about University Staff Association (USA), Julie will submit info on Conklin, Elaine/Ron will submit summary of bus trip, Julie will submit info about computer classes, and upcoming guests to Council meetings will also be included. It was approved for Human Resources to only submit articles as they have information and not expect an article for every issue.
- **Scholarship** – Little response has been received.
- **Activities**
  - *Fall Shopping Trip* – We will use one bus for 55 passengers. Trip is full with 4 on the waiting list. After discussing with participants for Amana Colony the decision was not to use a van for this group. No one was interested in driving and they expressed they would miss the bus experience. Elaine Thoennes and Ron Thompson are council members going on trip. We will ask Bob Sipes to help with the Amana group. We have door prizes for trivia and a drawing.
  - *Conklin's Theatre Trip* – Julie has received several responses showing an interest in this trip. The Council will continue to look at offering a trip to an audience participation event during March and April. Discussed collaborative trip with BroMenn. Julie will get additional information and present at next Council meeting.
  - *Holiday Party* – We need to gather giveaways for approximately 150 children.
- **Constituent Groups** – No Report.

### Human Resources

- *Wellness Fair* – November 12 from 10:00 a.m. – 3:00 p.m. in the BSC Ballroom. There will be over 60 vendors and several health screenings. Very soon, Wellness will be announcing an incentive program, "Take time for your Health". Watch for details.
- *Veterans' Day* – Please help honor all of our veterans in the Bowling and Billiards Center Activity Room on Monday, November 11 at Noon. Immediately following the formal program (approximately 12:45pm) a brief ceremony will be held at the flagpole on the Quad.
- *Tom Morelock* – visited campus November 4<sup>th</sup> meeting with the President, Vice Presidents, and Human Resources staff. Tom stated there would be many changes but he feels they are good for campus.
- *New Classifications* – at the September 18<sup>th</sup> Merit Board meeting three new classifications were approved: Accounting Associate, Business/Administrative Associate, and Human Resources Associate. These positions will streamline the hiring process, they will have no formal test, but their resumes will be graded and assigned a score. The pilot program began October 1<sup>st</sup> and so far, the Systems Office is only one to use it. Another committee was already reviewing the Computer Tech line so it was not considered at this time. Sharon Stanford represented Illinois State on the committee looking at higher-level positions going to A/P. Specs for these positions are not yet on the web site but are available from Julie Jenson. Pay grade level is broad. All three new classes will require a degree and are not in a promotional line. Allows for flexibility of requesting specific experience, such as labor relations, etc. The new classes came out of concern of positions moving to AP, are open to other classes, and should make process easier to use by both departments and applicants.
- *Civil Service Handbook* – limited hard copies are available. Reference to website is encouraged.

### Unfinished Business

- Social Security Numbers – Memo was sent. No response yet. Martha will ask Steve Bragg to address at our November 19<sup>th</sup> meeting. Information on the new U of I system was shared. The new system was needed to interface between all campuses and since they were already doing a new system, they are setting it up to use ID numbers other than a Social Security number. The new program is very expensive. The Student Government Association is questioning the use of Social Security numbers.
- Release Time – Lin is working with Christa and Julie on memo to address this concern.
- Consensual Relations Policy – Forward comments (objections, suggestions, additions, etc.), or "no comment", to Martha Burk so she can finalize our response.

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### **New Business**

- December 23 - Question was raised by constituent about why the University is open on December 23 for just one day. Council will look into.
- Provost's Talk to Civil Service in Academic Affairs – Marcia Strum attended and provides a report. Approximately 40 attended the open meeting. Provost stated there would be opportunities for CS on subcommittees for the National Accreditation of the University. The Board of Trustees giving real support for salary increases and the Provost supports as does the President. It may be February before we know of more budget cuts from the State for this fiscal year; at this time we will have already spent ¾ of our budget. Concern about CS positions going to AP-this is monitored closely but there is no overall policy. Concern about layoffs-to his knowledge there is no dialog of layoffs, which would be a last resort; discussed treatment of Civil Service staff by faculty in some offices. Staff should not take any harassment, put downs, etc. Go to supervisor, dean, chair, and directly to Provost if you get no results. Marcia emailed the concern over Social Security numbers and asked that he not let it die.
- Downtown Development Committee – Marcia Strum will be on one of the committees.

### **Guests**

- Steve Bragg – November 19, 2002 will discuss the combined head of Human Resources and Academic Personnel
- Mark Troester – December 3, 2002 will talk about the Freshman Portal and their planned expansion.
- Vic Boschini – January 21, 2003 will discuss how we can help him. We will provide him with a list of questions we have in advance of this meeting.

The meeting adjourned at 12:55 p.m. (Theresa, Paul)

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The next regular Civil Service Council meeting will be held Tuesday, November 19, at Noon, in the Bone Student Center Spotlight Room.