

**Civil Service Council (CSC) Meeting  
September 4, 2001**

Present: Jan Bremner, Terry Brown, Vicki Bryan, Martha Burk, Lin Hinds, Christa Lawhun, Andy Monninger, John Moss, Pat Schnitker, Bob Sipes, Keith Smith, Marcia Strum, Elaine Thoennes, Ron Thompson, David Turner, Jack Wylie

Guests: Al Goldfarb, Jan Shane, Arlene Ashley, Bonnie Smith, Barbara Retoff

Excused: Barb Dallinger

Absent: Chris Jackson

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Christa Lawhun opened the meeting at 12:00 p.m.

Minutes for 8/21/01 were approved with following changes: location of next meeting should have stated First Floor West Lounge, Dr. Alvin Goldfarb's name was incorrectly stated as Alan, Ron Thompson should be reflected as excused. Minutes for all previous meetings for this fiscal year were approved with no changes.

Dr. Alvin Goldfarb was present to discuss Educating Illinois and Restructuring Colleges:

**Educating Illinois** includes core values that are important for the University: Diversity, Response to Change, Pursuit of Learning, Individualized Attention, and Public Opportunity and includes 79 actions. We've gotten a great deal of support to move this plan forward. Key goal is we want students to come to Illinois State University. Some things we've accomplished in regard to the plan are the new Student Services facility that will include all services in one location with hours from 4:30-7pm to meet the students' needs; the Minority Student Center will offer strong academic support; and the TechZone facility will be available to students and employees. Besides facilities the plan includes improving faculty/staff salaries and reallocating funds to support it. We increased standards and added an application fee. The fee can be waived for those proving financial need. We went over our target by about 400 freshman students. Show rate or percentage of students applying went up to 43% from 37% a year ago. This is remarkable because other state universities were losing students and stated reason was adding an application fee. Increased show rate indicates there is high demand for our institution.

Plans have been written in the past that sits on a shelf – Educating Illinois is going to be used. There will be a report card to show progress with information updated on a website. Actions are budgeted and a checklist will assist in staying focused. There is a lot of excitement on campus and feeling high demand of the students. The University is poised to move to next step in relationship to the plan and moving our goals statewide and nationwide. Another goal will be to break down VP lines and break down lines between employee groups. Last year the government structure was changed.

Goal is not to pass University of Illinois – we provide a different kind of experience. Illinois State University is only state university receiving the Carnegie classification rating for Intensive Research. U of I is in a different rating for graduate program research.

Illinois loses more students going out-of-state than gains coming in to state. There is lots of discussion as to why, including are we getting our identity across. We need to identify what are attracting students to out-of-state: is it additional financial aid, the out-of-state experience; there are a variety of factors that need to be looked at. Residence Halls are being addressed in master plan for facilities that will be discussed at forums this month. The University recruits students with more than academics.

**Restructuring Colleges** – need strong united community. Review how colleges are structured. It has been 30 years since structure was looked at. We've added colleges such as Mennonite College of Nursing. Are we providing right kind of colleges? Asking Finance and Planning committee for input, adding constituents from each area, and forums. Will receive report November 15 from Finance and Planning with plans for decision in Spring. No preconceived notions for restructure – there are many ways for structure.

Q: U of I computer system is compatible campus wide – are we moving toward that? A: Not necessarily all the same but the goal is for seamless technology, user friendly, resources needed and accessible.

Feel free to contact Alvin Goldfarb at [Goldfarb@ilstu.edu](mailto:Goldfarb@ilstu.edu), drop him a line in campus mail, or call his office at 8-2916. If he doesn't know the answer he will find someone who can. Dr. Goldfarb thanks everyone for their work at Illinois State University. Students comment feels just like home. He introduced Jan Shane, Assistant to Provost.

## **Reports**

**Treasurer's Report** – Accepted.

**Benefits** – CMS in Springfield is mailing out invitations to the University community to enroll in a Long-Term Care Policy issued by Metropolitan Life. Metropolitan Life will be on campus September 26 and give four informational sessions on the policy in the 3<sup>rd</sup> Floor Lounge in Bone Student Center. Cost for the policy will vary due to age of applicant. Premiums cannot be paid by payroll deduction due to the way the State set it up. The package that comes in the mail should answer most of your questions, otherwise, please attend one of the info sessions as our Human Resources Office is not involved in this program.

### **Activities –**

- Homecoming – The application has been submitted to participate in Homecoming Parade 10/27/01. Marge Casey has offered a trailer if we want to do a float. After discussion the Council decided to forego a float this year. Bob Sipes will provide a truck for members to ride in and pass out candy. Martha Burke, Christa Lawhun, Bob Sipes, and Lin Hinds will be participating. We need more people to participate. Christa promised another fun year by rollerblading the parade route.
- Shopping Trip to St. Louis – Scheduled for November 3. Discussed schedule for day. Plan to leave Normal at 8:00am and spend about 10:00am-2:00pm at Union Station. Then head for the Galleria until about 6:00pm putting our arrival back in Normal at 8:30pm. Cost is not determined. Look for more information in the September and October OpenLines.
- Children's Holiday Party – Scheduled for December 1 from 10:00am-Noon in the Horton South Gym. Set up at 9:00am. Received donation of cookies last year from President Boschini -we'll ask the Provost Office this year. Need to contact Gamma Phi and Keith will contact Paul Schobernd who has played our Santa in the past to see if he will be able to play Santa again. Andy, Keith, Christa, Lin, Terry, and Jack have committed to assist at party, but we need more people to help. Need signs and balloons. Council agreed for need for registrations this year. Look for more information and registration forms in the upcoming OpenLines.

**By-Laws** – preliminary meeting is scheduled for 9/11/01 at Noon in 375 Student Services Building. Anyone interested that wants to be involved is welcome to attend. This meeting was postponed and at time of printing it had not been rescheduled.

**Scholarship** – meeting has been scheduled. No report.

**Communications** – Setting up meeting prior to the Board of Trustees meeting on 10/19/01. Committee meets with President Boschini prior to BOT meeting to discuss what to bring up at the BOT meeting.

**Academic Senate Finance and Planning** – CSC Chair participates on this committee and information will be provided, as it is unveiled.

**Human Resources** – If you receive questions about qualifying for positions, please refer to the Human Resources Office. The HR Office will contact the constituent for information regarding their qualifications to test for an opening. For example, a Chief Clerk position has four qualifications that must be met to qualify to test for the position. In #3a the 24 months of work experience would be in addition to the 12 months required in #2.

There are no plans being seriously entertained to quit awarding veterans points. Veterans' points are a state not local policy.

### **Merit Board –**

- Next meeting 9/19/01. The Council of Council meeting will be 10/4/01 and 10/5/01. Information was distributed. RSVPs are required by 9/21/01 for food, there is no cost. Lin and Martha will go up together for one day in a non-smoking vehicle. Christa will also be attending.
- Jeff Brownfield will be conducting an audit 9/24-28.
- Merit Board Director underwent bypass surgery.
- Concerns about extra help and whether it conforms. The numbers dropped to 1800 due to changes in accounting process.
- Purchase plan for service credit goes into effect in October. If you are interested start now and it could still be January before payroll deduction would start. It takes time to calculate. This plan is only available to those employees participating in the Traditional or Portable Plans. Contact SURS at 1-800-275-7877 for more information.
- Chairman Brewster discussed continuing education for staff. Any departments run a continuing education program for staff?

### **Unfinished Business**

**VIP** – Ben Ryburn and Tammy Carlson will present the Comprehensive Plan at a special session of the Civil Service Council on 9/25/01 at Noon in the Spotlight Room, BSC.

### **New Business**

Distributed copies of Civil Service Planning Calendar.

The meeting adjourned at 1:21 p.m.

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The next Civil Service Council meeting will be held Tuesday, September 18<sup>th</sup>, at Noon, in the Spotlight Room of the Bone Student Center. Special Guest: Dick Runner will provide us with an update and have maps for the Campus Master Plan.