

Civil Service Council (CSC) Meeting
February 19, 2002

Present: Vicki Bryan, Pat Schnitker, Jack Wylie, Andy Monninger, Barb Dallinger, David Turner, John Moss, Bob Sipes, Tammy Carlson, Keith Smith, Martha Burk, Christa Lawhun, Marcia Strum, and Terry Brown.

Excused: Elaine Thoennes, Chris Jackson

Absent: Ron Thompson, and Lin Hinds

Guests: Provost Goldfarb, Jan Shane, Joe Rives, and Jan Bremner

Christa called the meeting to order at 12:00 p.m.

Minutes for 02-5-02 were approved (Barb Dallinger/Andy Monninger) with no changes.

Educating Illinois Presentation:

Joe Rives presented the Fiscal Year 2002 *Educating Illinois* Status Report. It was noted that the interest of potential students toward Illinois State has increased and a greater numbers of applicants are committing to Illinois State earlier in the process as their first choice of a public institution. The Plan includes 79 Actions Items. Current and future accomplishments are clustered into three themes: *Student Recruitment and Educational Opportunities*—admissions policies and publications have changed; and resources have tripled for First Look, a program targeting Chicago minority students and in the future also directed toward Peoria and St. Louis populations. *Student Retention and Educational Opportunities*—scholarships have doubled for minority and high achieving students; the Student Service & Referral Center (SSRC) and Minority Student Academic Center have been opened; the Interdisciplinary Inquiry Program has been initiated; and graduation rate has increased. *Faculty/Staff Recruitment*—\$4.9 million for FY01 and \$6.2million for FY02 have been allocated for faculty/staff salaries. While Civil Service earnings still lag approximately \$1,000 annually behind other state universities, the difference is closing. The Faculty-Staff Commons has opened for use by all faculty and staff.

Other actions include developing a Leadership Institute; the Comprehensive Campaign (e.g., the Learning Community Initiative); the Master Plan; and Supporting Faculty and Staff (e.g., the option to extend 9 month contracted wages over a 12 month period, and a study to investigate expanding the Child Care System to benefit families of faculty and staff.

Estimations for the cost of implementing Educating Illinois are \$140 to \$160 million from tuition and fees, general revenue and other sources. To learn more or to volunteer, go to www.illinoisstate.edu/educatingillinois, or ask Joe Rives at jarives@ilstu.edu or 438-2230.

Questions raised, and answered by Provost Goldfarb and Joe Rives:

Q: Have retail businesses who would be affected by the University's Master Plan already been approached, and how are they receiving these plans thus far?

A: Yes they have been approached and at this time they are amenable and open to current plans.

Q: Will anonymous donors to the Comprehensive Campaign be approached for additional donations?

A: If donors specify particular wishes, e.g., not to be approached in the future, their requests will be honored.

Q: On 2/20/02 when Governor Ryan speaks about the state budget, will statements about jobs, payroll cuts, etc., extend to the educational system employees?

A: We do not anticipate the layoff of any continuing-line staff or faculty. However we must "wait and see."

Reports:

Constitution: The committee members responded to questions and discussed several details in the current draft of the Constitution. Motion (Andy Monninger/Keith Smith) to accept the draft with discussed edits, and that this version to be included with the nominations ballot to all Civil Service constituents was approved.

Human Resources: Jan Bremner distributed advanced copies of the upcoming *People to People* newsletter, which describing Human Resources restructuring, effective March 4. Jan also announced that as of July 31, anyone not receiving their pay as direct deposit, will be required to personally collect their paychecks at Student Accounts / Student Cashiers Office on Dry Grove between Mondays through Wednesdays, & Fridays 8:30 a.m. and 4:30 p.m., Thursday hours are 9 a.m.-4:30 p.m. Business Agents for each of the unionized employee groups will soon be receiving a letter explaining this change. Pay stubs will continue to be processed as per the current system.

New Business:

The Bereavement policy identifies allowed leave for the death of half siblings, but there is no provision for the death of step siblings. Tammy will research and respond at the March 5th meeting.

Some time has passed since the issue of receiving paychecks every two weeks vs. twice per month was investigated. Council will check with Payroll Office about University and State limitations regarding a potential transition. If the option is available, Civil Service Council will then investigate procedures and poll affected Civil Service employees if there is a majority interest for a change.

Inquiry was posed on behalf of previously CPR trained employees to get refresher training. Individuals, offices, or small groups should call Wellness at 438-3947 to make training session arrangements.

Employees are taking advantage of the new flex time option. This option is approved through the employee's supervisor. This process is handled between payroll and the employee's department and not through Human Resources. Tammy will inquire and report back to Council in March.

Everyone is encouraged to attend the Feb. 22, 8:00 a.m. discussion with the Board of Trustees, in the Faculty-Staff Commons. Topic is the Comprehensive Campaign presentation by Susan Kern..

Reminders:

- February 21 – Founders Day – Bell Ringing at 10 a.m., Cake at Noon, Ceremony at 3 p.m.
- February 22 – Board of Trustees discussion at 8 a.m., meeting at 9 a.m.
- April 11 – AP/CS Employee Award Ceremony

Martha adjourned the meeting at 1:15 p.m.

Next regular Civil Service Council meeting will be held Tuesday, March 5, at Noon, in the Spotlight Room of the Bone Student Center.