

Civil Service Council (CSC) Meeting

May 6, 2003

APPROVED on May 21, 2003

Present: Vicki Bryan, Martha Burk, Paul Collins, Barb Dallinger, Lin Hinds, Christa Lawhun, Andy Monninger, Melody Palm, Pat Schnitker, Elaine Thoennes, Ron Thompson, Jack Wylie, Marcia Strum, Dave Turner, Pam Burress

Absent: Julie Caplinger, John Moss, Theresa Sanchez, Tammy Carlson

Guests: Nancy Barrington

Vicki Bryan opened the meeting at 12:03pm.

Minutes for April 1 and April 8 were approved (Paul, Ron).

On-Going Issues

- **Release Time Memo** – Still in progress.
- **OpenLine** – Pam distributed schedule for FY04. Items are due today for May issue. Articles will be submitted for budget meeting, award ceremony, and Employee Advisory Committee.
- **HIPAA Representative** – The Civil Service representative will be Kathi Hamilton.
- **Transfer of Files** – All files of past officers or committee members should be passed on to a current officer.
- **Renaming Building for Monninger** – Jan Bremner is preparing additional information on the family legacy that will be submitted with request.
- **Proposed By-Laws Revision** – The Council discussed the proposed change that would allow council members to participate in meetings via conference calls during extended absence from campus. Issues of cost to the Council, abuse of provision, interference on calls, difficulty hearing, and ineffective meetings were brought up. The proposal was voted on and failed.

Committee Reports

- **Activities**
 - *Picnic* – Council discussed timetable and conflicts of holding the picnic this May or June. Motion passed to hold in Fall rather than Spring (Andy, Vicki).
 - *Raffle* – Distributed sheet of all prizes and donors we have to date. Council members are asked to provide Elaine with complete information. We have sold approximately 2000 tickets of the 2500 ordered.
- **Human Resources** – The Benefits Choice Fair is going on today in the Old Main Room from 10:00 am – 2:30 pm. If anyone needs to make changes to their benefits, it can be done during this time. Issue of release time not being available to everyone was again brought up by Council members.
- **SSN/Identity Theft Committee** – Meeting is being scheduled. Members of the committee are Bill Cummins, Chair; Carolyn Bartlett; Becky Benner; Martha Burk; Laura Knoblock; Christa Lawhun; and Michael Lovell.
- **Employee Advisory Committee (EAC)** – EAC meeting was held April 24 and 25 at Eastern Illinois University.
 - A Civil Service Systems Office orientation session will be held May 21. There have been many changes since Tom Morelock became Director. Call Teresa Rademacher in the SUCSS Office at 217-278-3150 or email at teresar@succs.state.il.us or Dave Turner in at 438-5516 for information.
 - Host campus president spoke mostly on the money crunch. Director's report by Tom Morelock indicated the Systems Office was taking a 10% cut.
 - Four organizations covered by the EAC Statutes currently don't have a representative attend meetings. Another letter requesting attendance will be sent.
 - FY03 41 state employees received written discharges, 6 requested hearings, 3 are pending, 2 were withdrawn by university, 1 resigned.
 - House Bill 2392 regarding tuition waivers for dependents is before the House. If bill passes, Civil Service employees would receive 100% tuition waiver for dependents.
 - SURS representative spoke. Council member asked that at next meeting the issue of why there is no payroll deduction available for the Self-Managed Plan.
 - Extra Help and Temporary Positions have seen a big drop last quarter, down about 600, since hiring freeze and budget crisis.
 - Systems Office is working on discharge and demotion guidelines to help employees and Human Resources through process. Layoffs and bumping were also discussed.
 - Testing - Open and Continuous Testing is not available when not hiring. Candidate must meet minimum qualifications to take a test. Working toward computerized testing system connected to SUCSS that would offer a secure site and immediate scores. Tests would be scrambled so someone retesting would get different test each time.

- Next EAC meeting will be at Illinois State University on July 17 (10a-4:30p) and July 18 (8:30a-Noon). The meeting is open to everyone.
- Merit Board meeting was held April 20.
- Board will create by-laws. They are going through minutes for motions to assist in writing by-laws.
- Next Merit Board meeting will be September 17 at Urbana.

New Business

- **Classified Ads** – Discussed possibility of offering to staff placement of classified ads at a nominal charge in the OpenLine. Council will investigate to make certain it does not conflict with postal regulations for non-profit stamp.
- **Constituent Concern** – Council member brought up a concern of constituent and will keep Council updated on situation.

Reminders

- Deadline for next OpenLines – May 6, June 3

The meeting adjourned at 12:58pm (Christa, Lin)

The next regular Civil Service Council meeting will be held Tuesday, May 20, at Noon, in the Bone Student Center Spotlight Room.