

**Civil Service Council (CSC) Meeting
October 21, 2003
APPROVED on December 2, 2003**

Present: Martha Burk, Julie Caplinger, Paul Collins, Steve Lancaster, Andy Monninger, John Moss, Theresa Sanchez, Pat Schnitker, Doris Shaw, Jan Jolynn Staley, Elaine Thoennes, Jack Wylie, Marcia Strum, Dave Turner, Pam Burress
Absent: Vicki Bryan, Christa Lawhun, Melody Palm, Tammy Carlson
Guests: Joe Rives

Martha Burk opened the meeting at Noon.

Educating Illinois: Guest Joe Rives attended to discuss and gain feedback on Draft 2 of the Educating Illinois document.

Q. How are the drafts different? A. First draft had no executive summary. Second draft looks at future of Illinois State University addressing 3 areas: academic major – junior/senior experience, graduate education; scholarship; and faculty and staff or staff only issues.

Q. How will we, Action 1 “create motivated learning”? A. Draft 2 dealt with graduate student recruitment and stipends, as well as transfer students.

Q. What is the Wellness Activity Center? A. A new building (#3 on project list) that will replace the Student Recreation Building and will hold space for academics as well as student recreation. It will also have more for faculty/staff.

Q. What is optimum staffing level? A. University identifies tenure and non-tenure faculty, determines what is optimal student level, and then faculty level. This is not Civil Service or Administrative Professional.

Q. Regarding Action 12 – increasing minority levels, would we make our enrollments to match Chicago, Illinois, or Bloomington/Normal? A. Use level of collegiate, 14% approximately now.

Q. Document appears to have redundancy in wording. Joe welcomes any editing comments, please send your edits to Joe.

Q. What is planned for infrastructure? A. Develop a long range plan for housing/campus dining, 6.93% increase to capital reserve. Note commitment in Educating Illinois document.

Q. Who is intended audience for the Educating Illinois document? A. Everybody. A one page handout will be distributed to 90% of the readers – prospective students, all faculty/staff, external colleagues, internal colleagues. The full document with report card will be on web.

Q. Importance of Action 3 regarding faculty/staff compensation was noted. It is negative to have no raises, or just some get raises.

Q. On the Institutional Report Card what is the team reporting progress? A. This references the original team. Some teams have completed task, some permanently and some temporarily until new document is in place. To alleviate confusion on whether a committee you sit on is for Educating Illinois, it was recommended that every committee needs to make participants aware if it is a committee for Educating Illinois.

Q. Where does Facility Assessment fall within Educating Illinois? The old Educating Illinois document called for assessment; the new document links under capital requests to get projects done. Council members noted there is more square footage with less manpower.

Q. There is history of names of buildings that are being demolished. How will this be addressed? For example, Dunn-Barton. Names may be reused.

The Council expressed appreciation for including all governing groups in drafting the document. You may email any comments to Joe Rives at jarives@ilstu.edu.

Council approved minutes for September 16 and October 7 (Julie, Paul).

On-Going Issues

- **Renaming Building for Monninger** – No report.

Committee Reports

• **Activities**

- *Homecoming Parade* – Wonderful, great time. Had a good amount of candy so weren't stingy. Thank you Andy and Christa for coming through with the truck.
- *Bus Trip* – Trip is full. A waiting list will be kept.
- *Holiday Party* – Martha will write article for November OpenLine. A/P Council will help with set up, clean up, event, and donations for gift bags. We have candy left from Homecoming parade to use. We need donations!

- **OpenLine** – Discussed how the classified ads are going. Question was raised about employee placing ad for a third party; ad must be for employee.

- **Human Resources** – Dave Turner will be new EAC representative.
- **Shopping Days** – K’s Merchandise will require employee ID during the special shopping night. Other companies will attend this same time, however State Farm is not included on this same night. Information will be placed in the OpenLine. Also need to let faculty and A/P staff know through the A/P Council and Academic Senate.
- **150th Anniversary** – No report. Julie will check to see if volunteers are needed.
- **SS#** - Responses are coming back. Each committee member has area to canvas.
- **Council of Councils** – Discussed canceling due to low turn out, however they are productive. Council can be beneficial to all civil service employees and increases communication between universities and civil service. More advance notice of meetings is necessary in order to make arrangements to attend. Dave will try to find out when the next meeting is scheduled, but said they are always in October.
- **Employee Advisory Committee (EAC)** – Discussed electronic testing to take tests at Human Resources or own PC. New discussion on prevailing rate changes. Discussed discharge and demotion process, eligibility on registers, info tech series pilot program, and the collapse down to fewer classifications seems to be working better. Also a lot of concerns on outsourcing were discussed including not replacing employees who have retired, hiring freeze vs. need to restaff, and higher cost to outsource. Discussing reinstating “5 and 5” but it does not include university employees-we need to talk with our congressmen. SURS is not interested in the “5 and 5” due to it being an unfunded mandate. SIU open forum was good and other universities are encouraged to hold.
- **Parking Committee Volunteer** – Ron Thompson will be the new non-council member representative. Paul will have a report at the next meeting.
- **OpenLine Stuffing Staff** – No report.
- **Letter for Campaign** – Copy of final letter was distributed.

New Business

- **Dean’s Search** – Rules now do not include civil service on search committee. We are appealing to Academic Senate. We are requesting to be on the search committee for the Dean of Colleges of Arts and Sciences.
- **Academic Calendar** – A draft of the 2008-2009 academic calendar was distributed. This is first time our council has been given draft for review.

Reminders

- Deadline for next two OpenLines – November 4, December 2
- Guest on November 4: Representative from ISUAA – Pensions and Benefits
- Guest on November 18: Janet Deutsch – Downtown Normal

The meeting adjourned at 1:06pm (Paul, Theresa)

The next regular Civil Service Council meeting will be held Tuesday, November 4, at Noon, in the Bone Student Center Spotlight Room.