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**Illinois State University Civil Service Council (CSC) Meeting August 17, 2010**

*Approved Minutes- motion by Taylor, second by Lawhun*

**Present:** Barb Arbogast, Bob Blick, Valerie Bridson, Tom Cotton, Sarita Cox, Jean Darnall, Dara Gibson, Christa Lawhun, Maureen Peel, Andrea Rediger, Theresa Sanchez, Jan Jolynn Staley, Jason Taylor, Troy Zeigler

**Ex-Officio:** Dave Turner, Andrea Radliff

**Absent**: Carol Pfoff, Diane Ruch, Kevin Wiand

**Guest:** Jan Cook, Eric Hodges, Chuck Robbins, Chuck Scott

The meeting was called to order by Chair Sanchez at 12:01 pm. A motion was made by B. Blick and seconded by S. Cox to accept the minutes of the August 3, 2010 meeting as presented. J. Taylor requested that additional information be included regarding vacation days for Civil Service vs. other classification of employees. A motion was made to include the statement, “Dave Turner reported that the EAC discussed the discrepancy of maximum vacation day accrual between the 50 days for Civil Service employees and the 56 days for exempt employees.” J. Darnall motioned to include this statement and seconded by S. Cox. The motion was unanimously approved.

Chair Sanchez announced the appointment of a new member to the Council from Group IV, Troy Zeigler. This appointment is to complete the final year of a three-year term and will expire in June 2011. J. Staley made a motion to approve the appointment of Troy Zeigler as a representative for Group IV. The motion was seconded by T. Cotton and approved by the Council.

As chair of the Raffle Committee, Chair Sanchez requested that a motion be made to approve the expenditure of funds for the Grand Prize, a $300 gift certificate from Best Buy. J. Darnall made the motion to approve the funds for the Grand Prize and was seconded by J. Staley. The motion was unanimously approved.

The remainder of the business meeting was a presentation by Chuck Scott and Eric Hodges about the Electronic Door Access initiative on campus. The concept of Electronic Door Access is not new at ISU, Facilities has a 10-15 year history of controlled access. The idea of electronic door access is to move door access from a brass key to an ID card. Eventually, all Redbird Cards will have an antenna imbedded to provide wireless capabilities which will give Facilities the ability to lock or open doors quickly and remotely throughout campus. The card system has several benefits; instantly activate or deactivate a card, less expensive than rekeying or recoring a standard lock, and better control of who has access to specific areas.

Several factors motivated this initiative; student and parent inquiries, need to match peer institutions, instantly open or close doors en masse, streamline access procedure, cost and convenience, and ability to set alarms.

With approximately 10,000 doors on campus, Facilities was charged to establish the scope and functionality of this undertaking. Immediately, three items had to be addressed: Priority, System (how to choose and how to transition), and Budget. For Priority, Facilities looked at safety and cost for interior and exterior doors. Highest priority included residential halls (living/dining spaces), K-12 populations, and sensitive or potentially dangerous operations. Hirsch Electronic Door Access was the system selected. The decision was influenced by several variables: familiarity of state bid process, long history of installation within state facilities, and a solid presence in Higher Education institutions. The technology will not change but the supporting vendor will change with the bidding process. Regarding Budget, there are several types of technology available and the examination of long-term costs led Facilities to the selection of iclass smart chip technology which the federal government is currently using.

One concern with the Electronic Door Access system is the collection of data-how it will and will not be used. The Director of Facilities is in charge of administration and oversight of the system, as well as a governance board and a consulting/evaluation team. This technology will not be used to track employees and the data will only be accessed as outlined by current university policy. The decision about who has access to what areas will still remain with the individual departments.

Facilities has a good start on the 2010 timeline with the priority being the implementation of Electronic Door access in the residence halls. In 2011, Facilities will begin to migrate from the CBORD system to Hirsch beginning with the student fitness center and McCormick Hall. From 2012 to 2020 the rotation of facilities upgrade is based on a priority list and should take most of the decade to implement. Fire and Police will have 100% access and buildings may have specific doors with access while others just lock. Request for funding will go before the Board of Trustees as soon as possible because this is a multi-year, multi-million dollar project.

Facilities encourages people to review the proposed method of implementation as part of the Master Plan by visiting www.masterplan.ilstu.edu and welcome your input.

The meeting was adjourned at 1:01 p.m. following a motion by J. Staley and a second by C. Lawhun.

Respectfully submitted,

Andrea Rediger, Group III Rep

(for Carol Pfoff, Secretary)

**Reminders: Deadlines for next OpenLine –**September 8; October 6; November 3; December 8

**Upcoming CSC Meeting Dates –**August 17, September 7, September 21, October 5, October 19, November 2, November 16, December 7, December 21

**Upcoming CSC Event Dates –**

* Friday, September 10 – Annual Picnic
* Saturday, November 20 – Annual Shopping Trip
* Sunday, December 5 – Annual Holiday Party

**Websites of Interest:**

* Civil Service Council: http://www.cscouncil.illinoisstate.edu
* State Universities Civil Service System: http://www.succs.state.il.us
* SUCSS Classification Status Notices: http://www.sucss.state.il.us.cpm.asp
* ISU Annuitants Association: http://www.annuitants.ilstu.edu
* State Universities Annuitants Association: http://suaa.org
* Human Resources: http://www.hr.ilstu.edu
* A/P Council: http://www.apcouncil.illinoisstate.edu
* Academic Senate: http://www.academicsenate.ilstu.edu

**The next regular Civil Service Council Meeting will be September 7, 2010 in the Spotlight Room at Bone Student Center.**