

Illinois State University

Civil Service Council (CSC) Meeting

November 16, 2010

*Unapproved Minutes*

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

**Not Present:** Theresa Sanchez

**Ex-Officio:** Dave Turner

**Guests:** Jan Cook, Susan Cameron, Barb Brandt, Julie North, Chuck Scott

Approved 12/21/10 Motion by  
B. Blick, 2nd by M. Peel

The November 16, 2010 meeting was called to order by Vice-Chair J. Darnall at 12:00 pm.

B. Arbogast made a motion to approve the minutes of the November 2 as presented. The motion was seconded by C. Lawhun and approved.

Julie North, Parking and Transportation Director, gave a presentation on parking at Illinois State. She said that the south street garage had been changed from reserved spaces to reserved zones and is getting good reviews. There are currently talks on changing additional parking garages to use the zone plan. The cost of a zone permit is slightly less than that of a reserved space permit.

Parking has been doing a space utilization review. These reviews are done by area. During the utilization review the parking people counted empty spots in each lot on campus during specific times at predetermined weeks of class. The University currently has 8,723 parking spaces. It was noted that a large amount of these spaces are empty on a daily basis.

The areas used during the review were:

Area 1 – Milner down to Centennial West

Area 2 – North Bone/Bone Student Center/South garage

Area 3 – S104/S105/U-High/Hancock/ITDC

By doing the surveys and determining parking available at specific times it reduces the need to build new parking spaces. Therefore making it possible for the University to retain and expand green space.

There is a parking advisory committee on campus and two people on the Civil Service Council serve on that committee.

The practice of counting open spaces is new within the past one and half years since Julie joined the staff.

Julie was asked about plans to help deal with parking issues that could arise when the new student recreation building opens and more people try to park in the ITDC lot (lot F43). It was noted that during their surveys this lot was one that regularly has very few open spaces. It was noted if more people use the south parking garage when the new recreation building opens it would be beneficial to have additional parking attendants on duty to speed up the exit of work.

Parking services contributes to the Bloomington-Normal Transportation in order to have the buses available on campus. There is a park and ride lot on north Main Street with 400 spots that could possibly be utilized. In addition there are additional spaces at the Alumni Center location.

When asked about the over sale of spaces the Council was told that parking garages only have one permit printed per space and therefore are not oversold. However, that does not mean they could be oversold in the future.

Parking services is trying to be customer service oriented. This year they started the Give Em A Break program which will make a first offense for not having your parking permit free for the year.

Julie was asked if Parking had ever considered giving people 24 hours to produce their tag resulting in a lower fee for a parking violation. It was noted that some civil service employees cannot afford to pay the reserved/zone permit prices.

The lot near McDonald currently houses some construction equipment for the McDonalds renovation. After fielding a question it was noted that the construction company is paying a fee to use those spaces.

It was noted that service vehicle spaces seem to be getting less all the time. Julie said there are currently 600 service vehicle spots. Some have been taken over for ADA access.

Chuck Scott reported that Staff Connect will be coming soon. The University has purchased 45 computers and stand up stations with an adjustment feature that will hold the computer stations. It is hoped that the computers will be in place the first part of January. The 21 locations will be served by ESS and there will be printers at each location.

Training for the computers will be held, mostly on an individual basis. The stations will also include a laminated guide to help people use the equipment. Council members noted that The Report that came out today includes information on the Staff Connect program. Questions on the computer access program can be directed to Chuck at [cascott@ilstu.edu](mailto:cascott@ilstu.edu).

Cancellation of the December 21 Council meeting was discussed. It was determined that a quorum expects to attend so the meeting will be held as scheduled.

- Human Resources: <http://www.hr.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>

Following a short discussion C. Lawhun made a motion to cancel the January 4, 2011 Civil Service Council Meeting. The motion was seconded by B Blick and unanimously approved.

The OpenLine will be delivered this week. Items that can be included in the next issue include: Staff Connect; Christmas Party Recap; Raffle Winners. Notify A. Rediger if you have additional items you would like included.

J. Cook distributed copies of information from the Annuitants that includes a summary on pensions, benefits and state finances.

Following a discussion on the Children's Christmas Party T. Zeigler made a motion to allow the purchase of items for the treat bags not to exceed \$600. The motion was seconded by B. Blick and unanimously approved.

It was noted that volunteers are needed to help with the Children's Christmas Party. Volunteer opportunities included passing out cookies, handing out goodie bags, helping with Santa visits and more. Volunteers are asked to email Barb Arbogast to sign up.

S. Cox noted that the bus shopping trip committee has spent more than the \$50 previously approved for their prizes. She emphasized that this project is a social event and suggested the group pay the entire \$65 the committee had spent. A motion was made by J. Staley and seconded by C. Lawhun to increase the reimbursable amount for the bus shopping trip to cover the entire \$65 spent. The motion was approved.

C. Lawhun made a motion to adjourn the meeting at 1:10 pm. The motion was seconded by T. Cotton and approved.

Respectfully submitted,  
Carol Pfoff, Secretary

**Reminders: Deadlines for next OpenLine** --December 8, January 5, February 2, March 2, April 6, May 4, June 8

**Upcoming CSC Meeting Dates** --December 7, December 21, January 4, January 18, February 1, February 15, March 1, March 15, April 5, April 19, May 3, May 17, June 7, June 21

**Upcoming CSC Event Dates** --  
✓ Sunday, December 5 -- Annual Holiday Party

**Websites of Interest:**

- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- State Universities Civil Service System:  
<http://www.succs.state.il.us>
- SUCSS Classification Status Notices:  
<http://www.succs.state.il.us.cpm.asp>
- ISU Annuitants Association:  
<http://www.annuitants.ilstu.edu>
- State Universities Annuitants Association: <http://suua.org>

**The next regular Civil Service Council Meeting will be December 6, 2010 in the Spotlight Room at Bone Student Center.**