Civil Service Employees Council  
March 3, 2016 Meeting Minutes  

Meeting held in Horrabin Hall 60 @ 1:15 p.m.  

Present: Alisha Looney, Neal Thurman, Gail Ault, Angela Knight, Christine Staley, Stacy Dorethy, Debbie Collins, Karen Trusley, Connie Lincoln, Steve Whan, Mitch Carey, Butch Smith, Bob O’Bear, Alison Shook, Wendi Matson  
Non-voting members: Matt Biermann, Pam Bowman, Anita Sells, Peter Skrypkun  
Absent: Tammy Klinedinst  
Non-voting members: N/A  

I. Welcome and introduction of special guest(s): N/A  

II. Director of Human Resources (Pam Bowman/Anita Sells):  
Discussed the needs for funds and appropriation to operate.  
Discussed the Emergency Rule Provision-Furlough Rule-effective March 1st-July 27th, allowing 150 days. Questions were asked, answers provided by Pam, Anita, and Matt. Important for those affected to attend the QA sessions. Peter also sent out the Furlough Rule.  
Pay Reduction was discussed. If employee wants to voluntarily take a reduction, request needs to be in by April 15, 2016. Not allowable for biweekly or hourly paid employees.  

III. Interim Vice President for Administrative Services Report (Matt Biermann):  
Discussion also noted above concerning furloughs (non-negotiated). This was a savings of approximately $1.5 mil.  
Retirement incentive was discussed and will not be offered again. Furlough program may cause retirements.  
Discussed recent layoffs. Extra help was discussed, not a permanent position and these are being looked at.  
Merging and cutting programs was discussed. Academic committee will meet and at the end of the semester, recommendations will be submitted to the Board of Trustees on 6/2016. Discussed contract changes for Summer-Fall 2017.  
Budget Cuts and Hiring Freeze discussed. Some hiring will still happen as some position have to be filled for departments to function appropriately and effectively; ie: Associate Provost
search. There is no definite number. The 100 cuts was just a target number to reach the $20 mil cut. This included those already notified - faculty/staff/administration.

Social Media (Facebook) discussed. Social media impacts WIU and the community. We need to shift the public perception to understand the economic hardship on not only WIU but the community. Any dollar cut means money cut in the community as well. If WIU has to continue to cut money, that money is not spent in our own community.

ACSME and the bargaining units were discussed. They have been asked to take the same reductions and they are continuing to meet and negotiate. They are willing to help with the current situation.

IV. Group Concerns: Some concerns are noted/discussed above.

Asked about Rauner’s discussion on KHQA concerning WIU not having to take a budget cut, this is a political rhetoric. Madigan and Rauner’s Bills were discussed. The Primary Election is upon us, important to send notes and vote. Discussed their recent voting.

Discussed the placement of billboards in other college communities, targeting students and not actively recruiting other university students. There is a Gentleman’s Agreement with the Chancellor about these concerns.

Kudos and Thanks were given to Matt, Pam, and Anita for the current programs, honest answers, and keeping CSEC updated. At the end of the day, we are all WIU employees.

V. November minutes (Debbie Collins): Discussed and motion to approve.

a. Motion to approve: Connie Lincoln

b. Seconded by: Stacy Dorethy

VI. December Treasurer’s Report (Connie Lincoln): Report was read, emailed, handed out, and discussed.

a. Motion to approve: Debbie Collins

b. Seconded by: Gail Ault

X. Civil Service Employee of the Month (Alisha Looney): Sherry Banninga, from International Studies. Sherry’s presentation will be at 10 a.m. Thursday, March 10 in Memorial Hall, room 337.

XI. Employee Advisory Committee Representative (Peter Skrypkun): Handed out Emergency Furlough. Encouraged employees to go to the budget website for QA and information.

XII. WIU Quad Cities Campus Report (Alison Shook): Steve reported that 7/8 of his employees are required to take furlough days. This will affect productivity.
Imagination Station is sold out.

XIII. Representative Reports to Council

a. **Affirmative Action Internship Committee (Butch Smith):** Waiting for feedback on two applicants.

b. **University Diversity Council (Wendi Mattson):** There was a March 3 meeting.

c. **Website and IT Issues (Stacy Dorethy):** Website information needs updated, still waiting on training.

d. **Training and Development (Gail Ault):** Discussed furlough meetings times and dates.
   - Discussed Tour of WIU Ag Farm upcoming flyer and check web page.

XIV. Committee Reports

a. **Policy & Appeals (Christine Staley):** Discussed an employee complaint, contacting SUCSS, the process, and outcome-internal grievance in writing, must follow policy and procedures.

b. **Awards and Selection (Alison Shook):** Posted on website, info was updated. Discussed Point of Contact. Connie will post on the CS Bulletin Board.

c. **Constitution and Election (Butch Smith):** Will update during April meeting. Positions to fill include Susan Beck, Debbie Collins, Neal Thurman, Connie Lincoln, Alisha Looney, Mitch Carey.
   - Need to discuss new member applications: New application members for May.
   - Need to discuss outgoing member (this is their last term) gifts: Those in last term requested no gift due to budgets.

d. **Benefits Committee (Tammy Klinedinst):** N/A

e. **Education (Alisha Looney):** No report.

f. **Fundraising/Social Events (Connie Lincoln):** CS Employee Luncheon set for April 28 at Campus Rec. Matt is providing funds for cupcakes, Joe is providing funds for gift.

g. **Mentoring (Steve Whan):** Allison McGrew –February 17, 2016 (Angie Knight) and Hank Haberling-February 29, 2016 (Karen Trusley).

h. **Open Meetings Act Requirements (Christine Staley):** Alisha and Connie will have to redo Open Meetings Act for next term.

i. **Provost Advisory Council Report (Alisha Looney):** Next meeting April 7, 2016.

j. **HLC Persistence Academy (Christine Staley):** Unable to attend last meeting. See website concerning Submitted Projects on Collaboration Network.
k. **IT Governance (Alison Shook):** Zimbra will be replaced by Google. The shared calendars issue is still a concern.

l. **President’s Advisory Group (Karen Trusley):** Met last week.
   Under same budget impasse.
   Enrollment is down by 5%, 1500 new freshman goal. Faculty began handwriting notes to students, the Alumni council has done the same. Covering a 10 county area. Ideas to add posters to schools for recruitment.
   Illinois is #2 exporter or students, Illinois is #1 for students leaving Illinois.
   Important to promote WIU positively. Encourage Morale. Thank-you’s were sent via website to Civil Service Employees. If anyone has any ideas to increase morale, please send those ideas to Karen. Some ideas were discussed.

m. **Planning Task Force (Karen Trusley):** No update.

XV. **Old Business:**

   a. **Need 2 reps from CSEC to be on VP Rives’ Social Responsibility Committee:** Questions about frequency of meetings, more detail about committee, and location.

XVI. **New Business:**

   Luncheon invitations discussed. Board of Trustees and a few political members were discussed.

XVII. **Meeting Adjournment:** Karen discussed time and need to adjourn. All in favor.

   a. **Motion to adjourn:** Stacy Dorethy
   b. **Seconded by:** Angie Knight.

*Next meeting April 7, 2016 @ 1:15 in the President’s Conference Room.*