

Civil Service Employees Council
April 7, 2016 Meeting Minutes

Held in Sherman Hall 205 @ 1:15

Present: Alisha Looney, Bob O’Bear, Butch Smith, Wendi Mattson, Alison Shook, Steve Whan, Angela Knight, Connie Lincoln, Christine Staley, Stacy Dorethy, Karen Trusley, Debbie Collins, Gail Ault

Non-voting members: Peter Skypkun, Matt Bierman, Pam Bownman, Anita Sells

Absent: Mitch Carey, Tammy Klinedinst, Neal Thurman

Non-voting members:

- I. **Welcome and introduction of special guest(s):** N/A
- II. **Director of Human Resources (Pam Bowman):** No report other than upcoming service recognition; 202 employees with 10-40 years of service will be recognized on April 27th.
- III. **Interim Vice President for Administrative Services Report (Matt Biermann):**
 - Courier to QC will be discontinued the Friday after graduation. UPS will be used except for the week before classes since there is a large volume of mail. Mail services will still take the mail. New DPS routes may be changed to accommodate.
 - Budget updates are still of concern and grim future with upcoming layoffs.
 - There was a meeting on April 6th in Springfield. This was a more serious meeting, conversations are more difficult concerning the next 3-4 months.
 - Vendors are also affected.
 - University Relations has a FAQ’s website page for all public information regarding budget, layoffs, impasse, etc.
 - President will give an address within the next week. Things are tight. Additional layoffs pending.
- IV. **Group Concerns:** Discussed other colleges. Discussed UPI and faculty negotiations. Other concerns mentioned above.
- V. **Minutes: (Debbie Collins):** March minutes were emailed but a few members did not receive minutes, will resend. Minutes approved. Resigned position due to upcoming layoff.
 - a. **Motion to approve:** Alison Shook
 - b. **Seconded by:** Karen Trusley

- VI. Treasurer's Report (Connie Lincoln):** March treasury reported emailed. Balance remains for March. Approved.
- a. Motion to approve:** Stacy Dorethy
 - b. Seconded by:** Alisha Looney
- X. Civil Service Employee of the Month (Alisha Looney):** Linda Windsor as the Civil Service Employees Council Employee of the Month for April. Linda's presentation will be Monday, April 4 at 10 a.m. at Facilities Management in the large training room.
- There are only 4 plaques left for CSEC Employee of the Month.
- Resigned end of term position. Connie Lincoln to take over.
- All in favor.
- XI. Employee Advisory Committee Representative (Peter Skrypkun):** Recommend knowing about the Furlough Program and SUCS Layoffs. Can find all info on the SUCS website.
- Discussion about a permanent furlough program. School meeting on 4/15 to vote on telecommunication.
- XII. WIU Quad Cities Campus Report (Alison Shook):** Imagination Station was a success with over 3,000 participants. Imagination Station is a family and community event that includes the PBS characters and tons of activities. This is a free venue.
- XIII. Representative Reports to Council**
- a. Affirmative Action Internship Committee (Butch Smith):** 2 applications and interview process. A great program.
 - b. University Diversity Council (Wendi Mattson):** No report. Stacy Dorethy will take over.
 - c. Website and IT Issues (Stacy Dorethy):** CSEC Website needs updated. Connie will update this month.
 - d. Training and Development (Gail Ault):** There is a new training for Surplus purchasing on 4/20/2016- please see the emailed flyer.
- XIV. Committee Reports**
- a. Policy & Appeals (Christine Staley):** N/A
 - b. Awards and Selection Committee (Alison Shook):** Information packets are due on 5/13/2016 and a meeting is set for 5/24/2016-5/25/2016.
 - c. Benefits Committee (Tammy Klinedinst):** N/A

- d. **Constitution/Election (Butch Smith):** Discussed new members; possibly 2 new interests and 2 applications for new memberships.
 - Judy Richardson voted in as a new member.
 - **Election of Officers**
 1. Karen Trusley-President
 2. Stacy Dorethy-Vice President
 3. Connie Lincoln-Treasurer
 4. Christine Staley-Secretary
 - **Motion to Approve:** Wendi Matson
 - **Seconded:** Alison Shook
All in favor.
- e. **Education (Alisha Looney):** No report. End of term position. Gail Ault to take over.
All in favor.
- f. **Fundraising/Social Events (Connie Lincoln):** CSEC Luncheon has 100+ reservations. 80's theme seems to be a big hit. All donations should be turned in by 4/22/2016. Door Prizes are still needed.
- g. **Mentoring (Steve Whan):** No report.
- h. **Open Meetings Act Requirements (Christine Staley):** New member Judy Richardson needs to complete and Connie Lincoln will need to retake since term is up.
- i. **Provost Advisory Council Report (Alisha Looney):** Meeting is scheduled for this afternoon at 3:15. Resigning at end of term. Angela Knight will take over.
All in favor.
- j. **HLC Persistence Academy (Christine Staley):** N/A
- k. **IT Governance (Alison Shook):** N/A. Can remove this category for future meetings.
- l. **President's Advisory Group (Karen Trusley):**
 - Faculty are still sending personal notes to future students.
 - Many challenges still ahead with budget impasse but morale and perception need to remain positive.
 - SGAS will be in session 4/4/2016
- m. **Planning Task Force (Karen Trusley):** No meeting to discuss.

XV. Old Business (Karen Trusley):

- **Still need 2 reps from CSEC to be on VP Rives' Social Responsibility Committee.**

Steve Whan joined the committee.

XVI. New Business (Karen Trusley):

- Need shorter reports , stay on track, eliminate side conversations, keep meeting to 1.5 hours, and discussed what CSEC symbolizes. We raise money for scholarships, hold semester luncheon but we are also informants and support civil service employees.
- Memorial Tree Planting Ceremony scheduled for 5/6/2016 @ 11 a.m. Karen has to be at a conference. Wendi Mattson will attend and read biography of the employee being remembered on behalf of CSEC. All are invited.
- Recruiting CSEC members-4 open slots to fill.
- Discussed how to keep CSEC changes online and the links to other sites. It was agreed to continue the way it has been for Campus Connection and the CSEC website.
- *Need to vote on plaques for CSEC Employees at next meeting

XVII. Meeting Adjournment: Stacy Dorethy set a motion to adjourn.

a. Motion to adjourn: Debbie Collins

b. Seconded by: Wendi Mattson

All in favor.

****Next meeting will be May 5th at 1:15 p.m. in the Presidents Conference Room-Sherman Hall 205.***