

Civil Service Employees Council

MINUTES

Thursday, November 6, 2014 in the Capitol Room

Present – Gail Ault, Connie Lincoln, Holly Fecht, Wendi Mattson, Stacy Dorethy, Chris Staley, Alison Shook, Karen Trusley, Butch Smith, Charlene Hammond

Non-voting members: Pam Bowman

Absent – Alisha Barnett, Neal Thurman, Steve Wahn, Heather McMeekan, Tammy Klinedinst,

Non-voting members: Julie DeWees

I. Director of Human Resources (Pam Bowman) –

Pam said we know by now that Peter has been re-elected as the EOC representative. The election is held on the same day for all Universities with openings; however, we were the only one that had an election (meaning if others had openings that they were not contested). Voter turn-out was very low. Pam said that the number of representatives for each campus is different, likely dependent on size.

Talks about doing an “Ask HR” session before and after the election; it was a good question and answer section. One major positive that came out of it was ideas for improving the WIU Website to show name, picture, and job description for employees so that people know who to contact for certain issues, questions, and concerns.

Pam indicates that she thinks employees on the QC Campus may feel under-contacted. Alison said she appreciates them coming; she thinks part of the problem is just the fact that there are not HR people on campus there who they can go to with questions on how to do things. Pam said they are doing Civil Service 101 and the Job Audit Workshop in the QC now, so that people know and understand what it means to be Civil Service.

Connie asks about the changes in the testing system and wonders why she had to wait to test for the next qualification for the Office Administrator? Pam recommends contacting Amy Chambers for an answer to the specific question and about testing. With regard to how the system has changed, Pam said now current Civil Service employees can test for promotional lines without being put on exam notification like they had to do in the past.

Connie asks about a letter she got in the mail regarding a clerical union. Pam received notice that a meeting was going to happen in 2011; a drive went out to get people to join the union. The AFSME got the minimum 30% required to form a union; the clerical union (position at WIU with classes of 04 from www.sucss.illinois.gov) is represented by AFSME in collective bargaining. Pam said

they are currently negotiating with AFSME (there is no contract currently with the bargaining unit); until the BOT approves the contract, there is not one. This does not affect employees in the Quad Cities campus.

II. **Vice President for Administrative Services Report** (Julie DeWees) – absent

III. **Group Concerns** – none

IV. **Minutes (last meeting)**

- a. Discuss changing minutes and when they are “changed” vs. in draft form.
 - i. There should not be changes to drafts unless they represent a correction of an error in the minutes.
 - ii. Any clarifications to the minutes should be added at the following meeting.

V. **Treasurer’s Report** (Stacy Dorethy) – Stacy shares the following reports:

- a. The \$20 deposit was “old” that was accidently misplaced in an envelope.

**Western Illinois University Civil Service Employee's Council
Monthly Budget Report - September 2014**

General Account - Account # 900770				
Date	Description of Transaction	Debit	Credit	Balance
9/1/2014	Previous Balance			\$ 2,890.08
9/3/2014	Deposit: Raffle (Spring Luncheon)		\$ 20.00	\$ 2,910.08
9/30/2014	Current Balance			\$ 2,910.08

Scholarship Account - Account # 882046				
Date	Description of Transaction	Debit	Credit	Balance
9/1/2014	Previous Balance			\$ 4,784.43
9/30/2014	Contributions		\$ 371.50	\$ 5,155.93
9/30/2014	Non-Endow Investment Revenue		\$ 5.00	\$ 5,160.93
9/30/2014	Current Balance			\$ 5,160.93

Endowment Fund - Account # 884046				
Date	Description of Transaction	Debit	Credit	Balance
9/1/2014	Previous Balance			\$ 109,603.00
9/30/2014	Contributions		\$ 14.00	\$ 109,617.00
9/30/2014	Current Balance			\$ 109,617.00

Western Illinois University Civil Service Employee's Council
Monthly Budget Report - October 2014

General Account - Account # 900770

Date	Description of Transaction	Debit	Credit	Balance
10/1/2014	Previous Balance			\$ 2,910.08
10/2/2014	Transportation to CSEC monthly mtg in QC	\$ 90.20		\$ 2,819.88
10/28/2014	Karen Trusley - Travel to Council of Councils mtg	\$ 269.00		\$ 2,550.88
10/31/2014	Current Balance			\$ 2,550.88

Scholarship Account - Account # 882046

Date	Description of Transaction	Debit	Credit	Balance
10/1/2014	Previous Balance			\$ 5,160.93
10/31/2014	Contributions		\$ 262.50	\$ 5,423.43
10/31/2014	Non-Endow Investment Revenue		\$ 5.00	\$ 5,428.43
10/30/2014	Current Balance			\$ 5,428.43

Endowment Fund - Account # 884046

Date	Description of Transaction	Debit	Credit	Balance
10/1/2014	Previous Balance			\$ 109,617.00
10/31/2014	Contributions		\$ 1,014.00	\$ 110,631.00
10/31/2014	Current Balance			\$ 110,631.00

VI. President's Report (Wendi Mattson) – No report.

There was a BOT meeting recently, but there was no real news.

VII. Civil Service Employee of the Month (Alisha Barnett) –

Terrill Jones from OPS is the November CSEC Employee of the month.

VIII. Employee Advisory Committee Representative (Peter Skrypukun) – The following was sent via e-mail:

State Universities Civil Service
Employee Advisory Committee Meeting
Notes from October 15-16, 2014

The meeting was held on the campus of Southern Illinois, Carbondale.
The report of the chair of the Employee Advisory Committee (EAC), Andy Small (NIU), noted an ongoing change in the state wide University systems, in reference to Robert C. Dickeson's book,
Prioritizing Academic Programs and Services: Reallocating Resources to Achieve Strategic Balance.

Review

"Dickeson has no illusions about the difficulty of achieving 'strategic balance,' but his single-minded focus on identifying and eliminating those programs that require resources that could be used by higher priority programs can provide clarity to those about to undertake an institutional review, and his insistence that an institution can make informed and defensible judgments about programs will reassure those who are in the process of institutional review." (Continuing Higher Education Review)

"This book is a 'must read' for higher education leaders or those who aspire to become higher education leaders. Only Bob Dickeson, with his many years of higher education experience, could have incorporated so much information in such a concise and informative manner." (James E. Walker, president, Middle Tennessee State University)

"This is a succinct and understandable guide to the very complex issues surrounding restructuring and prioritization. Every board member, president, and provost will find it essential to their own work." (Jessica S. Kozloff, president, Bloomsburg University of Pennsylvania)

"Dickeson reverses the death of common sense. He challenges the prevailing assumption that all academic programs are of equal value and then demonstrates how to base resource allocation decisions on the merits of each." (Gary H. Quehl, president, Quehl Associates) --*This text refers to an out of print or unavailable edition of this title.*

From the Back Cover

Prioritizing Academic Programs and Services

Revised and Updated

Increasing economic concerns make the new edition of this best-selling classic an invaluable resource for those who want and need to implement a proven step-by-step approach to reallocating resources in tough times. Thoroughly revised and updated, *Prioritizing Academic Programs and Services* includes new recommendations from the field, communication strategies for more successful campus implementation, a new section on the sources of hidden costs, and a Prioritization Process and Implementation workbook designed to help administrators avoid costly mistakes. This book includes access to additional content online, including models for prioritization from a variety of campuses. Based on the author's extensive consulting experience, this necessary and timely resource offers the best advice for addressing the current economic concerns affecting most colleges and universities.

Praise for *Prioritizing Academic Programs and Services* For more than a decade, higher education leaders have turned to Dickeson's practical guide to academic program assessment. These newly expanded approaches are just in time for today's competitive environment."

—Suzanne Shipley, president, Shepherd University

Dickeson provides a compelling rationale for program prioritization as well as a practical planning structure that promotes alignment between programs, resources, and university mission. Presidents and provosts can use his approach to frame campus discussions around the future of the institution and away from legacy programs whose time has passed."

—Kyle R. Carter, provost and senior vice chancellor, Western Carolina University

Dickeson's approach ensures that critical decisions regarding academic programs and resource allocation are aligned with strategic goals and institutional mission. As one of the early adopters of the process that he proposes, I am convinced that it is a powerful and practical tool for any college or university committed to remaining focused, resilient, vital, and relevant in a dynamic and increasingly challenging environment."

—David Maxwell, president, Drake University

Robert C. Dickeson is a higher education consultant, president emeritus of the University of Northern Colorado, and former senior vice president of Lumina Foundation for Education.

* Seems like it would be a must read for most of the state universities leaders.

Andy also pointed out that the current trend of saving money via position attrition is going away, however a different trend of "outsourcing" seems to be taking its place.

SURS Update:

The report of Mr. Larry Curtis, State Universities Retirement System, reported on the affected annuitants. He stated that the Universities state wide are currently employing 3000 annuitants. Of those 3000 employed, 2800 fall below the 40 % wage cap.

(Return to work law, [Http://www.ahr.illinois.edu/units/hrprocesses/HB4996.pdf](http://www.ahr.illinois.edu/units/hrprocesses/HB4996.pdf))

Leaving 200 current annuitants having the SURRS retirement payments paid in to the system by the particular Universities employing such employees.

Of the 1900 retirements in July 2014, 6% rescinded their retirement.

Larry also noted that the CMS payments / insurance refunds, have not been paid out as of October 15, 2014.

Report of the Director:

Mr. Tom Morelock was out due and Lucinda Neitzel Assistant Director, Operations and Audit filled in , and gave the report.

"Cindy" reported on an upcoming rule change proposal, effecting Section 250.50 (residency). This proposal will effect who may apply to a civil service position. Taking Illinois residency prior to the application process off the table. However timelines will be in place to establish residency within Illinois after an offer of employment has been made to the qualified candidate.

There is also the rumblings of the Typing test being eliminated from a number of classifications. However this has not occurred yet. It will remain in some form, but will not be used as a form of screening tool for employment.

The Systems office has hired two new employees in an Assistant HR classification. Davin Earp, and Tonya Koets.

Class plan update: First the police sergeant's exam has been updated. Secondly the systems office currently supports 1100 separate classifications, and would like to get the number of classifications below 1000 within the next few years. Though elimination or combinations of classifications.

The EAC set their meeting dates for 2015.

January 22nd and 23rd, at the State Systems office.

April 16th and 17th, at Governors State University.

July 16th and 17th, the location is TBD..... **How about Western? (Julie...)**

October dates are TBD due to the Council of council and their future dates not being set as of Oct 15th. However it is to take place at ISU, Urbana.

IX. **WIU Quad Cities Campus Report** (Alison Shook) – They are all moved in to the new building; they are still waiting on new furniture. She thanks HR for coming up and helping share information with the QC campus, which continues to grow.

X. **Representative Reports to Council**

- a. **Affirmative Action Internship Committee** (need volunteer) – Butch Smith volunteers to be on the committee.
- b. **University Diversity Council** (Karen Trusley) – They are working on a campus climate survey.
- c. **Website and IT Issues** (Connie Lincoln) – She thinks we are up-to-date for the most part. January 8th will be the next meeting.
- d. **Training and Development (Gail Ault)** – Gail asked Sheila about trainings in the QC campus. Alison said she thinks the ones that people want are being offered in the QC. The following sessions are coming up soon:
 - i. Employee Wellness has a blood pressure, blood glucose, and grip strength training
 - ii. Zimbura Training in the QC
 - iii. Supervisor Training – all sessions are full, but you can ask to be put on the waiting list if they are full.
 - 1. It would be great if it was opened to more people and offered more often, since there is a waiting list.

XI. **Committee Reports**

- a. **Policy & Appeals** (Christine Staley) – no report.
- b. **Awards and Selection** (Alison Shook) – She knows she needs to invite winners to the luncheon – the winners will be provided a free meal.
- c. **Constitution/Election** (Butch Smith) – nothing new.
- d. **Education** (Alisha Barnett) – absent.
- e. **Fundraising/Social Events** (Karen Trusley/Connie Lincoln) – An outside vendor is being used for the catering (it was a struggle to get this done). The event will now be in Sherman Hall in the Auditorium – it seats 180. Coca-Cola is donating quite a few drinks. Invitations will be going out via Tele-Stars soon. The meal is \$9, so we will be making \$1 from each entry. Holly made the wreath, and prizes are coming in. If we could all bring promotional things from our areas to use for grab bags, that would be awesome. There will not be a Westernopoly game board due to cost and timing of printing.

f. **Mentoring** (Connie Lincoln) – new employees

- i. Adams, Shirley A., Child Development Associate, Infant & Preschool Center, 10/16/14. Campus Address: 15 Horrabin Hall, Phone: 298-1250.
- ii. Edwards III, Robert K., Electrician, Building Maintenance, 11/3/14. Campus Address: Facilities Management, Phone: 298-2882.
- iii. Larson, Shelley M., Collection Specialist, Billing & Receivables, 11/4/14. Campus Address: 106 Sherman Hall, Phone: 298-1831.
- iv. May, Karen A., Collection Specialist, Billing & Receivables, 11/3/14. Campus Address: 106 Sherman Hall, Phone: 298-1831.
- v. Smith, Paula S., Collection Specialist, Billing & Receivables, 11/4/14. Campus Address: 106 Sherman Hall, Phone: 298-1831.
- vi. Utter, Bradley A., Carpenter, Building Maintenance, 10/28/14. Campus Address: Facilities Management, Phone: 298-2882.

g. **Open Meetings Act Requirements** (Christine Staley) – no report.

h. **Provost Advisory Council Report** (Karen Trusley) – They just did an introductory meeting where everyone introduced themselves. Dr. Thomas is trying to strengthen the relationship with the Macomb community by working with Mayor Inman.

XII. Old Business –

- a. Motion to approve minutes from last meeting: Butch
 - i. Seconded by: Connie
 - ii. All approved, motion carries.
- b. Motion to approve September's Treasurer's Report presented above: Alison
 - i. Seconded by: Connie
 - ii. All approved, motion carries.
- c. Motion to approve October's Treasurer's Report presented above: Connie
 - i. Seconded by: Alison
 - ii. All approved, motion carries.

XIII. New Business –

- a. Council of Councils (Karen Trusley) – Karen indicates that all of the schools had a representative there except for one.
- b. Bruce Applebee was the presenter for SUAA, and there are concerns that benefits will get cut. It is impacting universities in terms of retaining employees who are leaving to join the private sector, which also harms the communities, as they are leaving the areas. The Pension Reform Bill is still in play and of concern. He is also concerned that higher education is taking a back seat; universities are a business, and we are losing lots of students to bordering states. The 50% tuition for children (of employees?) is also under review again. At the state level, they

are considering removing the typing components from tests. She (Karen?) encourages individuals to look for audit reports for our campus.

- c. Dr. Linda? McCabe Smith says one professor at SIUE gives two hours each week for professional development opportunities. She encourages all campuses to offer professional development opportunities for their employees. She talked about a Myers Briggs type assessment for the workplace.
- d. Next year's event is at Illinois State University. Western has not hosted it since 2001, and that was the only time Western hosted it.
- e. Karen reminded everyone about next week's Veteran's Day Celebration – they still need readers.

XIV. Meeting Adjournment –

- a. Motion to adjourn: Gail
- b. Seconded by: Stacy

XV. Next Meeting will be Thursday, January 8, 2015, in the Capitol Room.