**Civil Service Advisory Council**

**MINUTES**

**Wednesday, October 6, 2010**

**10:00 a.m. – PAC 4E**

Present: Pat Austin, Ann Cole, Debbie Dove, Bobbie Fults, Darlene Harris-Kresse, Toni Langdon, Janice Marvel, Jamie McGill, Marcia Rossi, Denise Rothenbach, Rose Schweikhart (APAC), Jay Simpson, Erin Smith, Jill Stoops

Absent: Kemy Brown, Laura Laurenzana

Guests: Bob Lael, Acting Human Resources Director

 Monica Kroft, Human Resources

Call to Order: 10:07 a.m.

Approve Agenda for this meeting: Yes, following motion by Darlene and second by Debbie.

Approve Minutes from last meeting: Yes, following motion by Darlene and second by Denise.

Announcements: None.

New Business:

I. HR Information – Staff “wants”

 A. Posting of Civil Service openings - concern that Civil Service jobs are not being posted properly.

 B. Bob Lael’s input:

 1. He is encouraging supervisors to allow jobs to be posted.

 2. If supervisor doesn’t want position posted, HR won’t post IF supervisor makes good case to not post.

 3. Encourages people to test for positions ahead of time.

 4. Shying away from posting in *State Journal-Register* due to cost concerns.

 5. RPS process is time-consuming; can’t post until RPS signed. Wants to start using electronic RPS process and hopes to revisit this issue soon.

 C. On the testing request form, if the drop-down box doesn’t always include all jobs available for testing, contact Tolonna or Deanna in HR; either of them can be of assistance.

II. Staff Scholarship and Mike Love (originator) – Janice

 A. Question posed is whether or not CSAC wants to rename Staff Scholarship to include Mike’s name.

 B. Mike’s wife should be consulted; Janice will speak with her.

 C. Best idea might be to include Mike’s name in description rather than name.

 D. Bobbie will check with Teresa Szabo and asked Toni to bring up at next APAC meeting.

Old Business:

I. Civil Service Appreciation Day (CSAD) Feedback – Bobbie

 A. Positive response from all and Food Services loved their cake!

 B. Thanks to Bob Lael for last-minute fill-in for Tom Morelock as guest speaker.

 C. Jamie requested that next year nominees be given a prize/gift. Pat said must be under $15 or it is subject to tax.

 D. Another suggestion by Jamie is to have winner of CARE award have photo taken with previous winners.

Treasurer’s Report – Pat - $107.90 spent for Civil Service Appreciation Day. Balance is now $565.10. It’s worth asking Provost for money this year.

Chancellor’s Report – None (Ed Wojcicki absent).

HR Report – Bob Lael

● Student dependent recertification is due; can use NESSIE to submit.

● October is National Retirement Month; several meetings will be held; see email reminder(s) from HR.

● Training ideas? Discussion followed. HR will survey and arrange training/brown bag sessions.

Committee Reports:

APAC – Toni Langdon – Provost Berman will attend next APAC meeting. Do we want to invite to CSAC meeting?

CARE – Ann – No report.

CSAD – Bobbie & Jamie – See Old Business item I above.

Campus Senate – Lesly Schoo – Discussed enrollment projections; expect to have 5500 students by 2014. Other items included faculty retention, conflict of interest and non-tenure-track faculty. Next meeting agenda includes amendments to Statutes and General Rules from BOT to effect streamlining of university administration and operations.

Campus Technology – Janice – Online enrollment comparisons; desktop refresh project (every 4 years each employee gets new machine. Discussion followed. Also discussed equipment transfer process. Rollout for Blackboard 9 went well.

SURS – Janice – Will be meeting next week.

SUCSAC – Denise – Congrats and thanks to Denise for serving!

UIEAC – Bobbie (President), Janice (SURSMAC), Denise (SUCSAC) – No report.

Parking Appeals and Advisory Board – Darlene & Debbie – LOTS of tickets at start of semester so there have been several meetings.

Diversity, Equal Rights, Opportunity & Access (ROAD) – Jay Simpson & Grant Johnson – Met a few weeks ago. Refocused committee and are developing Blackboard page. Jay is no longer able to serve on ROAD; need a Civil Service employee to volunteer.

Sustainability – Denise – At last meeting, discussed energy-saving ideas/issues following SAGE report. Next meeting to be held next week. Planning Sustainability Day to be held in November.

Non-monetary Compensation – Jamie, Bobbie, Donna & Kemy – No report. Bob said he has invited AFSCME and UPI to offer ideas.

Student Discipline – Marcia & Jay – No report; no meetings yet this Fall.

Webmaster – Erin – Need to take online scavenger hunt (Appreciation Day) down & add minutes.

Silent Auction – Darlene & Debbie – Possible dates: March 2, 16, or 30. March 30 best option. Working to confirm room availability. NEED DONATIONS!

Meeting adjourned at 11:20 a.m.

Minutes submitted by Erin Smith, CSAC Secretary