**Civil Service Advisory Council**

**MINUTES**

**Wednesday, December 8, 2010**

**10:00 a.m. – PAC 3D**

Present: Pat Austin, Bobbie Fults, Darlene Harris-Kresse, Toni Langdon, Laura Laurenzana, Janice Marvel, Jamie McGill, Marcia Rossi, Denise Rothenbach, Rose Schweikhart (APAC), Jay Simpson, Erin Smith

Absent: Kemy Brown, Ann Cole, Debbie Dove, Jill Stoops

Guests: Harry Berman, Chancellor

 Ed Wojcicki, Associate Chancellor For Constituent Relations

 Bob Lael, Acting Human Resources Director

Call to Order: 10:10 a.m.

Approve Agenda for this meeting: Yes, following change to ROAD committee members. Motion by Janice, second by Darlene. Motion carried.

Approve Minutes from last meeting: Yes, following spelling correction of Gloria Newton Davlantis’ last name (new ROAD committee member). Motion by Pat, second by Denise. Motion carried.

Announcements: ● Chancellor Berman will attend today’s meeting as guest at approximately 10:45 a.m.

New Business:

I. Chancellor Berman

 A. This is his first meeting as Chancellor. He is looking forward to receiving advice from CSAC.

 B. Priorities for moving forward:

 1. International Programming – Increasing opportunities for UIS students to study abroad and also to bring more international students to UIS. Want to add to undergraduate international student population. Group put together this fall for strategic planning. Lynn Pardie and Tim Barnett following up now. Visits to Vietnam, China, and Mongolia.

 2. Community College Relationships – UIS has always been friendly toward community colleges. We need to capitalize on increased enrollment in community colleges so that they transfer to UIS to complete undergraduate degrees or work on graduate degrees. College of DuPage in particular is focus because it has 35,000 students. Establishing relationships with DuPage faculty, admissions staff.

 3. Community Engagement – Wants Chancellor’s office to be known/featured as leader engaged with community. Harry has always been involved in the community on a personal level, but wants to raise this profile and is encouraging faculty and staff to become more engaged with community.

 4. Instructional Resources Focus – As support for operations from State continues to decline, we need to make best use of our resources. Minimize low enrollment class sections, implement realistic class caps, pre-requisites, time of day classes held, etc. It’s not enough for departments to make back enough money to just cover faculty costs.

 C. Discussion/Q&A followed.

 1. Bobbie stated that non-monetary committee has gone away with Wes’s departure; would like to bring it back. Harry asked Bob to assist with this. Bob confirmed non-monetary issues are part of current contract negotiations.

 2. Janice stated that she is glad to see transfer students are coming back as a focal point. Also brought up advising issues.

II. Visit to President Hogan’s house December 2, 2010

 A. Janice, Denise, and Bobbie attended. About 15 in attendance from all UI campuses including HR Administration.

 B. Very straight-forward; Hogan is concerned about staff. Bobbie provided handout (agenda for Hogan’s meeting).

 C. There will be no furloughs this year, and no plans for furloughs/layoffs in the coming year.

 D. Hogan is working on small compensation package for next year.

 E. Discussion followed regarding job audits requiring exception to hiring freeze form. Bob Lael responded that if audit results in raise, then form must be completed, but if reduction in job duties and no money affected, form is not necessary. This is not an issue at UIS.

III. Cancel January 2011 meeting?

 A. All agreed January meeting not necessary.

 B. Next meeting will be in February 2011.

IV. New Chancellor Representative – Beverly Bunch

 A. Ed will no longer be Chancellor’s rep after this meeting.

 B. Faculty member is being brought back as rep as was done in the past.

 C. Ed complimented CSAC on great leadership.

 D. CSAC will miss you, Ed!

V. Inquiry from ROAD committee

 A. Gloria sent email with concern from Roxanne (ROAD Chair) regarding diversity on campus committees’ representation.

 B. Bobbie explained that CSAC members asked first to serve, followed by requesting volunteers from general staff population. Supervisor approval required.

Old Business: None.

Chancellor’s Report – Ed Wojcicki

● Reason to think there will be money for raises next fiscal year.

● Marketing – billboard campaign in central Illinois and DuPage County has started to raise visibility regarding quality of UIS. Television campaign will start in 2011. “Enriching our community” is theme.

HR Report – Bob Lael

● Stress-related workshop happening today; 24 employees signed up to attend.

● New workshop will be presented in late February.

● Five contracts under negotiation; non-monetary issues being negotiated .

● Abundance of job audit requests.

● Pilot program positions – series of classifications. Establishing Business Associate and IT positions. Larger salary band to better attract those types of potential employees. Discussion followed. Will benefit Civil Service.

Treasurer’s Report – Pat – Balance still $565.10. $250 added to account from Provost’s office in support of CSAC; funds stay in Provost’s State account. Let Pat know when we spend money. Pat provided summary ledger statement.

Committee Reports:

APAC – Toni Langdon – At last meeting, APAC discussed position postings and plans to send out UPAC newsletter.

CARE – Ann – No report (absent).

CSAD – Bobbie – clarified that APAC’s last meeting agenda item regarding relieving Food Services intended to simply hoping to allow Food Services to enjoy CSAD event.

Campus Senate – Lesly Schoo – last three meetings have dealt with Athletics. Bobbie stated that APAC and CSAC executive committees recently met regarding an alternate member to serve on Senate when our respective members are absent. Attempting a “grassroots” type of campaign to get Senators’ support to have alternate member in these instances.

Campus Technology – Janice – Meeting today.

SURS – Janice – Provided handout regarding Public Act 96-0889, Comparison for Defined Benefit Plan (Traditional and Portable Plans).

SUCSAC – Denise – Two-day meeting at end of January. Want agenda items. Bobbie requested student worker supervision be placed on agenda.

UIEAC – Bobbie (President), Janice (SURSMAC), Denise (SUCSAC) – See New Business item regarding visit to President Hogan’s house December 2.

Parking Appeals and Advisory Board – Darlene & Debbie – No report.

Diversity, Equal Rights, Opportunity & Access (ROAD) – New Civil Service reps are Veronica Espina and Gloria Newton Davlantis. Veronica attended last ROAD meeting (her first meeting). Diversity on committees is focus. See New Business item V above.

Sustainability – Denise – Met yesterday. Set meetings for next quarter. Earth Day initiatives discussed.

Non-monetary Compensation – Jamie, Bobbie, Donna & Kemy – No report (already discussed earlier in meeting).

Student Discipline – Marcia & Jay – No report.

Webmaster – Erin – No report. Need to add minutes and agendas.

Silent Auction – Darlene & Debbie – Auction will be held March 31st with set-up on the 30th. Need to get started on planning/preparing. Donate items!

Meeting adjourned at 11:45 a.m.

Minutes submitted by Erin Smith, CSAC Secretary