**Civil Service Advisory Council**

**MINUTES**

**Wednesday, September 1, 2010**

**10:00 a.m. – PAC 4E**

Present: Debbie Dove, Bobbie Fults, Darlene Harris-Kresse, Toni Langdon, Laura Laurenzana, Jamie McGill, Marcia Rossi, Denise Rothenbach, Rose Schweikhart (APAC), Jay Simpson, Erin Smith, Jill Stoops

Absent: Pat Austin, Kemy Brown, Ann Cole, Janice Marvel

Guests: Bob Lael, Acting Human Resources Director

Monica Kroft, Human Resources

Jennifer Berry, Holiday Stars Committee

Call to Order: 10:05 a.m.

Approve Agenda for this meeting: Yes

Approve Minutes from last meeting: Yes, after making correction to SUCSAC position.

Announcements: • Jill said the Health Fair is being revamped this year.

New Business:

I. Holiday Stars (canned goods collection on campus) – Jennifer Berry presented

A. Looking for volunteers; will begin meeting in September.

B. Bulk of work happens in November – big collections from various campus drop-off locations.

C. Last year, 6000 pounds of food were collected.

D. If interested in volunteering on committee, contact Jennifer at [jberr1@uis.edu](mailto:jberr1@uis.edu).

II. Job Title Changes Notification Process

A. Issue came up with recent Customer Service Representative title change.

B. Person was upset because she did not understand why her title was being changed.

C. When she received notification letter, it shocked and confused her.

D. Bob Lael stated he will look at the letter to check wording/content.

III. Representative to Library Committee

A. Jerry Burkhart, APAC Chair, brought this committee to Bobbie’s attention in case CSAC wants to serve this year.

B. Following discussion, CSAC agreed that Teresa Szabo (AP) should continue to serve if she is still willing to do so.

IV. Vote to Approve Welcome Committee CSAC Handout

A. CSAC confirmed that updates to the handout are accurate.

B. CSAC handout will be provided to new employees in Welcome Committee materials.

Old Business:

I. Civil Service Appreciation Day (CSAD)

A. Will be held on September 14 from 11:30am – 1pm in Auditorium Lobby.

B. Menu was passed around – looks good!

C. Donations are coming in from campus offices; Bobbie is following up with them.

D. Electronic scavenger hunt will be held again this year.

E. Tom Morelock will come speak again this year and will hold a Q & A session after lunch in PAC E.

II. CARE Award Update – Need more nominations!

Treasurer’s Report – None (Pat absent).

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

HR Report – Bob Lael

● Negotiations with UPI and AFSCME will be starting soon.

● HR department realigning duties as they are down 2 positions. One will be filled and hoping to fill second vacancy. Deanna Boyer will pick up employee benefits duties once handled by Bob. Joy Thibadeau will pick up student insurance and some other duties. See HR web site for duty changes.

● Non-Monetary Compensation and Wellness Committees are in limbo right now. Bob noted that non-monetary compensation ideas are welcome right now, considering hiring freeze and zero raises.

● Denise asked question about pension plan change(s) effective January 2011. Bob confirmed retirement age changes and salary caps. Portable and traditional plans are affected. No impact on present employees.

● Marcia asked about supplemental retirement plan. Bob explained this in terms of recruitment of “star” faculty.

● Saving bonds are no longer possible for auto-deduction from paychecks effective this fall (October). Waiting to hear more about what may or may not be possible for those currently enrolled.

Committee Reports:

APAC – Toni Langdon – Elected officers at last meeting. Jerry Burkhart is Chair and Rose Schweikhart is Co-Chair.

CARE – Ann – No report (absent).

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

Campus Senate – Lesly Schoo – No report; no Civil Service issues were brought up at last meeting.

Campus Technology – Janice – No report (absent).

SURS – Janice – No report (absent).

SUCSAC – Vacant. Monica will send out election notice. Petitions will be available September 13 and the deadline will be September 24. On October 4, a determination will be made if only one person applies; otherwise, an election will be held October 19 from 11am – 1pm in PAC concourse.

UIEAC – Bobbie (President), Janice (SURSMAC), Vacant (SUCSAC) – There was a meeting in August, but Bobbie & Janice were not able to attend because it was during middle of class registration. There will be a meeting December 2 at President Hogan’s house.

Parking Appeals and Advisory Board – Darlene & Debbie – No report – have had no meetings yet this year since do not meet in the summer.

Diversity, Equal Rights, Opportunity & Access (ROAD) – Grant Johnson – Trying to determine meeting dates.

Sustainability – Denise – Three meetings have been set up (one meeting per month).

Non-monetary Compensation – Jamie, Bobbie, Donna & Kemy – in limbo at present time.

Student Discipline – Marcia & Jay – No report.

Webmaster – Erin – Need to add minutes to CSAC site. Want to put CSAD Scavenger Hunt on page this year.

Silent Auction – Darlene & Debbie – Need to set date. Will be held March 2011.

Meeting adjourned at 10:50 a.m.

Minutes submitted by Erin Smith, CSAC Secretary