

**Civil Service Council (CSC) Meeting**

August 2, 2005

**APPROVED**

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger, Tammy Carlson, Jac Copes, Sarita Cox, Linda Klawitter, Steve Lancaster, John Moss, Melody Palm, Jan Jolynn Staley, Ron Thompson, Dave Turner, Jack Wylie  
Absent: Tom D. Ryan, Pat Schnitker  
Guests: Ira Schoenwald

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Martha called the meeting to order at 12:02.

**Guest Presentation:** Ira Schoenwald, Associate VP for Human Resources.

Ira provided a quick update, including a handout, on the PeopleAdmin system. The system will provide new processes for recruitment and selection for CS and AP positions, and probably student employees. The system is expected to go “live” approximately the end of September. All applications will be online. “Hiring managers” will be able to access an abbreviated position description, edit it for the specific job description, and then submit it to HR for approval and posting. All ODAA information will be collected & managed online. The online system will streamline processes and eliminate a range of waivers. Procedures to accommodate applicants with disabilities are being developed as part of the process.

Currently the system is in Test Mode. CSC members were invited to visit the test site, explore the processes, and view progress as customization of the PeopleAdmin system continues. Input at this point is valuable in finalizing processes and features. A primary goal of adopting PeopleAdmin is to automate the bulk of the paperwork, giving staff in HR and hiring departments more time for the review and decision making processes. The system should save the university both time and money. Ira would like to return to Council meeting later to present the “finalized” site. The implementation team hopes that in a fairly short time, all of the University will be using the system, barring unexpected problems. Updating application information and attaching revised resumes is an easy process. Position postings will have a much broader reach when an online process is started.

Resumes and cover letters can be attached to the online application. For documents that aren't in electronic formats, such as Certificates, portfolios, etc., HR will arrange for those things to be sent directly to the appropriate area. There is a mechanism to FAX documents directly into the system. There may be some positions that will have mechanisms for applications for those who aren't computer literate. There will be access available for entering information at HR. The implementation team is finding fewer of these issues than expected as work progresses.

Exams will still be required for Civil Service positions. Applicants will have to come to the HR testing center for testing. There is a separate initiative going on in the CS system to move toward e-testing.

Software is housed by the PeopleAdmin company in Texas. They will send candidate information to us nightly. ISU owns the data, and as part of the contract, PeopleAdmin can't release/sell any of the information to anyone. Customer service is a high priority.

**Approval of Minutes**— Minutes for July 19 were approved (Julie/Vicki)

**On-going**—

- Scholarships—All information has gone out to committee members. They'll be meeting to determine winners.
- Committee membership—Lists were attached to agendas.
- Fall bus trip—A description of committee responsibilities and processes was attached to the agenda. Barb Dallinger is willing to be part of the planning. No other volunteers at this time.
- Legislative Committee—Steve will have a letter drafted by next meeting concerning SS issues.
- Annuitants Representative—no report.
- OpenLine—Deadline today. Steve will do the Council member article this month. Melody will write the article for September. Need to do picnic announcement. Jan Jolynn will collect money. Julie will pull last year's form

and check on chicken order. Using printed tickets last year worked better than a check-off list. It was suggested we plan on a few extra meals for “walk-up” sales. Fliers will be ready for the next CSC meeting.

- Human Resources— A constituent requested information about the reclassification of positions. Tammy suggested starting with information on the HR website, and the HR partner for the department.

Tammy has heard from Mclean County Eye Care that they are joining Eye Med. It may take 30-90 days for the paperwork to be completed.

#### **Other—**

- Campus Communication Committee (CCC)—Kevin Wiand has been appointed for a 2-year term effective August 1.

#### **Reminders—**

- Deadline for next 2 OpenLines - Aug. 2, Sept. 6
- Fall Picnic - Friday, September 16, 2005
- Homecoming - Saturday, October 8, 2005
- Holiday party - Saturday, December 3 or 10?

#### **Web Sites—**

- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>
- Annuitants: <http://www.annuitants.ilstu.edu>
- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

#### **Adjournment**

The meeting was adjourned at 12:57 p.m. (Barb/Jan Jolynn)

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The next regular Civil Service Council meeting will be held Tuesday, August 16, at Noon in the Bone Student Center Spotlight Room