

**Civil Service Council (CSC) Meeting**

April 4, 2006

**APPROVED**

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

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Martha called the meeting to order at 12:05.

**Approval of Minutes**— Minutes for March 7 and March 21 were approved (Barb/Julie)

**On-going**—

- Cubs Trip—Paid reservations for 87 have been received. Melody sent a reminder on the CS listserv on April 3, and has been contacted about at least 17 additional participants since then. An article should appear in the ISU Report April 6. 33 of the reservations have requested Total capacity for the busses is 270.
- Distinguished Service Awards: Committee has determined and will get list to HR. volunteers needed for awards ceremony. Jan Jolynn, Melody, John. Sarita. Julie, Linda, Pam (camera). Arrive by 12:30 Tuesday, April 11
- Election—Sarita has ordered the staff list. Will be working on election letters as soon as she receives it.
- Raffle: Tickets & prizes—Martha has about 250 tickets that haven't been distributed to CSC members. Prizes will be displayed at the Awards ceremony. Over 30 prizes have been secured already. Prize list is posted on the CSC Web site and will be updated as items come in.
- SUCSS Auditors meeting—Martha, Melody, Steve, Jac, Ron and Dave met with State University Civil Service System Audit team members Dennis Smith, Jeff Brownfield, and Cindy Neitzel on April 3. Each university in the system is audited every 2 years. The auditors review a random sample of positions to determine if classifications are being used correctly. They meet with representatives of the campus to answer questions about the Civil Service System, and request input on any issues that members of the campus feel that SUCSS should be aware of.

We discussed concerns that CS positions have been replaced with AP (Administrative/Professional) positions in some units. Constituents have reported that in some units, AP and CS staff are doing the “same” jobs. When the auditors find AP positions that fit CS classifications, they recommend changes. There are overlaps between some AP and CS job descriptions. At most universities, job qualifications that require a degree are often AP. State rules specify that CS should have first priority in filling vacancies. There is currently a pilot program for several classifications that allow for resume evaluation and broader classification parameters in place of the standard “top 3 on the roster” candidate system. Anytime a position is moved from CS to AP within the same operating unit, the job descriptions must be sent to SUCSS for approval.

We briefly discussed concerns of student employees doing work previously assigned to CS positions. There are no established guidelines for what responsibilities/duties student employees can or should have. The University's educational mission is often interpreted as including job duties as a learning situation.

The auditors recommended that any staff with concerns about classifications or the use or loss of Civil Service positions contact SUCSS directly. Web links are included in CSC minutes and on the CSC website.

Additional discussion: Unions want to know if students are doing CS jobs.

- Legislative Committee—no report.
- Annuity Representative—State Annuity holders have signed a contract with AAA to provide benefits to members. One difficulty is members who live outside of the Midwest AAA region not having the same benefits available. Jan had a conversation with a staff member at ISU Recycling: ISU receives a small amount of income from aluminum can recycling. Suggested looking into encouraging staff to contribute cans if just dropping them off.
- OpenLine—Include an article to encourage staff to keep track of their ballots and take part in the election. USA Luncheon? Pat thought it was in May, after graduation. Pat will check on it. Will run some of raffle prizes if room available. Martha needs to do a scholarship announcement. Deadline will be June 9. Child care article from Karen Stephens. No details yet about Benefits Choice information, so HR will probably rely on their newsletter.
- Human Resources—HR has also signed a contract with AAA. Just got contracts back this week. Tammy will try to get an article into the OpenLine. Time to renew the Perks Card discount program. Will probably renew and would appreciate any staff feedback about the Perks program. HR is contacted frequently about discount programs, but has limited time/personnel to administer these. Benefits Choice period will be May 1-31. Not expecting any major changes. Will distribute information once they have the details.

Steve: what does it take to administer a discount program. Setting up details of the program, updating as needed. How to distribute information (mailings are not appropriate through campus mail). Web-based discounts may be the best way to go.

#### **Reminders—**

- Deadline for next 2 OpenLines – Apr. 4, May 2
- Awards Ceremony - April 11, 1:00 pm

#### **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>
- Annuity holders: <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 12:31 p.m. (Linda/Julie)

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The next regular Civil Service Council meeting will be held Tuesday, April 18, at Noon in the Bone Student Center Spotlight Room