

Civil Service Council (CSC) Meeting

October 3, 2006

APPROVED MINUTES

Present: Barb Arbogast, Vicki Bryan, Pam Burress, Sarita Cox, Linda Klawitter, Steve Lancaster, John Moss, Melody Palm, Nancy Spangler, Jan Jolynn Staley, Dave Turner
Absent: Martha Burk, Julie Caplinger, Jac Copes, Andy Monninger, Pat Schnitker, Ron Thompson, Kevin Wiand, Jack Wylie
Guests: Jan Cook, ISU Annuitants Representative

Melody called the meeting to order at 12:06 p.m.

Approval of minutes from September 19, 2006 – Vicki/Steve, motion carried

On-going:

- Picnic wrap-up – Steve will email specific details/costs
- Homecoming – Parade participants are to meet at 8:30 a.m. at the facilities location, leave to lineup at 9:00. AP Council members have been extended an invitation to ride with us and help distribute candy, etc., Pat will purchase and bring candy, Melody will bring magnetic signs for sides of trucks, Sarita will bring some decorations for the truck, Martha will drive. Expected riders: Pam and daughter, Jan Jolynn and daughter, Melody, Pat, Sarita-expect 2 or 3 from AP Council
- Fall Bus Trip – thus far there are 41 paying customers – will be an ad in the next *ISU Report* – Jan Cook asked if ad specifies trip is open to retirees. Pam indicated that ads do specify the trip is open to all – faculty, staff, retirees and their guests.
- Legislative/Marketing – Email from Marsha Strum indicating House will move Bill HR147 (Repeal Social Security Offsets/Windfall Elimination Provision) for vote and employees should contact their Representatives as to their preference for voting on this bill. Steve indicated he will put basic information out via listserv – just to make the facts available to all employees – if they have the facts they can draw their own conclusions. Dave Turner did contact his representative, did not make much headway with email but finally called the office and has not heard back. Steve responded that some Representatives might not welcome this Bill to surface during an election year – some co-sponsors might now want to be listed as sponsor. Steve will try to get more/better information out in the next day or so and wonders if the ‘council’ should contact representatives of the area to let them know we support getting this Bill on the floor.
- Annuitants Representative – Jan reported that at the last Annuitants Executive Board Meeting she politely opposed the proposed raise in membership dues. The suggestion was to go forward with the proposed raise in dues and then folks could petition for a refund if this presents a hardship -- Jan thinks this method is demeaning – a statement of poverty. The dues raise will be on the floor at the district meeting and she and her cohorts plan to be there and be vocal (but polite). Indicated that she feels it would be more valuable to increase membership instead of increasing dues. This meeting will be held in Champaign – anyone can speak – only some can vote
- Academic Senate/Campus Information – Did not meet last Wed – Subcommittee – ”Educating Illinois”. 7th of November – Deb Smitley will be a guest at our meeting to discuss “Educating Illinois”.
- Distinguished Service Awards – Deadline needs to be decided – (awards will be presented in February instead of April) - suggested deadline for receiving applications is December 1 – Melody will prepare an article for OpenLine to notify folks of the advanced dates – prefer to coordinate deadlines with AP Council – committee will meet to discuss further details
- OpenLine – John Moss and Sarita Cox to submit profiles – John asked for extension – due today – Monicals article was correct – flyer was incorrect – date is Wednesday, October 11 – can print form from website – form must accompany food order for us to receive the funds.

- Human Resources – Nancy shared with us the information she has gathered in regard to the questions and concerns raised at our session with Diane Ruch and Derek Story. The following answers were provided by Collette Homan of Human Resources:

Question #1: Why is a driver's license a requirement for positions not involving travel/delivery/pick-up, such as some clerical positions?

HR Response: We have had several positions posted recently that required a driver's license that did not fall into the travel/delivery/pick-up classifications. The driver's license is based on the job description for the position as required by the hiring department. The positions on campus (other than the fields listed) that require a driver's license are very few.

Question #2: What are the guidelines/rules regarding the length of time a civil service position must be posted? (Where does this rule come from Civil Service System or internal process?)

HR Response: The length of time a vacancy is posted is an internal guideline set up by each Human Resource office within the Civil Service System. Each University has different guidelines in place. There is not a Statute that regulates this.

We work with the hiring department to determine the length of time a vacancy should be posted.

Question #3: It seems the registers are being cleared every 2 years - unless employee specifically requests to remain on the roster, he/she is dropped after 2 years and the employee is not longer informed of this in advance of being dropped.

HR Response: State Universities Civil Service System – Statute and Rules – Section 250.60 (i)7 –Permissive Removal of Names from Registers states:

- When such names have remained on original entry registers for two consecutive years following date of most recent examination, or following date of original entry restoration on the basis of service or seniority in accordance with Section 250.60 (k) (3), (4), (5), or (6).

The Office of Human Resources periodically will review all of our active registers for test dates of two or more years. At the time of removal from the register, we send written notification to each individual. (Attached) The letter is sent to the last known home address. (Unless we have an e-mail address that has been provided)

Question #4: As employees are dropped from the register(s) without notification, some employees may have missed out on a well-deserved promotion/change-we may be leaving behind an excellent worker, (perhaps eliminating "the best" painter, mower, etc.)

HR Response: See response to #3, we do notify the individual by letter upon removal.

We have recently (9/13/06) sent a letter to individuals we were on active registers with a test date prior to October 1, 2005. We went "live" with our on-line recruitment system this date. The letter is notification to the individual that they must apply for an open position even if they have previously tested. (Attached)

Nancy also provided a list compiled by Diane and Derek indicating Computer Resources available to applicants needing access to a computer and/or guidance in using a computer:

Bloomington Library:

- 828-6091
- Anyone can use; if they live in Bloomington you need a library card. If they don't have a permanent address then they can get a computer card. The computer card does not require a library card and the paperwork is very short.
- 1 hour per day time limit
- 15 cents per page for printing
- Help is available if staffing is available
- They can download their documents but must bring their own disc or CD
- No classes...they refer people to Heartland

Heartland:

- 268-8000
- Anyone in the community can use
- 1 page application and must show one identification
- Once a person is entered into their database, they are given a card and they must always bring card in order to get in.
- 72 computers available
- Summer hours: 8am-8pm M-R, 8am-3pm F, closed Sat, 4pm-8pm Sun
- Fall hours: 7:30am-9:30pm M-R, 7:30am-4:00pm F, 12pm-5pm Sat, 1pm-9:30pm Sun
- No time limit
- 10:30am-2pm are peak hours
- They will help people but students come first
- Printing is free but 25 page limit
- Can download documents
- Sara Baker with Work Force Services 268-8035 offers free help with resumes
- She teaches free resume classes one time per month on the 4th Wed. Call 268-8034 to register. The class is 2 hrs. The first hour focuses on writing an effective resume and the 2nd hour is computer lab to work on resume.
- Sara said they are talking about offering basic computer skills class because of on-line employment.

Career Center:

- Ann Triphan 438-2024
- They will help current employees & community members with resumes by appointment only.

Normal Library:

- George 452-1757
- Normal Public Library has High Speed access and also has short courses available where one would normally have to put down a fully refundable deposit to attend.
- ISP is Illinois Century Network – public entity provider (t1 connection – faster than broadband) Most are being replaced by WinXP pro. Office 2000/2003 Welcome to bring in flashdrives/thumbdrives (floppies temporarily) these are sold at \$10 at the library.
- Teaching short courses in Spring and summer (3 week courses) word, excel, email and internet (basic and advanced), and PowerPoint, \$10 refundable deposit, for anyone.
- Must have library card number or guest pass. Ecard for non-Normal resident.

Milner Library:

- Peggy Heinz 438.7164
- 111 computers in lab
- 2 ADA stations
- Hours: Mon-Thurs 7am-2am, Fri 7am-6pm, Sat 12-6pm, Sun 12pm-2am
- Employees just need to show ISU id
- 2 people work per shift so help is available
- Documents can printed 8 cents per page (b&w), 80 cents for color
- Documents can be loaded from CD, disc, jump drive
- Public terminals for community members are available. Show driver's license and will receive guest log on.

Comments related to above information:

- *This information does not yet give a clear answer to the question of a “required” minimum time for a position to be posted. This causes us to assume departments with internal candidates do not post positions long enough for others to become aware of the opening.*

- *HR is receiving lots of applications -- and with the exception of student-workers, ALL positions MUST be posted. At least one council member is aware of a particular position that was not posted at all. Nancy indicated that perhaps this was an instance where the position was a change in duties and therefore was posted with a different title*
- *It was suggested that when we (council members) receive comments/concerns from co-workers, we should ask them to put those concerns in writing – so that we do not misconstrue the facts – it will help us present the situation to HR if we have specific facts, i.e. dates, concerns, department involved, other information.*
- *In reference to comment that the number of applications received is up from previous years, Vicki asked the ratio of internal/external applications received. Nancy will attempt to find out if that data is available and can be broken down. HR does not have the amount of walk-in traffic as before, however, they do continue to receive a high number of phone calls.*

Other –

- Barb – facilities have asked students to not chain their bikes to the new light poles. Her building (McCormick) has window air conditioners, students smoke outside near the windows and the air conditioners bring the smoke right into the office, she contacted Health and Safety and was told this issue had to be taken up with HR. Nancy will find out where Barb needs to take her concerns.
- Dave Turner suggested if there is not a ban, there should be a ban on smoking within “X” number of feet from windows/doors. Smoking areas should be located out of the normal traffic pattern and bins should be located in these areas and smoking should be limited only to specified smoking areas.
- Council of Council meeting on October 6 – Melody will attend

Reminders --

- Deadline for next 2 OpenLines — October 3, November 7
- Spread the Red Spirit Day Faculty/Staff Appreciation Luncheon on the Quad—October 12 (RSVP due October 4)
- Homecoming Parade -- October 14 – begins at 10:00 a.m.
- Redbird Soccer Faculty/Staff Appreciation Day - October 22 (Ticket request due by October 6.
- Bus Trip Downtown Chicago—November 4
- Deb Smitley presentation Educating Illinois—November 7
- Children’s Holiday Party—December 2

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>

Melody announced she will be absent at next meeting (work related conference)

The meeting was adjourned at 12:55 p.m. Jan Jolynn/Barb; motion carried

The next regular Civil Service Council meeting will be held Tuesday, October 17, 2006 at Noon in the Bone Student Center Spotlight Room