

Illinois State University
Civil Service Council Meeting
April 3, 2007
Approved Minutes

Present: Barb Arbogast, Vicki Bryan, Mark Buckley, Martha Burk, Pam Burress, Julie Caplinger, Jac Copes, Jan Cook, Sarita Cox, Linda Klawitter, Melody Palm, Pat Schnitker, Nancy Spangler, Dave Turner
Absent: Andy Monninger, Jack Wylie, Jan Jolynn Staley, Ron Thompson (Retired), Kevin Wiand

Chair, Melody Palm, called the meeting to order at 12:03 p.m.

Motion was made and seconded to approve minutes presented for March 6 and for March 20 meetings -- Mark/Martha -- motion carried

On-going:

- Elections – list is available and will get out next week for getting nominations
Melody mentioned that HR has indicated an interest in knowing if there are supervisors (past or present) who do not permit employees to serve on the council.
- Annuitants Representative – Jan reported that a new director has been hired. Jan currently serves as one of seven directors and is hopeful that she will be re-elected as her term is soon to expire. She is hopeful that she will be able to remain on the board and continue to have some input to ongoing issues of which she is sincerely interested. The June meeting agenda is to include a discussion of the proposed dues increase and an operating budget for the group. Jan sincerely appreciates CSC comments, suggestions and feedback and will welcome comments and questions from all CS employees.
Barb A. asked Jan to shed some light on a letter she had received – explaining the dues for annuitants and also asking for additional support/contribution so that those in Springfield can ‘fight for me’. Jan explained that campaign support for lobbyists cannot come from dues, therefore additional financial support is being sought to help get the best people on the floor to fight in our best interests – this is strictly a volunteer commitment and funding cannot be mandatory. Many campuses throughout the state do not have the benefit of being heard face to face or being recognized by sight – because of the distance between them and Springfield. These additional donations will also be used to hold various workshops in order to better inform folks of the annuitants’ organization.
- Academic Senate/Campus Information – the Planning and Finance Committee submitted its annual Institutional Goals and Priorities Report. The needs of the University did not change substantially this year. One of the committee’s goals for next year is to investigate alternate funding methods used by universities across the country.
- OpenLine – the next issue will be a little bigger than usual – 6 pages as is customary a couple of times a year – articles will include information on upcoming Benefits Choice Fair; Voting/Elections; Raffle: voting/elections Raffle/whole page last year now we have a list of nine – some folks have leads on donations but not yet in hand -- send information to Pam as donations are confirmed.
- Employee Advisory Committee – no report but reminder of meeting on April 19, 20 at U of I -Chicago Office
- Human Resources -- old Service Award items are being donated to CS raffle. Have hired new benefits counselor, Tammy Baines, currently in training. A vacant position in HR was revamped to accommodate filling this position to better serve employees. New counselor joins with 2 other counselor who will split up employees alphabetically. “Benefits Choice Fair” will be held May 1 – some benefits are changing so good idea to attend the fair or read material. HR working on updating new employee orientation process.

A discussion evolved regarding new employee orientation – the majority of the group feel (or have received comments that) new employees seem overwhelmed with the information received at orientation – many important decisions to be made in a short period of time, adding to the stress and demands of learning a new job. Various members made suggestions that HR should consider restructuring the new employee orientation to make it less intimidating - such as: 2 or

more shorter sessions over a period of 5 days or more (one hour each day for the first week of employment); perhaps making a DVD recording so folks could watch/listen at their own convenience (within reason); having more help/guidance in completing and submitting the required paperwork for insurance, etc.; perhaps handing out a brochure/checklist type of document – whereby all required and optional decisions could be listed with dates for completing/submitting, even a follow up appointment for submitting such. Council members expressed their desire to have HR consider other options for new employees assigned to work hours other than day shift – perhaps offering orientation at a time more consistent with their work schedule.

Nancy informed the group that HR is currently working on changes to new employee orientation process – in the works is a “video” that will hopefully answer most general questions. Newly hired employees currently are sent a packet of material to review prior to orientation and new hires do receive a checklist indicating what is required of them and the time frame for each. HR is considering changing orientation from a two hour session to a four hour session.

Some council members feel a 4 hour session at one setting will be even more overwhelming – ‘informational overload’ and encourages HR to consider if the information would be better received in multiple, shorter sessions. Nancy conveyed to the group that while it already is difficult to convince folks how important it is to attend orientation the one session. Benefit counselors many times end up meeting with new employees one on one – thus putting a strain on their time for meeting with other employees. Acknowledging her appreciation for our suggestions and comments, Nancy agreed to share our concerns with the HR orientation committee.

Spring Activities – Bus Trip, Raffle

Bus trip – had 161 seats filled (count immediately prior to meeting time)

Raffle – have promise of items from Office Max / Unused award items being donated from HR.

Extreme / Prairie Thunder tickets/passes would be good options if anyone has a connection there. Other suggestions – Arts District of Bloomington, favorite restaurants, etc. – be sure to keep Pam informed of prize additions, so she might keep the list updated on the website, if new prizes are available in the next few days, these can be added to the list published in the next OpenLine.

Reminders

- Deadline for next two OpenLines —April 3, May 1
- CSC meetings: April 17, May 1
- Monical’s Pizza Community Day, April 25
- Benefits Choice Fair, May 1
- ISU Night at Wrigley: Wednesday, May 30

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>
- State Universities Retirement System: <http://www.surs.com>
- 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>

Motion to adjourn - Julie/Barb - motion carried – meeting adjourned at 1:00 pm.