

Illinois State University
Civil Service Council
June 19, 2007 Minutes
Approved

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

Call to order -- Melody called meeting to order at 12:12 pm

No quorum today – no approval of past minutes nor official business can be conducted.

Those present did have some discussion on the following items:

- Elections: re: low number of interested candidates – what do we think is/has created a lack of interest in serving on the council?
 - People are unaware of what the council does and what our objectives/goals are
 - employees think union is taking care of them:
 - the vast diversity in our groups – union doesn't necessary represent all groups to the extent that the CSC does;
 - should try to make more contact with the people in our groups and let them know how the Council participates in the University's shared governance
 - need to seek more/better ways of contacting people who do not have regular or no access to email
 - the governance system is very important and anything we can do to let others know what we do is worth the effort -- the Senate was expanded to include AP and CS staff; now council members are called upon to serve on search committees; and other opportunities for serving the university
 - some council members are quite concerned for the employees in facilities, grounds and other service areas who do not have constant access to computer/email/websites as well as the fact they do not seem to receive incoming mail as quickly as most other departments – results in many missed opportunities (including the recent Council election process)
 - some members feel the Council as a whole is not following the bylaws/constitution as accurately as it should
 - it was suggested that each Council member send a letter to all employees in his/her group and introduce themselves and explain what it is the council hopes to accomplish and ask for feedback, suggestions, etc (it was further suggested that it might be more appropriate for the 3 representatives of each group work together to create a letter and send it with all three signatures rather than each member of each group receiving three different letters)
 - perhaps new employees can be notified of their groups and the current representatives as part of new employee orientation (at least a flyer/handout of such)
 - for those that have 'easy' access, electronic communication seems to be the preference, but no one wants to see anyone left out – items can be posted in break rooms, bathrooms and other common areas and not just bulletin boards

Results of 2007-2008 election are:

Group 1: Jeanette Harrison / 3 year term
Group 2: Barb Arbogast / 3 year term
Group 3: Brian Huonker / 3 year term
Ted Coussens / 2 year term
Group 4: David Bagnell / 3 year term
Tom Cotton / 2 year term
Group 5: Melody Palm / 3 year term
Theresa Sanchez / 1 year term

Other discussion topics:

- Scholarships --- have been receiving applications but will extend deadline for a few days.
- Appointment of temporary chair for July 3 meeting – will take place at beginning of meeting
- Annuitants: Jan reported that she has been appointed to the Membership Committee and is looking forward serving in this capacity – wants to continue to attend our Council meetings and keep us informed as well as gather feedback. At the state annual meeting there was much discussion as to the progress/or lack of progress on the new budget – earliest estimate seems to be mid-August. The issue of raising dues has been tabled but will most likely surface again later in the year – still hoping to make the dues amount divisible by 4 for ease in receiving quarterly payments
- Employee Advisory Committee – no report
- Academic Senate/Campus Information/Foundation – Melody will send out summary of meeting with Barb Todd
- OpenLine – July 3 next deadline / wants article on recent election
- Human Resources – as a follow-up to recent questions raised regarding the sick leave bank, Nancy responded that currently 433 employees are participating; HR does not have technology to send individual electronic response as each donation is received (similar to parking services). Expects there will be meetings with technology coordinator on the possibility of creating a method for this. But as stated in other discussions, electronic info does not reach everyone! Nancy will continue to check on the possibility of making this information on iCampus. Nancy asked us to consider the pros and cons of various methods of making contact with campus employees and make suggestions on what we feel is the ‘best’ form communication for reaching people. Seems improbable to reach everyone and there will yet be people who miss the deadline but won’t know in time to re-submit prior to the deadline! HR has teamed up with University Marketing to create a video which introduces the campus as a community – includes info about shared governance and other critical issues – video should be available for use beginning in August. Nancy provided a newly revised/created new employee orientation packet to Melody for review; others may review as well, by contacting Melody. Council members are invited to attend new employee orientation session (as a silent observer) – should notify HR of intent to attend and verify space is available.

Reminders

- Deadline for next two OpenLines —July 3, August 7
- CSC meetings: July 3, July 17

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.academicsenate.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>

Melody thanked those present for their participation and contributions during the past year. Expect newly elected members at the July 3 meeting which will involve election of officers for the 2007-2008 term.

The next regular Civil Service Council meeting will be held Tuesday, July 3, at Noon in the Bone Student Center Spotlight Room