

Present: Barb Arbogast, David Bagnell, Vicki Bryan, Mark Buckley, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jeanette Harrison, Brian Huonker, Linda Klawitter, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler, Pam Burress

Absent: Dave Turner, Kevin Wiand, Jan Cook

Council Chair Melody called the meeting to order at 12:07 pm.

-Approved minutes: 1-09-07 (Mark/Vicki), 2-20-07 (Tom/Mark), 7-3-07 (Mark/Theresa), 7-17-07 (with corrections below, Theresa/Tom), 9-4-07 (Vicki/Jeanette), 9-18-07 (Theresa/Brian). Corrections brought to issue: Nancy – 7-17-07, it was Dave Bagnell rather than Dave Turner who suggested; next paragraph, Nancy would take info back; reformat from capitalized to standard text in typed notes; 5th paragraph in other notes, Nancy asked Dave if he “thinks that civil service employees...” vs. what is listed.

Ongoing Discussion Topics:

- Fall activities –

- o Homecoming parade – Saturday, Oct. 13, Facilities parking lot 8:30am. Walkers/riders can meet us in the parade lineup, step off is at 9:30. Theresa plans to purchase candy, there may be some others (family) riding with. Pam – will ride in the parade, but when coming back the truck returns to Facilities Management, could we have a drop-off point at N University St garage/Bone parking lot, somewhere around there, it was noted and agreed a drop-off point will be in that area. Theresa asked for the \$150 candy purchase to be from the general funds, Jac motioned, Sarita seconded, motion carried.
- o Bus Trip – Saturday Nov. 10. Pam: 8 replies since Friday, expects the bulk of responses to come at next pay period.
- o Holiday party – Melody – Dec. 1st date, committee needs to meet for some planning decisions.

- Constituent group letters – each group collecting them and send to Melody (sending them in the groups they represent only, to make it more personalized).

- EAC- Dave not present. Reminder – elections are in the North Prairie Room of the Bone Student Center, 6am-6pm. Jac pointed out that the mailed/posted notice is an inadequate form of communication, there are still employees that have not even heard of it. Discussion stated that some people have seen the posted physical copy, some have seen the paper mailed, some have seen the email. Nancy recommended that the affected employees contact their supervisors if they do not have a posted copy. Theresa asked if there is a designated place where such things are posted for employees, Tom and Dave B. confirmed that there are some places, but mail doesn't always arrive in a timely manner to post. Melody offered to send hard copies to Tom and Dave B. to make sure they are posted, they agreed. Jac found the ‘arrogance of the administration to be appalling’, concerning the lack of communication. Nancy provided a list of persons in a supervisory role who were asked to post the information (copies posted by: Sue Locke – Deans, Directors, Dept. Heads, Lobby of Nelson Smith Building; Melody Palm – BSW mail bins at BSC, Bulletin board at BSC; Dana Davidson – John Green Building, All Dining Centers; Barb Brandt – Facilities Management Bulletin Boards (3), Copy to Linda Foster; Trish James – Posted 2nd floor of Hovey Hall; Publicity: ISU Report (2 issues), ISU Calendar, HR Website)

Dave B. moved to send an election-reminder letter to all employees since apparently many CS employees are not informed, Jac seconded. Melody asked if the EAC would be CS-elected only, Nancy confirmed.

Dave B. stated that his constituent groups are not made aware of many things the CSC does, he did not see a problem with sending a letter informing CS employees of the election, Pam explained that it is originated by the EAC and is not proper for the CSC to send such a letter; Theresa questioned if sending the letter might give the impression that we were favoring one candidate over another, may not be prudent.

Barb asked if Dave had confronted supervisor(s) as to why they do not receive mail efficiently. Dave B. stated that ‘if there are no student workers’ there, the mail does not get sorted and sent. Melody asked if the situation would be resolved by sending more paper copies, Dave B. stated it may or may not. Barb – there also comes responsibility of the employee to go and read the posted information. Jac stated it has been a complaint that when it is asked of administrators to post info it has not always been followed through; recommends a personalized letter to each employee, reiterated that we have had this conversation again and again. Jac stated that it may come ‘as a shock’ to some people that people don’t always do what they’re supposed to do, and that for those who have daily access to computers/email, the election was known whereas those without had no idea. Believes it is ‘vital’ to continue communicating by paper. Bryan stated he understands that email access is limited, and even with paper copies the access is limited (as to whether or not it arrives timely if at all), but this seems to be a supervisory problem – if we send the letter, it is a ‘band-aid’ instead of a solution.

Jan Jolynn – asked Nancy if they’re putting it (EAC election info) in the Illinois State Report, Nancy confirmed. Linda – everything that goes out to supervisors for posting, are we going to do this with every message of the same nature? – seems to set an improper precedent. Further discussion ensued, reiterating the points above. Nancy – the last letter from HR regarding electronic communication they took into consideration the CSC’s recommendations, therefore it is to the directors/deans/supervisors to post this information and see to it that their subordinates are informed; it is not the presence/absence of info that is at issue here, it is the method that the information is spread. Vicki – she agrees there is a recurring problem throughout the years from different council groups, but she is concerned that it is not the council’s place to send a letter such as the one discussed, since where would the line be drawn, would the letter ultimately send a message that Ira (Schoenwald, HR) is not doing his job – this would be rude and imprudent.

Dave B. suggests just an informative letter simply stating that an election is going on, not even list the candidates. Vicki rebutted that it is a different group than the CSC and it does not seem our place to undercut their procedures and activities. Melody – the CSC did not originate the communication (Nancy confirmed it was the EAC), helping with the problem is different from taking over the problem; HR has taken steps to see to it that information is posted and sent by hard copy to those who have no steady electronic communication. Tom – as a council, is it our responsibility to follow through/re-send a letter to the 1400 or so Civil Service employees. Dave B. stated he felt it is his responsibility to see to it that his constituents are informed. Jac stated he believed the original letter was addresses to CS staff, and it is an election of a CS staff to represent CS staff on a board, sees it as necessary to see to it that we take steps to resolve this communication issue and would like to keep this issue in the forefront, reiterated points he had made previously in this discussion. Sarita stated she ‘sincerely agreed’ with Jac and David B. For the time being, if someone in Group

I [Sarita's constituent group] is not receiving info in her group, she feels it is her responsibility to go to the supervisor of these discussed employees and confront them regarding the postings and lack of communication between all parties involved. She does not believe it is the CSC's prerogative to send another letter, but is the council's responsibility to follow up on this lack-of-communication situation.

Brian stated his concern that Dave B. had said he had already talked to his supervisor and apparently nothing has been done. Brian thinks that it becomes a council issue and perhaps a letter to the supervisor informing them of the situation, and further up the hierarchy should the need be – these employees should sit down with their supervisor and their council member should be present at the discussion, does not think that sending another letter will, again, solve the situation beyond a 'band-aid'. David B. reiterated his motion to send a simple note with the facts of the election. Barb stated she agreed with Bryan, we have already taken appropriate steps, HR has taken additional steps, agrees its not going to be solved overnight, we know there's a problem, it will never be 100% solved. Melody asked if the motion was that the CSC send a short informative list telling CS staff the location/date/facts of the EAC election, David B. confirmed. Melody moved to vote, 10 ayes, motion carried. Bryan volunteered to see to the production of the note.

- Council of Councils at Chicago State University, Oct. 5. Mark and Melody will be attending.
- Annuitants Representative – Jan not present, no news.
- Academic Senate/Campus Info/Foundation – Mark – no news.
- OpenLine – Pam – Information will be passed to Pam for the next OpenLine.\
- Human Resources – no news.

Barb/Theresa motioned to adjourn, motion carried at 1:11pm.

Reminders: Deadline for next two OpenLines – Oct 2, Nov 6; CSC meetings: Oct 16, Nov 6; Statewide Council of Councils – Friday Oct 5, Chicago State University; Homecoming Week – Oct 8-13

Web Sites of interest:

- 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>

The next regular Civil Service Council meeting will be held Tuesday, October 16, 2007 at Noon in the Bone Student Center Spotlight Room.