

Illinois State University

Civil Service Council (CSC) Meeting

December 18, 2007

Approved Minutes

Present: David Bagnell, Mark Buckley, Julie Caplinger, Jac Copes, Ted Coussens, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Nancy Spangler

Absent: Barb Arbogast, Vicki Bryan, Tom Cotton, Sarita Cox, Linda Klawitter, Jan Jolynn Staley, Dave Turner

Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:03 pm.

-Approved minutes: Approval of minutes for Dec 4 2007 – Julie/Mark motioned, motion carried.

Ongoing Discussion Topics:

- **Distinguished Service Awards/Espirit DeCorps Award** – going to committee today, two individuals were nominated for the Espirit award. Emails were received from Vicki, Sarita, Barb and Jan. Jac – had emailed Melody asking about absentee balloting/emailing for voting, Melody agreed there is no written procedure in the bylaws. Jac objects for the emailing on the grounds that the ballot is no longer anonymous, does not allow for discussion regarding candidates. Jeanette asked if abstaining is possible (not enough information/knowledge of the candidates). Theresa/Brian motioned/seconded not to allow absentee ballots. Theresa not objecting to absentee ballots, but would like something in place for future issues and not comfortable with it until it is decided upon. Brian agrees, if we do it now we set up a precedent for future votes. Jac – he is on bylaw committee, will address it in the committee. Motion to disallow absentee ballots carried.

Theresa asked for clarification as to what the Espirit DeCorps award is. Melody – not issued every year, does not have monetary award, recognition for outstanding service on behalf of CSC/Staff, name is engraved on the plaque. Mark – does it take a majority of council members or a majority of the quorum? Melody – it has been pretty open-ended, at times a name rises to the top during discussion of the nominees and they are openly selected. Theresa – would opt for the majority of the quorum, Mark seconded, motion carried. Envelope for ballots was circulated, Jan Cook volunteered to count votes (impartial non-voting third party). Counted, a strong majority indicated that no award would be given this year.

- **Family Campaign Planning Committee (Theresa Sanchez)** – Would like to introduce the idea that's developing on campus. Last year, University Advancement tried to get funds from outside sources (other than campus), how many people are interested in what they are doing? How much of our own numbers? University will be trying to set up annual campaign/procedure. One member of AP Council and CSC, individuals from academic depts., WGLT, athletics, etc. Had first meeting in Nov, by new year hope to be implementing the developed plan. Would like feedback regarding: in the areas of the work that you do, what would be the appropriate way to approach you about giving support or donations? Times of the year best to ask for contributions? Contributions include contributing to various depts., parts of campus. Civil service is lowest from faculty/staff/AP (CS not paid the most, granted), but it is not the amount of money but the number of people contributing. Will keep council up-to-date as events warrant. Jan C. – participates in a program for Metcalf – would that count (turn labels in and school gets cash back)? Theresa – will have to ask, but may not, would be difficult to tell if an individual from which group is giving.
- **EAC-** Dave T. not present, no news.
- **Annuitants Representative** – No news.
- **Academic Senate/Campus Info/Foundation** – New provost has been chosen, Sheri Noren Everts, to begin July 1st. Mark – Academic Senate – meeting on Dec 1st, Assoc VP for IT, gave presentation that boils down to IT on campus is underfunded, very enlightening.

- **OpenLine** – Pam not present, no news. Reminder that the next deadline is January 8th.
- **Human Resources** – Nancy - Follow-up on Oct 17th email, wanted to communicate discussion with Jac since then – regarding table sent out in email with notes, maybe two meetings ago Nancy not present to make a correction – Jac was correct in his initial interpretation of the word 'exempt' (exempt vs non-exempt CS employees). Jac – 'I was wrong about being wrong.' Original email was right (Theresa)? Nancy - no, numbers still weren't quite right. First column in table, represents extra help as well, would have to subtract the extra help to know how many CS employees are at the university. Also, in relation to another email, one issue was the date for a particular test, SUCSS notified HR that the exam had been compromised, everyone in the state had to void the exam, was not compromised at ISU, but was compromised somewhere, HR responded within a 24 hour notice. We do have continuous and open testing, a person could still go and take a test that they qualify for.

Dave B. – with open and continuous, within a day, received a notice that Plumber's Foreman promotion test not given unless job is posted. Can go to Springfield to take it, and transfer scores to here. He was told no continuous and open testing unless the job is posted. Mid-November, tried to take test again, was told cannot take it since job not posted. Nancy wanted to verify – foreman test expired and pulled, was told he could retest when new test made available? Dave – no, was told test not given if no open position, same with Jac's situation regarding a test? Jac – not sure. Nancy stated she will follow up and inform the council of developments.

Jac – 'examinations normally given only when there is a vacancy', when he/constituents read that, they understand that they cannot take the test unless a position is open, phrase came off a letter one of Jac's constituents. Dave – if there is open/continuous testing, why not just advertise that? Jac – read the policy of SUCSS, also read Illinois Statute, the policy on SUCSS website is not in compliance with state statute; policy at ISU is in compliance with SUCSS, and so not in compliance with state statute. Theresa – what you're saying is the underlying problem is the general state-wide organization is not in compliance – at our university level, we abide by our superior organization (and we are), but our superior organization is not in compliance, and so there would be things this university and other universities would have to change to be in compliance with state? Jac – yes.

Theresa – who it is (specific individuals/committees) that makes these interpretations – state level, SUCSS, local levels, etc., would be interested in where those lines are, when the last time they made their interpretations was, and if it's slated to be reexamined. Nancy – who is your representative to the SUCSS system? Dave B. – Dave Turner. Nancy/Brian – we should see if Dave Turner can get a rep to a meeting to explain/shed some light on these questions and situations. Jan C. – and if they are meeting across campuses, there are others that probably have the same questions. Jac – would like to motion a request for Tom Morelock to attend a CSC meeting. Brian – should produce list of questions beforehand, Mark – should make it known to all CS employees. Jac – would like to amend his motion to include the request for the second meeting of March (or first of April depending on everyone's schedule), agrees that we should include a list of questions

so that he can prepare thorough answers. Mark seconded, motion carried.

- Jac – discussion regarding job posting durations follow-through, both Jac and his constituency still not happy with current lack of regulation/communication regarding posting durations, if HR could issue a memo regarding the topic. Melody – will get the memo out to Ira (Schoenwald) requesting that some kind of minimum standard – either number of days for the posting or number of applicants, did not specify which or how many, but just a standard to avert any appearances of biases or predecisions. Jac – memo going to be discussed at council before it is sent? Melody – sees no need, since so much discussion was already had and a note is general enough to reflect everything that was said at meetings. Nancy also said she could help fill in answers should Ira have any questions regarding the note (she was at the meetings as well).
- Jac – for the next meeting, would like absentee voting as a discussion item, council agreed.
- Melody - have a happy, healthy and safe holiday!

Mark/Theresa motioned to adjourn, motion carried at 12:57 pm.

Reminders:

- Deadline for next two OpenLines – Jan 8, Feb 5
- CSC Meetings – Jan 15, Feb 5
- Educating Illinois Open Forums: Jan 24, 3:30-5pm, and Jan 30 10am, both in Old Main Room, Bone Student Center

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, January 15, 2007 at Noon in the Bone Student Center Spotlight Room.