

Present: Barb Arbogast, David Bagnell, Vicki Bryan, Mark Buckley, Julie Caplinger, Jac Copes, Tom Cotton, Sarita Cox, Brian Huonker, Melody Palm, Theresa Sanchez, Nancy Spangler, Jan Jolynn Staley, David Turner, Kevin Wiand

Absent: Jeanette Harrison, Ted Coussens, Pam Burress

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

-Approved minutes: Minutes for Dec 18 2007 were approved (Theresa/Mark)

Ongoing Discussion Topics:

- Spring activities –

- Two presentations are coming up:
 - Feb 19 – Human Resources related to CS and /P position determinations.
 - April 15 – SUCSS (Tom Morlock).
- Council members are encouraged to submit questions. Handouts were distributed containing a list of questions raised at previous CSC meeting, and a form to submit more questions. Jac distributed a list of additional questions he would like addressed.
- Elections—Committee will need to begin work soon—Jan Jolynn, Vicki, Sarita, Melody
- Raffle—Get together and prepare for the Raffle—Ted, Julie
- Resignation from the Civil Service Council: Linda Klawitter (Group 2) letter read to group. Linda's term was ending this spring. Discussed if we want to appoint a new rep or wait until election time for a replacement. Theresa asked what the standard was. Answer - Positions that have a year or more traditionally get an appointment (typically a runner up in a previous election, or past council member). Less than that, it is up to the council but traditionally the council waits for the election
 - General consensus is to let it go until election time
- Absentee ballots. Discussion at December 18 meeting should we allow them or not. Jac suggested two reasons not to allow. 1) Does not allow for dialogue. 2) Is not a secret ballot.
 - Bylaws require a quorum to vote and approve motions. If you are not here, you should not be allowed to vote. Theresa said it is not only a matter of caring about the election but if it is your decision not to come (valid or not), you should not be allowed to vote. A two way conversation is not allowed.
 - Jac said people should be able to express themselves but the emails that came through amounted to a vote. Discussion indicated that the use of the word "vote" in several emails wasn't intended as a literal vote. The emails were intended by senders as comments and clarification of individual positions. Request to clarify related bylaws during review process. Address terminology. Asked that the bylaws review address the ability to send email correspondence but not to vote. Jack asked/motioned that we should not allow absentee ballots and put it to the bylaws committee to come up with the code.
 - Kevin said that he is not against absentee ballots because people are busy and might run into conflicts. Absentee ballots are used within the ISU Foundation Board. Maybe CSC should allow a member to have a few absentee ballots, but not be allowed to always vote that way.
 - Julie asked how the Foundation Board handles absentee

ballots. Kevin said they know who will be there and who will not. When there will not be a quorum, they allow absentee ballots, sent to the chair, to make a quorum

- Should absentee ballots be allowed when there has already been a discussion but if no previous discussion, no absentee ballots? Julie said she is lost when she is not in the meetings and does not feel qualified to vote because she is not up to speed on the discussion
 - Dave T. mentioned that some changes to the open meeting act reflect the teleconferences and the lack of attendance at meetings. Merit Board members from some universities rarely attend. They need to be there for the discussion for some of the issues they are voting on (employment, livelihood); need physical context in order to make the right decisions. The Merit Board has put restrictions on phone and teleconference attendees. Thinks that people should be allowed to voice opinions via email but the Council should be very careful in allowing absentee ballots.
 - Melody mentioned that early in her Council time, there was a request by a member to attend by teleconference. They decided that video/phone conferencing should not be allowed because there are things in the council meeting that they need to be there.
 - Jack said that it would be difficult to write a policy to allow absentee ballots to encompass all the various aspects.
 - Dave T. suggested considering changing the method for putting the agenda out there. That way people could see in advance what would be discussed. Also list action (voting) items on the agenda so that members who cannot be there could request a vote be held at a later date. Melody said that with meetings usually every two weeks, it's not practical for the agenda go out more than a week before each meeting. We can sometimes identify action items, but many of the votes taken at CSC meetings are in response to discussion at the meeting, and not planned votes.
 - Theresa agreed with Melody and asked should we check with other groups how they handle absentee ballots.
 - It was suggested we keep things as is. Jac said the bylaws don't address anything at all. Vicki asked if anyone really wants absentee ballots.
 - There was a motion and second that the bylaws review committee draft a statement to not allow absentee ballots, as part of the review/update process. Motion approved.
- Melody mentioned that the awards procedures state "The Council may select an Espirit de Corps award winner." We might consider changing this to a more formalized process for nominations and selection, perhaps by the Distinguished Service Award committee. The current process for this award is very unspecific.

- **EAC-** Dave T. reported nothing going on in Urbana but will have a report after the meeting next month
- **Annuitants Representative** – [Jan Cook not present, no news.]
- **Academic Senate/Campus Info/Foundation** – Mark: Academic Senate is quiet, since there've been no meetings between semesters.

- **OpenLine** – OpenLine: no report. Newsletter will be distributed next week.
- **Human Resources** – Human Resources: Dave Bagnell asked a question about the open and continuous testing policy. HR does follow the policy. Collette will be following up by email for Dave's specific situation concerning communication in November and Plumbers test. The test is now available for current ISU employees. The general public can test when a position is posted. HR is in compliance with state rules and has passed their audits.

Jac said this is one of the questions for Tom Morelock. Also stated that he has a constituent that received a similar letter. The terminology in the letters is misleading and needs to be addressed.

Nancy restated two issues 1) The letter they received is not one for ISU employees. ISU Employees have Open testing policy but people outside the university test when positions are available. 2) Personal HR issues should be brought up with the constituent's HR partner for discussion. If the issue is not resolved, the problem should be taken up with the HR Partner's supervisor. Dave said he didn't know what a partner was or who it was. Nancy explained that each department is assigned to a specific staff contact in HR—their HR Partner. Questions and concerns need to be addressed through this process. Staff shouldn't be trying to use the Council to resolve personal issues

Dave Bagnell says that he gets the runaround with HR and the only way things change is bringing them up with the council. Says he has been through every step in order to take a check. States they completely ignore him and said that we should bring in the Inspector General should be brought in to investigate this. Says they should come in and give a presentation on what the steps are with them and what the complaint process is.

Nancy reiterated the steps. She will bring a list of HR partners and the departments they work with to the next meeting. If you have a problem with your partner, you should go to the partner's supervisor. Example. Dave should go to Collette. If not satisfied, Dave should go to Len

Grimstead. Dave should go back and review the recent emails. If not satisfied, he should contact Len

Jac asked if new letters could go out with the new terminology to people who believe they can not take a test. Nancy said people are not calling about this. The policy did not change, just the terminology in the letter. Theresa mentioned that she has seen the change in terminology on the Jobs site

Melody asked if Nancy or someone from HR could write an article about the Open and Continuous Testing policy for the OpenLine. Nancy will look into it.

Barb/Theresa motioned to adjourn, motion carried at 1:11pm. Special thanks go to Brian and Melody for recording the minutes!

Reminders:

Open Forums for the new draft of Educating Illinois are January 24, 3:30 p.m., and January 30, 10 a.m. Both in Old Main Room, Bone Student Center

Deadline for next two OpenLines – Feb 5, Mar 4

CSC Meetings – Feb 5, Feb 19

Founders Day Feb 14

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, February 5, 2008 at Noon in the Bone Student Center Spotlight Room.