

**Illinois State University**

**Civil Service Council (CSC) Meeting**  
*Approved Minutes*

**March 4, 2008**

**Present:** Barb Arbogast, David Bagnell, Julie Caplinger, Ted Coussens, Sarita Cox, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler, Dave Turner, Kevin Wiand, Jan Cook

**Absent:** Vicki Bryan, Mark Buckley, Jac Copes, Tom Cotton, Jeanette Harrison, Brian Huonker, Pam Burress

**Guests:** Melanie Schaafsma, Faculty Affairs & HR Systems

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Council Chair Melody called the meeting to order at 12:02 pm.

**Presentation:** Melanie Schaafsma, HR Electronic I-9 System

A brief overview of the I-9: for the last several years, she has been working to 'clean up' the whole I-9 process and keep to the posted laws. The I-9 form is a government-issued form with the purpose to determine whether or not the person listed has the legal right to work in the United States. In 1986 the Immigration Reform and Control Act passed – anyone hired in the U.S. has to complete the I-9 to verify employment eligibility. New hires have until the third day of work to provide documentation proving that they can work in the U.S. This is a tool that the government gave us to protect ourselves and ensure that aliens do not work illegally.

HR completes I-9's for CS staff. The majority of I-9's for other employees, are completed by various hiring managers (approx 600 across campus). Anybody acting on behalf of the university can complete a form – even a student worker. Because we have so many individuals completing the forms on campus, different situations arise. Visas present problems (different kinds and difficult to recognize if one is not familiar), how to educate all the hiring managers on properly filling in the forms, HR actually receiving properly-filled-out forms and receiving them on time, etc. Lawyer indicated that the university would have \$3 million in fines from improper I-9 s over one year that was checked. We want to make sure that we have all of our I-9 s as accurate as possible – fines apply to any error on a single form, not just a single improper form.

ISU started looking in the early 2000s into changes, including electronic I-9's, with electronic info checks to make sure the documentation/form is filled out accurately. In the past, we looked at a system that did not provide an electronic signature system (none available at the time) but that was not acceptable; spent more time looking for an entirely paperless system – the E-Sign Act passed in June 2006, and we selected a vendor in Spring 2008. This system is completely web-based, one login and password for everybody. When they're done capturing and signed the form, you never have to see it again.

Since the paper I-9's are kept in HR, departments had no idea whether or not an employee had an I-9 already on file. With the new system, they get immediate feedback as to whether or not one is on file or needs to be filled out. It's going to reduce the paperwork and complexity, it will catch the common errors, make the whole process a lot simpler.

We are one of the first universities to move to electronic I-9, lots of other universities in the state looking into what ISU is doing. Email will be going out later this week/early next week for training sessions on how to use the electronic I-9 system. Email will go to admin level, and to the approx 400+ who capture the I-9 s (hiring managers, etc.). If you know another person captures I-9 and doesn't get the email, forward it on so that all are aware.

Jan Jolynn – will it tell me if a new I-9 is required (already have one on file)? Melanie – you can search for an individual and the results will tell you if an I-9 is in there for them or not. We will be behind the scenes terminating I-9's when they need to be terminated. If you find one, it's alright, if not, you will need to make one. Jan Jolynn – Will access to the website be available to off-campus employees? Melanie - yes, in the unique situation with employees who do not step onto campus – can do physical form, send it to HR and we can scan it into the system or set up those individuals with short-term access to the system.

Kevin – how many new hires (and new I-9's) each year? Melanie - Counting student workers, about 3500 a year. Non-tenure, about 100, but the largest population is student workers who have never worked here before.

An external company will be scanning current I-9 s (over 7000). Not going to scan student/grad workers since they will be leaving within four years (we pay 44 cents for each I-9 scanned).

Sarita – everyone's going to have the same login/password, the Social Security Number shows up on the form, is that going to be an issue? Melanie – when you do a search it's going to report if he has I-9, work date, capture date, last 4 digits of social security number, cannot actually launch the form and view it. Really all we need is the key info, don't need or want the sensitive information to be open-access, along with home addresses – these will not be included (except last four digits of soc). We had to pay for a special customization for just these purposes. Jan Jolynn – what about multiple names (more than one 'John Smith')? Melanie – you can search by full or partial SSN for verification.

Melody – all of these 500+ users using same login/password, how do you verify the signing of the I-9 (representing the institution)? Melanie - Section 1 is normally completed by employee – still have that option (have the employee at the computer) or have employer fill out translator section (employer filling out I-9 for employee). A pop-up window will come up with a password question, unique to you that has to be answered correctly (you provide the answer, whatever it may be) before you can submit, this is going to serve as your electronic signature and click-to-sign – makes it compliant with the E-Sign Act.

Dave Bagnell – any way you can tell who filled it out when it's done? Melanie - yes, HR will have the ability to see if the hiring manager is following all policies. Thought about doing unique passwords/ULIDs, but not as much of a security issue as displaying sensitive info (soc and addresses), the electronic system will be just as secure as a paper form – those can be forged as well; we go on the good-faith that people are following the rules. We have had departments that want to do this electronically, it greatly streamlines the process; we are willing to help out and do I-9's if they cannot, we will work with anyone who needs help. The process is still the same, just in a different easier way. The errors we find most frequently are things like info on the wrong lines, filling out improperly, etc. We aren't aware of intentional issues such as inaccurate info or blatant lying (illegal alien). System also will prevent filling out Sections A, B, and C – only A or only B and C are proper. Dave B. – so it does not prevent hiring of illegal aliens. Nancy – we don't really have the problem of illegal aliens, but do have the problem of forms not filled out correctly. If you know of illegal aliens working at the university, you need to report that to the HR department immediately. Julie – if it's an outsider contractor, we are not responsible for their hires, right? Nancy - yes, correct, it is their responsibility when hired externally to verify their employees' work status.

Jan Cook – I sympathize – after working in computer systems 80% of the problems are user problems in system security, few are trained to recognize the forms and IDs. Yes, we must use what the government has given us. Theresa – the forms are sent to government batched then? Melanie – government has deemed all the vendors with the electronic I-9 as valid. We're saving money all around – paper, filing, time, etc. We're not required to print them, they are stored electronically, we can print them in the event of an audit. We can but have not yet been audited; there are other places that

are far worse off than this university – there are places with I-9's still on file since 1986, but we are up-to-date at ISU.

**-Approved minutes:** Motion to approve Feb. 15<sup>th</sup> minutes, Julie/Dave B., motion carried pending corrections from Nancy.

**-Approval of major Raffle prize expenditure:** has taken the form of a gift certificate in the past, Julie motioned for a \$200 Best Buy gift card for the major expenditure, Jan Jolynn seconded, motion carried.

**-Approval of Cubs game trip:** ticket availability was limited, Monday May 12<sup>th</sup> was available. 2007 numbers and 2006 handed out, no charter bus costs have been given yet, hope to get back from Peoria Charter, but anticipate \$38/person with discount for alcohol-free bus insurance, would appreciate feedback from constituents on that number. Can reduce the number of buses, but we have to pay for a whole bus at a time, PC worked with us and sent smaller busses when we could not fill a full 54 to a bus. Based on the preferences, don't expect more than one alcohol-free bus. Have to get this in the March report, will check back with Facilities to see if there is any new info. Theresa motions to set the price of the trip at \$38/\$36 non-alcohol (pending any new expenses), Julie seconds, motion carried.

#### **Ongoing Discussion Topics:**

- **Fall activities** – [besides Raffle and Cubs game trip, none discussed]
- **EAC-** Dave Turner - Feb 20 was the Merit Board meeting at the Systems Office – pretty normal meeting, there was one consideration for discharge proceedings that was withdrawn; chairman Strauss (from Northern Illinois University) wanted all to know how appreciative they are for the responses to the current events on their campus. Melody – knows that the University Police are working on an Openline article on campus security.
- **Annuitants Representative** – Jan Cook – asked at previous meeting for any issues anyone would like her to bring up at Carbondale meeting, none presented.
- **Academic Senate/Campus Info/Foundation** – [no news]

- **OpenLine** – [no news]

- **Human Resources** – [no news]

- **April 15<sup>th</sup> meeting** – Melody - due to the speaker situation (Tom Morelock, Executive Director SUCSS), change the setting to a lounge for more space? Have no idea how many to anticipate at that meeting. After discussion, Melody will put a note in Openline to have those who think they will attend to reply.

Theresa/Barb motioned to adjourn, motion carried at 12:58pm.

**Reminders:** Deadline for next two OpenLines – March 4, April 1

CSC Meetings – March 18, April 1

#### **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, March 18, 2008 at Noon in the Bone Student Center Spotlight Room.**