

Illinois State University

Civil Service Council (CSC) Meeting

March 18, 2007

Approved Minutes

Present: Barb Arbogast, Vicki Bryan, Julie Caplinger, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Dave Turner, Jan Cook

Absent: David Bagnell, Mark Buckley, Nancy Spangler, Kevin Wiand, Pam Burress

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

-Approved minutes: Motion to approve March 4 minutes, motion carried pending corrections (Theresa/Julie).

-Treasurer's Report: The bylaws review committee plans to recommend quarterly treasurer's reports. Only real activity since last was the trip to Chicago, Monical's fundraiser, Holiday Party, and Scholarships; we still have \$500 in Foundation scholarship account. Funds in the Foundation account that aren't used return to the Foundation operating budget. Discussion about the possibility of awarding any scholarship money for summer school. Council agreed, will look into it.

Theresa - Carl Johanson Scholarship – we do the one award and it (the account) keeps accruing, we just withdraw for the one. Should I be re-elected to treasurer, I intend to redefine the numbers as to what the money is being used for and where it is coming from/going to. Tom/Barb to approve treasurer's report, motion carried.

Ongoing Discussion Topics:

- **Spring Activities – Elections** – Sarita – forms are printed, one more group to collate, then to the mail room. Should show up in mailboxes later next week, deadline of April 11 for nominations. Dave T. – if someone from my group were not to run, and difficulty filling the position, is there anything saying that he could not be EAC and a council member? Will need to review both CSC and EAC documents to see if this would be permissible.

Theresa – talking to others about the elections, having a hard time finding candidates/nominees; is there a way in the past that we have used to encourage more activity in certain Groups? Dave T. – thinks we have a good tool with the OpenLine. Theresa – Presidents' office cannot put backing behind any one group because of the principles of shared governance, is there anything else we could do? Don't hear as much about group/governance participation. Melody – spoke in the past with President Bowman and Ira Schoenwald, both support and value Council participation. Previous council members have been encouraged to suggest candidates. When individuals stated they had encountered 'roadblocks' while running and while on the council, it was difficult to find specifics about what those roadblocks were. Theresa – 'we're too busy in this office'; representation will be better when there is a larger pool of individuals from across campus. Dave T. – maybe with the OpenLine, a thank-you to the supervisors for encouraging and helping our CS employees on campus to participate in our council and meetings. Julie – we do a lot of table-things for CTLT, anybody thought of setting up a CSC table, at a function where we could advertise the council. Vicki – promotional letter to constituents, have you thought about being on the council, and if not, why not? It would give us something more to work with. Julie – also aware that a lot more positions are now A/P instead of CS, simply not as many CS employees around to run for council. Brian – only two (CS employees) in his area, but doesn't seem to be an issue as to what people are hired under (CS or A/P), everyone acts and is treated the same. Theresa volunteered to look into setting up a table at the benefits fair.

Sarita – likes Dave's idea of the thank-you memo, but how many of your supervisors read the open line, how many get it? Jan Cook – does A/P have the same issues? Perhaps a joint column? Sarita – we could put a survey in with the election materials. Theresa – thinks we would have more success putting it in the OpenLine, reach more individuals that way. Dave T. – anything we do to advertise can only help us. Barb

– how about putting the thank-you in the Report? Sarita – next year is the 50th anniversary of the CSC, maybe do something for that? Further discussion scheduled for future meetings.

- **Raffle** – Melody reported that the tickets are being printed and will be distributed in the next few days. Please remember to look for donated items for the raffle.
- **Cubs Trip** – is in the OpenLine, already receiving a lot of responses. Had a department ask that, if they all go, can they all be on the same bus, Melody responded 'that would depend on how quickly they respond!'
- **EAC**- Dave T. – at last quarterly meeting, had extended invitation to HR executive; had a first meeting of those sub-committees on March 12th in BSC. Discussed what joint interests are present, still haven't set a regular schedule for these meetings or number per year, but will be determined in future, and will be held on ISU campus, Ira has graciously offered our campus for the meetings. If Dave knows when the next one is coming, would be happy to pass along the information for any who wish to attend.
- **Annuitants Representative** – Carbondale state-wide meeting a week ago, discussion of a new constitutional meeting; didn't think previous constitution was perfect, amendment procedures that are standard are not effective. The only amendment that came to light was started by voters and failed. So if it can be amended by constituents does not mean it can be amended politically. They refrained from taking an outright stand, before the meeting only 35 members attended; June should be the right time, in Springfield, and much more visible, and it is assumed that constitutional convention will not be recommended. Bill for appropriate health benefits, sponsored by ISUAA, is the first of its kind. Second act – unclaimed property, when sold by state, funds should help replenish pension systems; perhaps writing it so that the funds *must* go to pensions, not *may* go to pensions. Brian – is there anything we can do to help this along? Jan – we will let you know when it gets closer to the 'crunch'. There are at least budget hearings, even if they aren't well publicized. For those 40 and older, memo will go out concerning these issues and what they can do to help, will be included with membership form.
- **Academic Senate/Campus Info/Foundation** – Melody – Paul Segobiano now executive director to 20 Stars for Life, raising money for at-risk HS students to stay in school and if they do stay, they receive scholarship money for college. Paul wanted to know if a member of the council wanted to help, Melody has info if any are interested.
- **Illinois Freedom of Information Act Info** – Vicki brought in article for resource materials, council had discussion previously concerning freedom of information, article illustrated the details and how to initiate an FOIA request.
- **May 6th Meeting** – Melody – should have revised report from Educating Illinois Task Force (presentation held 12-04-07, see past minutes).
- **Sarita** – just to bring it to the council's attention, a few weeks back after determining CS awards, was contacted by an individual from the department of the winner. Community or campus service was a key part of determining eligibility – individual was very vocal about awards recipients who may have been unworthy of the award. From experience with similar awards given to students, if they meet criteria and receive

letters of recommendation, then the students have to provide a list of their accomplishments and merits that can be checked; maybe have our system do the same? Melody – distinguished service awards began with HR, this is where the original guidelines came from, the selection of recipients are up to each of the councils (CS and A/P). All evaluations are done blind, not a popularity contest, recipients are chosen based on the letters of recommendation, and those letters can be written well or poorly; we can only work with what we are given. Perhaps we could introduce some more structure into the forms we send out, but there may be little we can do. Dave T. – in my experience, the best contributors to community activities are humble about it to the point of remaining anonymous; if we approached them about it, they may not admit to it even if they are more deserving. You are going to get those times where friends recommend another friend who may in fact be undeserving, but you have to take what you are given and base your judgment on the recommendations. It is not going to change a thing – no matter what there will be individuals who do not agree with the decisions. Julie – I agree, do we really want to get into the business of checking everybody out? There's only so much we can do, realistically.

Barb – as far as my department they wouldn't know about it [contributions to community]. A lot of my community service is involved off-campus with church, a lot of my supervisors have no idea. Easily understands how deserving individuals may not get recognition, they just don't talk about it.

Sarita – maybe a form instead of a letter for recommendations, to help minimize anything but the accomplishments and reasons the individual is deserving. More of an equal chance instead of judging on well-written recommendations (versus poorly-written ones). Brian volunteered to develop a form like the one discussed. Barb – has done the selection process before, and it usually ends up with consistent rankings from all committee members.

Theresa – attended Springfield meeting with Universities' Registrars, talked about the electronic I-9, we are so far ahead of the curve compared to the rest of the state, they are not even considering paperless I-9s; as a university ISU may very well be a benchmark school. Campus security also came up, communication with students at forefront. Dave T. – initially when we built parking decks put security cameras in the

first, not the second. Liability was weighed, and security was pulled from the first. Jac – knows of a situation of a recurring/malfunctioning alarm was not attended to. Brian – knows they are trying to put cameras in buildings, faculty have fought the idea for some time. Theresa – one of the schools arranged for the students to sign up for an email or text for emergencies; 14% responded, they have now made it mandatory to respond one way or the other. Brian – yes, it's a good idea, but the networks aren't set up for that kind of volume (texting via cell phone).

- **OpenLine** – [no news]
- **Human Resources** – [no news]

Jan Jolyn/Sarita motioned to adjourn, motion carried at 1:11pm.

Reminders: Deadline for next two OpenLines – April 1, May 6

CSC Meetings - April 1

April 15, Tom Morelock Executive Director
SUCSS

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, April 1, 2007 at Noon in the Bone Student Center Spotlight Room.