

Illinois State University

Civil Service Council (CSC) Meeting

June 17, 2008

*Approved Minutes*

**Present:** Barb Arbogast, David Bagnell, Vicki Bryan, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Dave Turner, Nancy Spangler

**Absent:** Mark Buckley, Julie Caplinger, Jan Jolynn Staley

**Guests:** Jean Darnall

Council Chair Melody called the meeting to order at 12:04 pm.

Jean Darnall newly elected Group III member welcomed, Valerie Bridson also elected for Group II, Sarita and Theresa have been elected to additional term, Jac will be continuing for one year since there were no candidates in his group. Contact sheet has been updated and is available. Today is Julie's last meeting.

**-Approved minutes:** Motion to approve May 6 and June 3 minutes (Note: no minutes from May 20 due to raffle drawing, see website for results), both motions carried with changes.

**-Temporary Chair - July 1<sup>st</sup> meeting,** for election of officers for Fiscal Year '09, their responsibility will be to open the meeting and preside over the election for the Chairperson; this person will not be eligible for Chairperson, but will be eligible for any other office. Theresa volunteered, Jac seconded, motion carried (Sarita/Vicki).

**Ongoing Discussion Topics:**

- **Bylaws Review-** Vicki – on the article 5 paragraph D, talking about an election manual – do we need a separate manual since we already have procedures information in both the By-Laws and in our procedures manual? I question the need to create and maintain a separate manual when we already have the written information. Melody—the intent of the proposed change was to clarify that Election procedures were documented. Jac – last year's election, and this year, have had complications. Last time I was assured there is a procedures manual – is there not one? Melody – there is documentation – a combination of the things in the bylaws and some narrative points to aid understanding, it exists and is updated. Theresa – this is more the section for the Elections Committee, like the Treasurer's section of the Bylaws.

Dave B. and Jac requested the documentation for the Elections Committee, request that the manual or policy folder be brought to the next Council meeting for review. Melody – most of it is taken right from the Bylaws. The Bylaws are very specific about the elections. Other documentation includes samples of nomination forms, ballots, counting sheets, candidate letters.

Suggest we vote only on the Article III section of the bylaws changes, we can come back and vote on the Article V items at a future date.

Voting commenced, Nancy and Dave T. asked to count as non-voting members, Article III Section 2, approved 10:1; Article III Section 4, not approved 9:2; Article III Section 5 approved 10:1. Revisions to Bylaws require approval of 2/3 of the Council membership, or a minimum of 10 votes. Changes will be made and posted.

- **Spring Activities**

o **Elections** - new and continuing members have been identified and contacted. Tom C. – did things work out with the ballots? Sarita - group III's ballot was corrected and sent with the two candidates and not one, and so there were no candidates for group IV. There is a letter going out to members of group IV explaining the situation.

o **Scholarships** – deadline was yesterday, committee will send out info as soon as available.

- **EAC-** July is the quarterly meeting, it will be at Governor's State, 17th & 18th of July, will bring news from that meeting.
- **Annuitants Representative** – Jan Cook not present, no news.
- **Academic Senate/Campus Info/Foundation** – Melody – met with President Bowman, office space for Council was definitely in the plans.
- **OpenLine** –
  - o **Classified Ads:** is limit of 1 per person per issue necessary? Theresa – when going through the list of posting rules, came across this, cannot recall a single issue that came from this, could we just eliminate the restriction? Some people have recurring ads every month, it would generate a little extra revenue. Brian – maybe put a limitation that if the ad is too large we will work with them to resolve it? Vicki – when originally set up, it was thought it should be approached conservatively, that's why just one. Barb – we could try it, if it becomes an issue we can go back and add the restriction. Sarita – is there any way we can run the OpenLine more often, keep it more up-to-date? More often than not by the time it's out it's old news, and if there's a correction almost two months go by, maybe have two smaller issues a month instead of one large one. Theresa – there is a cost issue, we just took a huge hit on raffle sales. Melody—staff that put the OpenLine together are all volunteers. More frequent issues, even if shorter, could require more staff time than is available. Council agreed, restriction will be removed.
- **Human Resources** – We're into June and we still don't know when our second Benefits Fair will be, will let everyone know whenever it is determined. Concerning the notification Theresa received (see last minutes), no it is not standard procedure, certain circumstances applied. Change in language on the website in regards to release time was has not been made. It is in the review process.

-Jac – several of my constituents have asked me to bring forth the issue of a four-day work week. There are a number of State institutions that as a gas-saving solution and going to a four-day work week, there may be interest on this campus as well, would like council to look into it. Theresa – now we have flex-time ability, but some departments are necessary 5 days a week. Jac – agrees, but some areas may be able to make use of it. Dave T. – spoke with Powerplant employees down in Clinton, and they all had 4-day weeks, and they all said the same thing: great at first, end up spending more money in the long run, where you save on gas you end up spending more on the extra day off.

Jac – also, recently a Union newsletter came in that stated that Health Insurance has become an issue in negotiations: Management wishes to increase deductibles and co-pays and increase monthly payments by 50%, does not know if this is accurate, but if it is this may have significant implications on university employees. Nancy – who is 'management'? The university has absolutely no say in the negotiation of benefits, it is a State-officiated task, there is no one at the university that has an official capacity in Central Management decisions like that.

Jac –raised an issue of a change of duties in a department due to an active duty situation and questioned how HR handles hirings and transfers of positions. Do departments have autonomy as to where they place positions in their dept after the job has been established? Nancy – CSC is not the

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appropriate place for HR to discuss individual cases, but will come back next meeting with information regarding HR's procedures in these matters.

Barb/Jeanette motioned to adjourn, motion carried at 1:00 pm.

**Reminders:**

-Deadline for next two OpenLines – July 1, August 5

-CSC Meetings – July 1, **July 15: meeting will be in North Prairie Room, BSC**

**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.escouncil.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, July 1, 2008 at Noon in the Bone Student Center Spotlight Room.**