

Illinois State University

Civil Service Council (CSC) Meeting

July 1, 2008

Approved Minutes

Present: Barb Arbogast, Valerie Bridson, Vicki Bryan, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jean Darnall, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler

Absent: David Bagnell, Mark Buckley, Dave Turner, Kevin Wiand, Pam Burress

Guests: Jan Cook

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

This is the first meeting of the new fiscal year.

-Introductions: Two new members: Jean Darnall of Group III, Valerie Bridson of Group II

-Election of Officers-

Chair – Jean – nominated Melody continuing for another year, Jan Jolynn seconded, motion to close by Theresa, Tom seconded, motion carried. Melody elected

Vice Chair – Mark (former Vice Chair) has been unavailable, but expressed before his absence that he was willing to continue as Academic Senate representative, Council elected to proceed with Vice Chair nominations in his absence while keeping him Academic Senate representative. Vicki nominated Jeanette, Jac seconded; Jan Jolynn nominated Jac, Jac declined; Sarita nominated Brian, Theresa seconded; Jean moved to close nominations, Sarita seconded, motion carried. Due to multiple nominees, ballots were passed out, ex-Officio officer (Nancy) counted, Brian elected.

Secretary – Theresa nominated Ted, Sarita and Jan Jolynn seconded; Jean moved to close nominations, Barb seconded, Ted elected.

Treasurer – Barb nominated Theresa, Jean seconded; Jan Jolynn motioned to close nominations, Vicki seconded, motion carried. Theresa elected.

-Approved minutes- June 17 2008 minutes, revisions by Jac, Nancy, and Melody made; Jean moved to approve, Melody seconded, motion carried.

Ongoing Discussion Topics:

- **Constitution, By-Laws, Confidentiality Statement-** Constitution, Bylaws (relating to today's events) and Confidentiality statement circulated for new and returning members.
- **Council Committees-** New committees to FY09: Bus Trip Policy committee and CSC 50th Anniversary committee. Committees to be determined at next council meeting (July 15 in **North Prairie Room of Bone Student Center**).
- **EAC-** Dave T. not present, no news.
- **Annuitants Representative** – Jan Cook introduced to new Council Members. 'Whistleblower' and code of conduct statements addressed at this year's meeting. Current issues affect current and new employees to a greater degree compared to retiring employees, more so now than they have in the past. Membership to Annuitants Association is now open to anyone related to SURS. Legislative committee working on list of questions to ask current members and nominees, to make them aware of the issues relevant to CS employees today. When the list of questions is available, Jan will bring it to Council for input.
- **Academic Senate/Campus Info/Foundation** – Academic Senate is pretty quiet this time of year (summer sessions). Campus info – fraudulent email alerts and concerns – Jac – Special Olympics uses a different address (.org instead ofilstu.edu), by their own choice, and they are not contacted by mass emails like the fraudulent email alert.

Should there be an emergency, they would not get the alert. Brian – we have plans in the web that we can change the ISU website and other communications in a matter of minutes. As far as the fraud emails, part of the problem is some do not know these websites, and we try to educate. No legitimate business asks for info (like verifying account information or your Social Security Number) via email. Second, we tell people to check the Alerts page that lists emails to be wary of – these 'phishing' scams are getting really good. Brian volunteered to head-up any communication on behalf of the Council relating to this.

Theresa – when she came in that morning, had the phishing email, and right after that email had the tech group emails alerting her of the fraud. How much of that is localized [by department]? Brian – there are no policies that dictate across campus, each department has different procedures. Nancy – HR in new employee orientation could address this, we have a brief time when we introduce them to iCampus, could include info on the Alerts page, volunteered to look into having HR staff begin informing new employees of the info.

Vicki – maybe notification of the phishing scams can be included with the notification to renew passwords, good way to reach all of campus. You have to sign-off that you read it. Brian – the CTSG 'Are You Secure' campaign could be used to redirect them to the Alerts page; they may read it once and never again, but the idea is at least they're informed. Jac – one of his constituents set the Alerts page as his homepage, gets the alerts first-thing in the morning before checking his email. Brian - the address is www.alerts.ilstu.edu, can also go to A-Z index and click on 'Alerts'. Jean – is the alerts page the same you're referring to that has weather alerts and the like? Brian – thinks it's a separate page, other page is out of Environmental Health & Safety, Alerts page is out of Computer Infrastructure Support Services.

Brian to compose a paragraph to include in OpenLine regarding discussed ideas.

- **OpenLine** – Pam not present, due date is tomorrow (July 2, 2008), no news.
- **Human Resources** – Nancy – HR will be changing on the website the recommendation from the Council in regards to release time, and also in the Civil Service Manual. Second Benefits Choice period, still do not know specific dates (have not been determined).
- As per previous minutes and discussions, By-Laws were brought to the meeting for viewing.
- Jeanette volunteered to look into dates for the Picnic to get it going as soon as possible.

Barb/Jean motioned to adjourn, motion carried at 1:09pm.

Reminders: Deadline for next two OpenLines – July 2, August 6; **NOTE:** deadlines for OpenLine submissions are now the Wednesday following the first Council meeting of the month.

CSC meetings – July 15 – Committee Assignments (**NOTE:** meeting held in North Prairie Room of BSC); August 5 (returning to Spotlight Room).

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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 15, 2008 at Noon in the Bone Student Center North Prairie Room.**