

Illinois State University

Civil Service Council (CSC) Meeting

March 17, 2009

Approved Minutes

Present: Barb Arbogast, Valerie Bridson, Vicki Bryan, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Brian Huonker, Melody Palm, Jan Jolynn Staley, Nancy Spangler, Dave Turner

Absent: David Bagnell, Mark Buckley, Jean Darnall, Jeanette Harrison, Theresa Sanchez

Guests: Jan Cook, Sgt. Aaron Woodruff, Rick Lewis, Jessica Norris

Council Chair Melody called the meeting to order at 12:01 pm.

-Approved minutes: March 3rd minutes, Barb/Tom, motion carried.

-Action Item: Approval of recommendations related to computer workstation study. Bryan – revisions made based on suggestions, will be sent to HR, purpose of the list of concerns is to start a dialogue, events in the past month have brought this to the forefront – electronic pay stubs, more electronic media circulating instead of paper. Jac – would like to suggest that we make this a letter from the CSC stating that these are concerns of the council that have been at issue for some time and we would like to partner in a committee to address and discuss these concerns. Barb – has received notification of computers where anyone can access via email. Bryan – the issue has become more the time for employees to locate a computer, go to it, and check email, iCampus, leave benefits, etc. Jac – there has been a lot of distrust of well-used time, some of it well founded, some of it not. For some employees going to the library from their workstation to access computer use is not really feasible. There are also issues of abilities to print, to have copies of information necessary for their job duties. There are no shortcuts or simple solutions. Vicki – where participants are listed – Civil Service, Unions, Facilities/Grounds, etc. – there is more than one union on campus, we should be sensitive to that. Should also add Campus Dining as a specific group, they are also affected. Jac – this is envisioned to cover a large part of campus, to help cover any little pockets of employees not covered directly as well.

Ongoing Discussion Topics:

- o Committee Updates
 - Elections – Sarita – no news other than nominations we have received are invalid because the nominees are not signing the form, the people recommending a candidate are signing it. Instructions for filling out the form are on the form.

Jeanette Harrison stepped down from her seat in the CSC, one additional position will be open in Group 1.

- o Jeanette Harrison resigned from her seat in the CSC.

- **EAC Representative** – Dave T. – no news.
- **Annuitants Representative** – Survivors’ Benefits Fairs would be better if scheduled after work time so employees could attend, so we are attempting to determine when working day ends so they can attend, open to suggestions of a start time. Four p.m. was recommended for people to work around. We are also starting a practice of having local legislators stop by to visit with members, depending on the legislator and their schedule. They often have time on their way to Springfield, but it may end up being in the morning. Nancy – do you have a count of employees interested in attending the Survivors’ Benefits Fairs? Jan – reservations have been filled, there has been much interest expressed.
- **Academic Senate/Campus Info/Foundation** – Melody – has received a request to recommend candidates for VP of Finance Search Committee. As soon as a list of possible candidates is available it will be circulated so it can be returned as soon as possible. Bryan – Academic Senate – recently have had discussion about the increased criminal activity on campus, also dress codes.

- **OpenLine** – Pam not present, no news. Payments for three sets of seats on the Cubs Trip bus have already been received. Info will also be included in the Report next week.
- **Human Resources** – Nancy – annual Benefits Choice Fair in May, will get article out so people can mark their calendars. There will be new options for dependent children, more info will be included soon.

Presentation/Discussion: Diversity Task Force – Sgt. Aaron Woodruff, Associate Dean of Students Rick Lewis, and Jessica Norris from the Office of Diversity and Affirmative Action

Sgt. Woodruff – President Bowman has convened a task force charged with examining and enhancing University programs and activities that promote diversity and community as articulated in Educating Illinois’ plan. Specifically, we are seeking your perceptions of Illinois State University’s and the local community’s openness to diversity. For purposes of this discussion, we are defining diversity as issues involving race, color, religion, sex, national origin, sexual orientation, age, disability and/or veteran status. Recognizing this is a broad topic, this focus conversation with Civil Service personnel will seek to understand how diversity issues permeate employment experiences and opportunities, safety, and other related issues.

Discussion at-length was had regarding the following questions provided by the Diversity Task Force:

1. Overall, what are your perceptions of the environment at ISU being inclusive and open to issues of diversity? Local Bloomington/Normal community?
2. How sensitive are the health-related programs and services at ISU to the concerns and needs of diverse faculty and staff? Local Bloomington/Normal community?
3. What are your perceptions of the ISU campus in terms of safety? Local Bloomington/Normal community?
4. How supportive of diversity issues are the recreation programs and activities that are currently available?
5. How supportive are your colleagues (department/unit) and administration of the needs of diverse employees?
6. What recommendations do you have that you believe would help combat intolerance and promote community at ISU?

Everyone is encouraged to have your voice heard regarding these issues; send responses or contact Jessica Norris at jnorris@ilstu.edu, or 438-3383. All responses are kept confidential. Please note: final subcommittee report is due on Friday March 20th; thus, any additional comments received will not be reflected in this report. However, Civil Service employees can still send their feedback and it will be reviewed in the context of future activities the committee engages in.

JanJolynn/Tom motioned to adjourn, motion carried at 1:33 pm.

Reminders: Deadline for next two OpenLines – April 8, May 8

CSC meetings – April 7, April 15

ISU Day at Wrigley Trip reservations due by April 3

FY10 Academic Affairs Annual Planning Presentations:

Tuesday, March 24 and Wednesday, March 25, 8:30am –

Illinois State University
Civil Service Council
Campus Box 1830
Normal IL 61790-1830

NON-PROFIT ORG
U.S. POSTAGE PAID
**ILLINOIS STATE
UNIVERSITY**

12 noon, BSC Old Main Room

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 7, 2009 at Noon in the Bone Student Center Spotlight Room.**