

Illinois State University

Civil Service Council (CSC) Meeting
Approved Minutes

May 5, 2009

Present: Barb Arbogast, Valerie Bridson, Vicki Bryan, Jac Copes, Tom Cotton, Ted Coussens, Melody Palm, Theresa Sanchez, Dave Turner, Andee Radliff, Diane Ruch

Absent: David Bagnell, Mark Buckley, Sarita Cox, Jean Darnall, Brian Huonker Jan Jolynn Staley

Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:06 pm.

-Approved minutes: April 7th minutes, no quorum last meeting so no official minutes from April 21st, Vicki/Theresa motioned to approve, motion carried.

-Melody - Notes from 21st – Jan Cook – everyone should have received a letter from SURS, had to do with new procedures and election process for new board members. Conversation about Report going to online-only publication, Jan also included concerns about reducing the awareness of activities/participation in annuitants area, there are not many who attend use internet. Nancy indicated a sick-leave bank letter was going out shortly thru campus mail.

-Treasurer's Report – Theresa – no changes in accounts A or B, Monical's Fundraiser has shown up in checking, ads will go up in OpenLine, just submitted 11 ads; zeroed-out service award accounts, now have no balance so we are not losing money at the end of the fiscal year. We are hearing things about accounts like Johansen that are based on market conditions, so next year may be a little less, but is in good shape still. For any questions contact Theresa. Jac/Tom motioned to approve Treasurer's Report, motion carried.

Ongoing Discussion Topics:

- Committee Reports – Elections – Sarita not present but sent note: ballots not complete but coming along, do not yet have candidate for group V. She believes we have the required number of candidates to fill vacant seats in all the other groups, hope to have the ballots counted by the first week of June.
- Bus Trip – Melody – bus is full, so far so good, things moving along.
- **EAC Representative** – Dave T. – In the April 16-17 quarterly meeting at Northern Illinois University we were addressed by DR. John Peters, President of NIU, part of the topic was economy and universities. Seated new member Janet Davis from U of I, some ongoing topics: eligible registers, leave of absence, discharge, and learner trainee appointments, some discussion followed. Agency budget report, pretty much like other budgets at this time, had an audit update and legislative discussion, next merit board meeting in Urbana on may 20th.

Went to Springfield for the rally, low turnout of about 1,000. Asks that we all beat the drum a little bit, if we don't stand up for what we have, once it's gone it's too late, it's easier to keep it than get it back once we've lost it, we need everyone's help. SURS is electing new board members and trustees, the time is limited now, but it would be nice to have someone from ISU, who is also a CS employee, on the board of trustees. Requires petition with 400 signatures, it can be done.
- **Annuitants Representative** – Jan Cook – concerns for pensions affects ability to recruit current and future employees. State has doubled a number of registration fees, for example from \$5-\$10. Governor is working on various small items, keep your antenna tuned, there are things happening that are smaller than tax on the pensions. Annuitants got a small note in the corner of the latest report, as soon as I [Jan C.] read it I was on the phone to Jay Groves for a hard copy. We have from now until August to find some small format to get info out on paper, it may be attached to other mailings, but it will come in hard copy. Jac – the Report comes out and says today at Bone Student Center at 7pm, how is mail-out copy going to be an effective way to communicate with

people with no electronic access to the information? Jan – that has been a wide-spread problem.

- **Academic Senate/Campus Info/Foundation** – Technology access updates – Brian not present, sent a note – still working on letter he committed to at last quorum meeting regarding electronic access for employees on campus.

Jac – when are we going to make a difference when we as an institution are not prepared. We remain almost mute on the issue. Melody – there is a system we are working in, and there is a process, a process that is not particularly speedy. Jac – it seems like it works fast enough on the other technology side of the issue. We continue to ignore the exclusion of some people, continue to ignore that it is incomplete. We are part of governance and we make no noise on this. Theresa – what would that need to be then, we are doing the end-process things, we are working with HR and others, what needs to be happening, [for example] ads in the Vidette? Jac – send a letter of concern from the council to the President that either we accelerate our end of the process or slow the other side of things. Theresa – has the President been copied on any of that? Melody – when we first started this process, it all went to Deans/Directors/VPs/etc. Since then it has been primarily thru HR or the people in charge of the information. Theresa – up until we got the Report-online news, we had not seen major issues. Jac – but we were seeing it coming. It's not a problem that has any awareness at upper management here. Melody – we would all like to see things develop more quickly.

Theresa – Brian's working on the letter, would it be at this point appropriate to write a specific letter to Dr. Bowman, stating that this is a key issue we've been working with HR, in the last two months we've had to address Report, parking renewal, and electronic paystubs. We have band-aids for the problems, but no solutions yet. We have to stop every time for the same problem, every month there is an issue that stems from this that is university-wide. Would that be productive? Melody – it can certainly be communicated. Barb – we shouldn't have to call these places to see if they have a plan in place for those with no electronic access. Theresa – I can draft something for tomorrow to submit, circulate to council members, and have the council Chair send it over – does that sound appropriate? Jac/Tom motioned to prepare communication to pres addressing these issues, motion carried, Theresa will prepare and circulate a draft.

Tom – the Faculty/Staff permit renewal forms are from last month, so sometime in April these were sent out, there are no hard forms being sent? We have 14 people in our area who don't know this and August 15th won't know anything about it. Theresa – the only way they would have known it is when it's presented in the Report at the end of the month or in the OpenLine. Jac – are people going to go over on company time to pick up the forms or personal time? Barb – in June they're going to go thru all the un-submitted forms and if anyone didn't submit they will send hard copies to them. Jac – does this offend the senses of anyone else but me? This shortcoming is not an unknown thing, decisions are being made that cannot be supported by the infrastructure. These types of questions don't get asked in the meetings attended by those who are affected by it. Theresa – there are ways of accessing, on Library computers, workstations set up in Bone Student Center first floor, Moulton Hall first floor, etc. Jac – there are ways, but

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

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

for a significant majority they can do it on paid time, for a significant minority they have to do it on personal time.

- **OpenLine** – Melody – printed info regarding parking permit renewal is being circulated. Pam not present, no news.
- **Human Resources** – Nancy has stepped down from her Ex-Officio position on the council, Diane Ruch and Andee Radliffe will be attending meetings. Diane – benefits fair tomorrow, no news.

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

Reminders: Deadline for next two OpenLines – May 6, June 3

CSC meetings – May 19, June 2

ISU Day at Wrigley Trip, May 27

(Reservation deadline was 4/3/09)

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, May 19, 2009 at Noon in the Bone Student Center Spotlight Room.