

Civil Service Council (CSC) Meeting

August 20, 2002

Present: Vicki Bryan, Martha Burk, Julie Caplinger, Paul Collins, Barb Dallinger, Andy Monninger, John Moss, Theresa Sanchez, Pat Schnitker, Elaine Thoennes, Jack Wylie, Tammy Carlson, Marcia Strum, Pam Burress

Absent: Terry Brown, Lin Hinds, Christa Lawhun, Ron Thompson, David Turner

Martha Burk opened the meeting at 12:04 p.m.

Minutes for August 6 were approved with no changes. (Vicki, Paul)

Committee Reports

●**Parking** No Report. We still need a Civil Service staff member that is not on the Council to serve a 3-year term on this committee. If you are interested please contact Civil Service Council Chair Martha Burk at mjburk@ilstu.edu.

●**Election** We need an additional Council member for this committee to serve with Vicki and Elaine.

●**Scholarship** Information on the new Carl Johanson scholarship will appear in the next OpenLine.

●**Activities**

–*Fall Shopping Trip* Need confirmation of date availability for Peoria Charter from Christa. Barb routed a brochure from Coral Ridge Mall. After discussing destinations it was decided to go to Coral Ridge Mall in Iowa. Barb will request additional brochures and put information in OpenLine.

Homecoming Andy will check with Bob Sipes and grounds about using truck.

Holiday Party Keith Smith will help with the Holiday Party. Discussion of date was postponed until next meeting. Bob Sipes will help with the Brotherhood Tree gift collection.

Human Resources

●*SUCSS Proposed Changes* There is a meeting next Wednesday at SUCSS to discuss a pilot program for higher-level Civil Service classifications. The program is an attempt to address some identified barriers to filling higher-level Civil Service positions. We believe Illinois State University will be one of the pilot institutions. We will learn more details next week. This program would be beneficial to campus as a whole.

●*Voiding Registers* Human Resources has been notified that the employment registers for Secretary II, III, IV, Staff and Administrative will be voided August 30, 2002. This affects all state universities. Everyone must retest to be placed on the register. Tammy confirmed that those currently on register are notified.

●*SURS* The SURS estimator has not yet been updated to accommodate the new 30 and out provision. As soon as we hear that changes have been made, we will let the campus know.

Unfinished Business

●Civil Service Telephone Information Line Tammy Carlson reported the Human Resources vacancy hotline is a structure similar to what the Council is considering. They don't get a report of the numbers of people who call the hotline, but they hear a number of callers each time the message is changed. The message is similar to the message that tells you how many voice mail messages you have. Although they have not kept track of the numbers of calls received over the years, the general sense is that the popularity of the vacancy hotline has decreased dramatically with the increased use of the Human Resources website. Elaine reported that there is no limit on number of cells in the call controller, however it gets complicated with too many.

Telecommunications records the initial message a caller hears and a Council member will record the individual cells, similar to voicemail messages. Each cell we can record has a maximum amount of 4 minutes to record information. We will place a request in the OpenLine asking for feedback from constituents.

- - - Continued on Back - - -

- Social Security Numbers Held to next meeting.
 - Conklin Theater trip Julie will look into dates for the Spring.
- 9-11 Remembrance The students are running an event for 9-11 Remembrance. It is being planned for Noon-1pm with release time granted. They are looking at planting a tree native to New York on the quad. If you have any ideas please contact Martha Burk at mjburk@ilstu.edu and she will pass on your ideas.

New Business

- Release Time for Classes Discussed release time, whether classes are job related, computer classes, Human Resources classes, and university classes for credit. Julie stated there are no resources at this time to offer evening and Saturday ITS classes. Tammy stated that Human Resources offers a leadership series in evening, however only 1-3 staff participate. It was noted that Facilities staff are not given release time but can use vacation. A letter will be drafted from the Council to Chuck Scott requesting verification of management position. It was also noted that receptionists across campus have difficulty attending classes. A suggestion was made that since the University increasingly utilizes the web that all employees should be required to take Internet training. Additionally, due to the state budget preventing pay increases, the University should be more willing to allow employees to use the benefit of additional training.
- Extra Help Employees Discussed policies on hiring extra help employees. This topic came up before and Jan Bremner provided the Council with copies of the State Universities Civil Service System Audit Report dated March 4, 2002, which included issues regarding the Universities employment practices of extra help employees.

The meeting adjourned at 12:54 p.m.

The next regular Civil Service Council meeting will be held Tuesday, September 3rd, at Noon, in the BSC Spotlight Room.