

Civil Service Council (CSC) Meeting

November 15, 2005

APPROVED

Present: Barb Arbogast, Vicki Bryan, Martha Burk, Pam Burress, Julie Caplinger, Sarita Cox,
Linda Klawitter, Steve Lancaster, John Moss, Melody Palm, Pat Schnitker, Jan Jolynn Staley,
Ron Thompson, Dave Turner,
Absent: Tammy Carlson, Jac Copes, Tom D. Ryan, Jack Wylie
Guests: Jan Cook, Julie Jenson

Martha called the meeting to order at 12:05.

Julie Jenson provided an update regarding classification testing. The Civil Service System is moving to electronic testing (e-testing). As tests are updated, all will become electronic. The testing formats are mouse driven instead of keyboard based. Classifications moved to e-testing as of December 8, 2005:

Assistant Equal Opportunity Officer	Library Assistant
Automotive Body Repair Technician	Library Clerk
Automotive Technician	Library Operations Associate
Automotive Technician Assistant	Library Specialist
Cardiac Sonographer I	Medical Sonographer I
Cardiac Sonographer II	Medical Sonographer II
Cardiac Sonographer III	Medical Sonographer III
Development Officer	Research Technologist I
Dietitian Nutritionist	Research Technologist II
Equal Opportunity Officer	Research Technologist Manager
Etest Prototype Demo	Senior Library Specialist
Food Service Sanitation Laborer	Speech and Hearing Consultant
Food Service Stores-Laborer	Surgical Services Supplies and Equipment Worker
Garage Foreman	Ticket Sales Assistant
Garage Sub-Foreman	Ticket Sales Specialist
Housing Administrator	Ticket Sales Supervisor
Housing Officer	Tumor Registrar I
Housing Representative	Tumor Registrar II

Testing will continue to use the testing room at Human Resources. If a large number of candidates are testing for a classification, a computer lab elsewhere on campus may be used. Most questions will be in multiple choice format. Tests will be knowledge-based. The education/experience parts of classification tests are being revised or eliminated. Most of exams will be shorter than previously. All exams are expected to take an hour or less. Candidates will still need to schedule tests, not just walk in.

The e-testing system will have a register system built into it. The registers will be time sensitive, and a candidate's place on a register may change as additional people take the same test. Human Resources will do an educational campaign as they go along.

The online job application process went live November 1. Anyone can create an application through the internet. Off-campus candidates must complete an application before testing. To take tests, a job number is needed. Paper "Request for Exam" forms will be used for current staff until job numbers are available in the online system.

The Electrician test was voided recently. It included a question that was challenged.

Approval of Minutes— Minutes for November 1 were approved (Sarita/Pat) with one correction.

On-going—

- **Holiday Party:** Martha reported that everything is assigned/agreed to. Barb emailed Jess Ray, APC meets Thursday, and will let us know what their plans are. Planning on 200 children. No age limit on children.

- Julie: are we doing Brotherhood Tree? Bob Sipes is willing to get collection bins out. Julie will contact Bob and check in with him. Building locations. Gifts should be wrapped and marked with appropriate age and girl/boy. December Openline will be distributed after the Brotherhood Tree deadline, as gifts are due by Dec 17. We'll need to use the CSC website and listserv, and ISU Report to publicize the Brotherhood Tree collection.
- Legislative Committee: Steve shared concerns about the committee's relationship with the university, and the role of individuals on the committee related to the ethics training. Do efforts to raise awareness of legislative issues and activities inadvertently fall within the restricted political events? Martha will contact University Counsel office and request clarification Teri Hammer is the ethics contact.
- Annuitants Representative: No report.
- OpenLine: John Moss will write the council member article for December. Ron Thompson will do the January article. December issue can include Holiday Party pictures. Members were reminded to have permission of those in photos for all posted or printed pictures. An email group has been set up for the Openline, which goes to the editor and design team. csopenline @ilstu.edu
- Human Resources: The online application process is up and running as of Nov 1. The system has had a number of applicants, and will streamline many application/hiring processes. Search committees should find a lot to be excited about: the system should be helpful in filtering applications and reducing the number of applications that the committee needs to review by pulling the ones that don't meet minimum qualifications.

Julie responded to a question about supervisors requesting documentation about medical leave. Supervisors can request a note that verifies the time and date of an appointment. The document should not include any medical information.

Other—

- The ISU Foundation Board of Trustees met Nov 5. Kevin suggested the CSC ask Dick Runner come to a meeting and share a presentation about long range plans for the Gregory street property. Facilities Planning is in the early phase of sharing the plans with campus and receiving feedback. The Town of Normal is planning for extending Cottage Ave through the property, and also extending Constitution Trail. The area is planned to be more "green" than other areas of campus. (No culverts – water runoff naturally to create lakes, etc.) Dianne Ashby would like to enhance the connection between CSC and Foundation.
- The Foundation opened a scholarship in the name of Olamide Adeyooye with \$5000. The Student Foundation took on the goal of adding 50,000 to that. Both the budget and scholarships have increased from FY05. The Board welcomed two new trustees: Steve Hughes and Gary Gemberling

Reminders—

- Deadline for next 2 OpenLines - Dec. 6, Jan. 3
- Holiday party - Saturday, December 3, 2005, 10:00 am. Horton small gym.
- December 6 - Parking & Transportation - guest of Council
- December 20 - Council get-together, BSC PDR
- January 3 - meeting canceled

Web Sites—

- Civil Service Council: <http://www.cscouncil.ilstu.edu>
- A/P Council: <http://www.apcouncil.ilstu.edu>
- Academic Senate: <http://www.academicssenate.ilstu.edu>
- Annuitants: <http://www.annuitants.ilstu.edu>
- Human Resources: <http://www.hr.ilstu.edu>
- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>

Adjournment

The meeting was adjourned at 12:50 p.m. (Barb /Jan Jolynn)