

Illinois State University
Civil Service Council
Minutes – May 1, 2007
Approved

Present: Barb Arbogast, Vicki Bryan, Mark Buckley, Pam Burress, Julie Caplinger, Jac Copes, Sarita Cox, Andy Monninger, Melody Palm, Pat Schnitker, Jan Jolynn Staley, Dave Turner
Absent: Jan Cook, Linda Klawitter, Nancy Spangler, Kevin Wiand, Jack Wylie
Guests: Derek Story

Melody called the meeting to order at 12:04 pm

April 17 minutes were distributed and motion was made and seconded by Jac/Barb to approve minutes as submitted. Motion carried.

On-going:

- Elections – Nomination forms have been mailed. Council members are asked to encourage others in their group to consider a seat on the Council.
- Annuitants Representative – no representative/no report
- Employee Advisory Committee- Dave Turner provided a handout on “How to speak with your Legislator” that was handed out at quarterly meeting. Dave informed us of some of the highlights of that meeting. The group was addressed by Director of HR/Madonna Hudson who spoke of current research on CS and AP positions – the number of AP positions seem to be increasing while CS positions are decreasing. Why? What is the solution? Could it be because the procedure to hire AP is a much quicker process than that of hiring CS – no test and no requirement to interview top three candidates on the roster. Dave said the top three categories showing the greatest digression are: Assistant to Director; Coordinator and Specialist. The committee doesn’t see enough specifications to indicate these positions should be reclassified as AP. These changes seem to be quick changes and are very evident in the statistical reports. A subcommittee is working with systems office hoping to determine how these positions can remain in the CS category. The committee is not seeking to eliminate AP positions but rather to determine why the number of positions in each category has changed. The committee on which Dave serves has responsibility of advising the systems office of problems and solutions. The various committees never seem to meet together and it would help to know that all are working toward the same ends – and that is that at the end of the day our employees need to feel a sense of accomplishment and that they are being compensated adequately

This being an election year, Dave encourages anyone with an interest in this kind of activity to consider a seat on the committee. It will probably take about a year to feel comfortable serving in this capacity but there is much to be learned. Dave also suggest that if you have never visited the Systems Office in Urbana that you make an effort to do so. Dave will send to Melody and Melody will share with all, a website address for reviewing legislative bills and the effect they have on us as State employees.

Dave reported other issues discussed at the meeting included orientation of new employees, the electronic testing procedures, and other hiring issues.

- Academic Senate/Campus Information – Mark attended orientation on April 25th – Lane is giving up his seat as chair – Mark is looking forward to the upcoming year – new members will be installed on May 9th.
- Melody provided handout on campus safety. In light of recent events it is a good idea to be aware of issues concerning our safety. During the same week as the Virginia Tech incident, there was an incident on ISU campus with a student making threats and talking about purchasing a gun(s). Campus police were alerted as were the Feds. Even so, University community members who later

learned of these issues felt that their own safety had been compromised. These individuals basically feel that when there is a safety issue, staff members should be informed of the issue at the time so that they can effectively help toward their own safety and the safety of others. Discussions should be held not only at the University level but also within each department or area.

It was suggested that we check with HR as to printing something in the OpenLine – a checklist of how to handle threatening situations, who to call, where to go, how to react or how not to react.

Remember that a gun is a gun – no matter who is carrying it. Staff need to know that a supervisor is looking out for employees and students – communication is the big issue!!

- OpenLine – deadline is today – needs article re: nominations and elections – dates, etc – send to Pam today -
- Human Resources – nothing to report; Derek Story representing HR today.
- Spring Activities:
 - Bus Trip, May 30 – nothing has changed - should have report at June meeting.
 - Raffle – now have 32 items/prizes – Julie has more prizes to get picked up and Barb has a couple more to get turned in. May 15, next meeting, is the drawing. Next CSC meeting (May 15) will be drawing for raffle prizes. Reminder to get money and tickets turned in as soon as possible.
- Other Comments:
 - Dave asked when we might expect the next Legislative Report – we currently have no one covering this, but Mark will probably take on that responsibility for the next council year.
 - Jac suggested that if folks donate to ‘sick leave bank’ they should get verification of donation – if donation is not received/verified you will not be able to borrow from the sick leave bank.
 - End of Year picnic – our Council meeting is always same day as Student Affairs picnic – could we consider suggesting a different day in the future – is there a reason for the picnic being held on Tuesday?
 - Pam mentioned that other campuses have gone/are going to a four-day workweek during the summer months – is this something ISU could do?
 - No one seemed to have any information on this – due to Preview and other campus activity it seems doubtful that ISU will implement this policy. However, staff does have the option of flex-time, depending on departmental needs.

Reminders

- Deadline for next two OpenLine issues - May 1, June 5
- CSC meetings: May 15, June 5
- ISU Night at Wrigley: Wednesday, May 30

Web Sites

- State Universities Civil Service System: <http://www.sucss.state.il.us>
- SUCSS Classification Status Notices: <http://www.sucss.state.il.us/cpm.asp>
- State Universities Retirement System: <http://www.surs.com>
- 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>

Motion to adjourn at 1:10 pm – Jac/Jan Jolynn, motion carried.