

Illinois State University

Civil Service Council (CSC) Meeting

November 6, 2007

Approved Minutes

Present: Barb Arbogast, David Bagnell, Vicki Bryan, Mark Buckley, Julie Caplinger, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jeanette Harrison, Brian Huonker, Linda Klawitter, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler, Dave Turner, Pam Burress

Absent: Kevin Wiand

Guests: Jan Cook

Council Chair Melody called the meeting to order at 12:07 pm.

-Approved minutes: Oct. 16 minutes, pending discussed corrections: Melody – Tom Morelock is the Executive Director of SUCSS. Jan Jolynn asked that the minutes be sent in a larger font to aid reading. Barb motioned, Tom seconded, motion carried.

Ongoing Discussion Topics:

- Fall activities –

- o Bus Trip, Sat. Nov. 10 – Pam – due to complications, dozen submissions were late, and two busses were needed rather than one; we are ‘in the black’ about \$11 versus ‘in the red’ last year of about \$100+. Pam was wondering about a raffled bus seat (since not a money-making venture, but a social activity). Linda – would not be necessary, but we’ve done it in the past. Five council members are attending the trip. Further discussion in future meetings expected. Pam asked council to send mass email informing people that there are seats left, first come first serve with the last few seats, cut-off of end-of-business-day on Thurs (Nov. 8th), Melody volunteered to compose and send the email.
- o Children’s Holiday Party, Dec. 1 – Approval for holiday party expense items: Photographer reimbursement, other paid holiday items discussed [Melody’s list]. Associated expenses – napkins, campus dining donating lemonade but we need to provide cups. Jan Jolynn/Jac moved and seconded, motion carried.
- o Council meeting schedule in December and January – Dec 4th, Dec 18th, and Jan 15th recommended rather than skipping a meeting.
- o Activity suggestion from constituent – cookbook – Melody: constituent asked that she propose to the council forming a cookbook for holiday season fundraiser. Mark – has done this before, has seen them make money but not much, and is typically a lot of energy compiling, editing, and reproducing the book itself, may not be worth the effort given the expected return. Pam – we do have an area where people can submit recipes to the OpenLine for free.
- **EAC-** Dave T. – won election, remains the EAC representative. “I will go forth and serve you until I retire.” Not much to report at this time, merit board meeting coming up next week he believes (uncertain of date), not much else until January meeting.
- **Annuitants Representative** – Jan C. – no news, but question regarding OpenLine and ads – was wondering what was an appropriate ad for the OpenLine, Pam advised.
- **Academic Senate/Campus Info/Foundation** – Melody – team excellence awards, info will be out in about two weeks, will be in OpenLine. Educating Illinois Task Force has a draft coming out next week, would like council members to review it to give feedback to EITF meeting on Dec. 4th. Mark and Academic Senate – next meeting falls on Dec 4th as well, he will not be at CSC. Minutes from last Senate meeting get sent out week after each meeting, available for those interested in current Academic Senate activities.

- **OpenLine** – Pam – next issue 8 pages, homecoming week page, other various items, Ted volunteered for next CSC member profile for the OpenLine.
- **Human Resources** – Nancy – compiling info for locations of computers for CS employees to use, working on that at this time. Would like to respond to Open and Continuous Testing and forms discussions, thanked Jac for pointing out changes that needed to be made on testing forms. Melody – exam test form is not included in one part, Nancy will take suggestion back to HR. Jeanette – question regarding the testing – does there need to be an opening for a position to take a test for that position? Nancy stated no, so long as you qualify you can take the test regardless if there’s an opening or not. Dave B. – it is only for employees and not general public? Nancy – postings are for general public, testing for applicants and employees only (qualifying individuals). Tom – questions regarding posting dates and deadlines. Nancy in response – HR works with the individual managers to determine where/when/how long a posting is up. Dave B. – suppose when going in to take the exam, you get a letter back stating you do not qualify to take the exam – who decides that? Nancy, those are based on State Civil Service System guidelines and policy; every employee can go to SCSS website, it will list minimum qualifications for taking a test. You may have some sample test questions as well (may not be for all positions). Theresa encountered a situation where she did not meet the qualifications to take a test, investigated and found out there was a misunderstanding/omitted qualification, HR helped work with her in resolving the issue. Jac – but in that process, you were not able to modify your application? Theresa – thought she could go back and modify at any time. Jac – at that time, you can keep your app or remove it, cannot modify. Theresa – do not recall exactly, but talked and worked with the department, worked out the qualification misunderstanding. Nancy – once you withdraw that first app, you cannot reapply. Dave T. – look at the job you are interested in, look in the qualifications, be sure you include that in the application. Brian – in his experience, contacted HR before applying to clarify qualifications. Nancy – you want to be very specific on all the items, cases of rounding times/months where it worked to applicant’s disadvantage discussed.
- **CS System Discussion** –
 - o Position posting time guidelines – Melody – following up on email communication. Theresa – investigated other schools, this is a ‘policy thing’, state does not say it needs to be X number of days; range of other schools: online, phone, mailing/paper, etc. Jac – those that do not post: their open/continuous testing is that (open and continuous), if you meet qualifications you take the test. Seems like most of the universities investigated have a policy of posting jobs, ISU does not. To Jac, flies against the face of ‘open door and sunshine’ in the policy, would like a recommendation for a minimum of posting time for jobs (perhaps 5 working days, for example). It allows others to look at jobs that are open for a week rather than a Friday afternoon. Nancy – questions regarding those universities that do not have open/cont posting. Jac – WIU does not typically post jobs, but offers test-taking at regular intervals. Nancy – based on how they do things, they do not advertise the positions, nobody on that campus knows when a position is open and it is filled immediately. Dave B. – some are on the list for a

job for years, Nancy – yes you can do that at ISU too. Theresa – I see the benefit of posting, sees no problem in doing/using postings, agrees with Jac that it wasn't that we were 'trying to pull something over', but it looked like it ('don't make your good look bad'). It would make it appear more honest to have the job posted.

Nancy – asked if council knows how the promotional list works? People do go to the top of the register, useful to understand how that operates. Theresa – if posted, someone can come in and test and make it into the top 3 of the register, whereas if its not posted, it remains the top 3 (or so) from the original list, could be years old. Dave T. – if we take the two examples (ISU and WIU) he would prefer the ISU – if a position is open you get some type of notification, whether it is a day or five days, our system is better in that regard. Agrees with Jac, would like to see a minimum advertising time that everyone is aware that a job isn't posted for 24hrs at one position and 7 days for another, thinks it would improve the system; would not like it seen done how it is at WIU – ISU gives the opportunity to re-test if not in a good place on the register.

Mark – is there a feeling in the HR dept that there is no need for a minimum? Nancy – based on manager's leads, most postings are for longer periods of time; not necessarily posted until filled (not always getting applicants), sometimes no apps, sometimes out for two days and there's 'oodles' of applicants, and closing the posting would be appropriate. In one instance, had enough apps but not enough qualifying apps, had to re-open position. Each posting is more or less a case-by-case situation. Reiterated points made earlier regarding qualifications. Theresa – maybe not a date, but a 'critical mass' that needs to be met; waiting for number of qualified apps, not just the qualified app down the hall (again, 'perception of shady'). Fills needs of management great, but does not necessarily fill PR needs. Nancy – there is no nepotism, there is auditing aimed directly against this. Theresa – say we were to do a 5-day min, and had a specific internal candidate in mind, would it go in? Nancy – no, there would be nothing in the posting about an internal

candidate. We have qualifications from the state and qualifications from ISU in the posting, when a manager goes through the apps, they are going to look through the applied skills as well as the minimum required qualifications. Jac – not meeting the desired qualifications, does that exclude you from taking the test? Nancy – no, not at all.

Jan Jolyn/Vicki motioned to adjourn, motion carried at 1:04pm.

Reminders:

- Deadline for next two OpenLines – Nov. 6, Dec 4
- CSC Meetings – Nov 20, Dec 4: Educating Illinois Task Force presentation

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, November 20, 2007 at Noon in the Bone Student Center Spotlight Room.