

Illinois State University

Civil Service Council (CSC) Meeting
Approved Minutes

May 6, 2008

Present: David Bagnell, Mark Buckley, Julie Caplinger, Jac Copes, Tom Cotton, Sarita Cox, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Nancy Spangler, Jan Jolynn Staley, Dave Turner, Jan Cook

Absent: Barb Arbogast, Vicki Bryan, Pam Burress, Ted Coussens, Kevin Wiand

Guests: Educating Illinois Task Force members: Deb Smitley, Angela Engel, Jan Murphy, Mary Campbell

Council Chair Melody called the meeting to order at 12:01 pm.

-Approved minutes: Motion to approve minutes for April 1, 2008 as distributed. (Theresa/Tom) Motion carried.

Motion to approve of minutes for April 15, 2008 as distributed. (Jeanette/Julie) Motion carried.

-Presentation: Educating Illinois 2008-2014

Deb Smitley reviewed changes made to Educating Illinois following campus review of the initial draft. Changes were primarily structural rather than content. More emphasis was placed on teaching and learning, and additions were made about emergency planning and response on campus. Academic Senate endorsed the plan April 9. It is on the Board of Trustees agenda for May 9.

Motion to endorse Educating Illinois 2008-2014. (Mark/Julie)
Unanimously approved.

-Bylaws Review Committee proposed amendments to the bylaws.

Article III, Section 2A Addition to Chairperson duties: "An agenda will be distributed a minimum of two (2) working days prior to each regular Council meeting."

Article III, Section 4E Addition to specify how minutes will be distributed: "Distribution will include departmental postings, electronic format, and opt-in mailing list."

Article III, Section 5A Change from monthly to quarterly financial reports to read "The Treasurer will provide a written financial report quarterly, typically at the first Council meeting of the next fiscal quarter, and additional reports at the request of the Chair or the Council."

Article V, Section 1B Changes to remove reference to supervisor signature. Following discussion, Section 1B to read "Civil Service staff will nominate themselves or others from their group for their group. On the nomination form the actual nominee will provide brief written responses telling something about themselves, and why he/she would be a good Council member along with his/her signature. This information will appear on the election ballot. Participation in Shared Governance is recognized as service to the University."

Article V, Section 1C Remove the words "and supervisor's" "Within three working days of the "received by" date, the Election Committee will review the nomination ballots for completeness. Only complete (i.e., requested information, and nominee's signature) nomination ballots will be considered as valid nomination ballots. All determinations by the Election Committee will be final."

Article V Section 1D Addition of the word "Manual" at the end to clarify that Election procedures are documented

"If nominations for a group requiring a seat replacement are not received, the Election Committee will contact the outgoing Council member to see if s/he would be willing to serve an additional one-year term. If the outgoing member agrees to serve one additional year, in the subsequent year the regular election will include candidates for both a two-year term as well as a three-year term. The assignment of those seats will be determined by lot. If the outgoing Council member declines to serve one additional year, appropriate measures will be taken in accordance with procedures established in the Election Committee Manual."

In accordance with the Bylaws, proposed changes will be voted on at a later meeting.

Spring Activities

-Elections Ballots are being prepared and sent for printing tomorrow. Ballots should be in mailboxes next week. Council members were asked to notify election committee members if staff in their areas don't receive ballot.

-Scholarship Raffle Prizes are still being accepted, and tickets can be sold until the time of the drawing on May 20th. Ticket money and all tickets, sold or unsold, should be turned in by May 20. About half the tickets printed have been distributed. If all of those are sold, two scholarships will be funded. If any council member can arrive early to the next meeting to help with the setting up the prices, it would be appreciated.

-May 12: Bus Trip to Wrigley Field A sixth bus has been added. 275 people on the busses, with approximately 290 in all. Keep good thoughts for nice weather.

-EAC David Turner talked with Tom Morelock at the EAC meeting April 17. SUCSS staff expressed that they were happy with their meeting with CSC (April 15) but wished they could have had more time. At the EAC meeting, Tom and his staff presented a review of proposed rule revisions. David Turner has the information and anyone who wishes to review it can contact him and set up a time to review. Activities and updates were also discussed about the retiring of unused classifications. Most of these are in the Medical area and aren't in use at Illinois State. SUCSS deleted some medical classifications and combined with other classification to streamline the series. Information will be posted on the SUCSS website. Not all are there yet because some are pending review by various groups. The audit schedule was presented and ISU is August 08. People will be notified and appointments set up to review. Please bring any classification audit concerns to Dave's attention or send information to the audit office. Merit Board activity statewide during this fiscal year included 49 discharges and 14 requests for hearings (4 dropped, 4 resigned, 3 left to resolve). None are ISU related. The EAC also received a SURS update. Some economic downturn is expected next year in the investments. Also discussed was scheduling another joint meeting of HR Directors and EAC. A decision hasn't been made to continue the joint meetings. If they do, it will be at ISU. Next EAC meeting is in July.

-Annuitants Representative Jan went to the state executive committee last Tuesday. Update on the firefighter pension bill in legislation. The bill reflects current pay increases, and could set a good precedent for state pensioners

-Academic Senate/Campus Information/Foundation Mark stated the last Academic Senate meeting for the academic year is tomorrow. New members will be seated. CSC elections are on a fiscal year, rather than academic year cycle. The CSC representative to Academic Senate will be determined in July.

-College of Business Dean Search If there are additional recommendations for potential members of the search committee, contact Melody. The council recommendations are due to the provost by tomorrow.

-OpenLine Deadline is today. Melody asked for a voting reminder to be placed in the open line (Sarita). A report on the bus trip will be included in

the June issue. Please send any additions for the May issue to Pam by the end of day today.

-Human Resources Nancy - reminded everyone that the Benefits Choice period is upon us. The Benefits Fair is on May 8th. When HR receives all the information from the state, they will distribute information about Benefits Period II. Every 4 years, the state negotiates the benefits—this is the year. The state hasn't finished the negotiations with all the parties. The current benefits can change. Staff will be able to change choices if the benefits change. That is the purpose of the second benefits choice period in a negotiation year.

-New Business: Jac asked if we should change our election cycle to go more in line with the other groups. Further discussion was suggested.

Jac asked if we should present a motion to recommend that HR change text on their website related to release time. Suggestions included specifying participation in shared governance as eligible for release time. Nancy will take this back to HR and bring back a response.

-Reminders

- Deadline for next 2 OpenLines —May 6, June 3
- Raffle ticket sales and prize collection continue. Ticket money to Treasurer Theresa Sanchez. Contact Melody Palm for additional tickets. Theresa stated that money be turned in with names attached.
- Applications for 2008/2009 Scholarships available—Due June 16, 2008
- CSC Meetings—
 - May 20: Drawing for Scholarship Raffle.
 - June 3

Motion to adjourn. (Theresa/Jeanette) Passed. Meeting adjourned at 12:58

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, June 3, 2008 at Noon in the Bone Student Center Spotlight Room.