

Illinois State University

Civil Service Council (CSC) Meeting

November 18, 2008

Approved Minutes

Present: Barb Arbogast, Jac Copes, Tom Cotton, Ted Coussens, Sarita Cox, Jean Darnall, Jeanette Harrison, Brian Huonker, Melody Palm, Theresa Sanchez, Jan Jolynn Staley, Nancy Spangler, Dave Turner

Absent: David Bagnell, Valerie Bridson, Vicki Bryan, Mark Buckley, Kevin Wiand, Pam Burress

Guests: Jan Cook

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

-Approved minutes: Approval of Nov 4th minutes, Sarita/Tom motioned/seconded. Nancy – needed to clarify under HR section concerning Jac’s discussion with his HR representative. Discussion followed, Ted – language will be changed in the minutes to reflect that HR had not officially received notice and that no notifications or changes are yet made. Motion carried.

Ongoing Discussion Topics:

- Committee Reports -

- **Holiday Children’s Party:** CSC Members need to RSVP as well so we can have an accurate account. Jeanette – do you still need volunteers? Barb – always. Jan Jolynn – RSVPs have come in today, over sixty so far. Barb – how do the students with children find out about it? Melody – The Vidette has run an article at times in the past. This hasn’t happened every year. Information has been sent to the Off Campus/Non-Traditional Student Services office. Could send it on CS listserv, so that if CS employees know students with children who would be interested they can tell them, they have contact as well with those who work on campus or come in and out of offices. Jan Cook – concerning retirees/grandchildren, every year there’s a November annuitant’s newsletter, could put a notice in there. JanJolynn – will be in the Report, also noted in the OpenLine. Jean – website would be a good source as well, a lot of people would have access to that, students and staff. Melody – it is on the university calendar, Bryan – media relations controls the column on the www.ilstu.edu website, will contact to see about it. JanJolynn – RSVP deadline is Dec 3rd, Theresa- who puts alerts on iCampus? Bryan – I do, Theresa – would be a quick way and simple for us. It is on the university calendar already, the RSVP was on there.
- **Distinguished Service/Esprit de Corps Awards** – No news, will bring it up again at first meeting of December.
- **Technology/Email Access** – Bryan – the committee sat down week and a half ago about the HR draft memo, compiled initial concerns and distributed to council members. Would like to send this over to HR as a recommendation.

Some highlights – hardware support, who’s going to be responsible for provision, maintenance, software license, equipment, etc.; training - is training going to be on work time, going to have leave to take classes, there was concern that employees get the time to take the courses; ongoing training as things change; flash drives – deleting may be an issue, can they be wiped so information cannot be passed on; equip check in/out, good idea but not all employees would make use of it; time to check email etc., is there a policy that if an employee is discouraged from usage, are there measures they can take to enforce usage allowance; quantity may not be enough (dozen proposed), around 470 employees would require access daily, Jac – comes out to about 9 hrs a day for 15 minute shifts, Melody – don’t forget that’s also including existing computers/stations. Bryan – and scheduling of when to use them is an issue too; team representation – there’s no one from the union on there, would be curious as to what they say, would also be nice to have persons who would benefit directly from this effort present

in the representation; also recommend a pilot program to see if 15 minutes a day is enough or too much, quantify some of these so the program will fill the needs well. Let Bryan know any comments/recommendations.

Theresa – there are many who already have access and this would probably not be a big deal for them, have we considered an inquiry of the affected individuals if they do have access elsewhere, see what the actual number would be versus those who do not have their own ready-access, would expect the number to go down. Bryan – the number is really arbitrary, trying to establish policy for those who do not have reliable computer access. Dave T. – I think this is all a great idea, should also be looking to the future, this is just the beginning. Those who just need 15 minutes a week now may need it a day in the future, this is a means of communication that will be growing more and more.

Tom – question for Nancy – on the last paragraph of the memo, can you explain what that expense cost would be, the computers alone? And compensation amount? Nancy – do not remember off the top of my head, seem to remember it was paper expenses, hardware, payroll expenses for employees while they are using the computers, etc., will come back next meeting with definite information. Jan Cook – so that compensation does not include the 15 minutes for checking email etc.? Nancy – no, it’s not the user’s compensation, it’s to the department for work time used to check. Dave T. – had a constituent concerned about going away from the paper pay slips, they had gone to apply for a loan and took a printed page from his iCampus records, loan company wouldn’t take it. Nancy – we do verification of employment for all employees, all they need to do is contact HR dept for any of those records or verifications, we get verification requests all the time. Bryan – let him know any revisions to the handout and he’ll bring them to the next meeting and hopefully get it to HR after that.

- **EAC Representative** – Dave T. – will bring the report from the latest EAC meeting to next CSC meeting. Merit board in Urbana, next meeting in the middle of January.
- **Annuitants Representative** – Jan Cook – still talking about a proposal launched four years ago, shifting the tax structure less from property and more to income, also for pensions at a certain level. At the moment, pensions at any level are tax free. If it is written for cost-of-living adjustments, many of us would be willing to tolerate that, it is one direction it is moving. Annuitants Association is sitting silently and listening to all comments on the topic of taxes, let Jan know any you may have.
- **Academic Senate/Campus Info/Foundation** – Bryan – Academic Senate - tomorrow is the last meeting, latest one was canceled. Melody – plans for the childcare facility are nearing preparation of the Request for Proposal.
- **OpenLine** – Pam not present, no news.
- **Human Resources** – Nancy – just wanted to respond a few meetings ago about OpenLine posting information in regards to retired employees who had passed away, corresponded with Pam, what we explored was the role of Dianne Liebenstein as a volunteer for the verified info versus, for example, the Potpourri section (not verified). Dave Schaafsma

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reports the data from HR, his name will be included, 'volunteer reporter' will be included with Diane's name; under tip-of-the-hat, it is verified information as well so it is listed as that. HR is not actually reporting births/marriages/deaths, if someone wants to notify Dianne, she can take the info, but people need to know that HR is not verifying that it is a true statement, so we could report retirees in there. Diane asks HR for authority to publicize info just in case, too.

- 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, December 2, 2008 at Noon in the Bone Student Center Spotlight Room.

New Business:

Melody – did receive a note about Annuitants Association Advocacy Team, for annuitants' survivors who have special needs or concerns, will put in OpenLine in January. Jan Cook – one of the concerns is what information should they have available and what do you tell people at the time. Some issues where only the retiree knows where they are kept, can help with organizing the paperwork at any time. Nancy –It is really important that those attending these counseling sessions know what plan they are in (Traditional, Portable, or Self-Managed), and how the information applies to their plan.

Theresa - had conversation last meeting about the minutes, approached by coworker holding the minutes and had a question, would just like to point out that CS Employees do read the minutes.

JanJolynn/Jean motioned to adjourn, motion carried at 12:48 pm.

Reminders: Deadline for next two OpenLines – Dec 3, Jan 7

CSC meetings – Dec 2, Dec 16

Deadline for Distinguished Service Award nominations – Dec 1

Children's Holiday Party – Sunday Dec 7, 2-4pm

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>