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Staff Senate

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Staff Senate  
Minutes of November 8, 1993 (Vol. 1, No. 9)

Called to order by Staff Senate President, Shirley Stewart at 1:30 p.m., Schahrer Room, Union.

Present:  Tami Babbs, Sandy Bingham-Porter, Mickey Carrell, Kathy Cartwright, Danny Cross, Maggie Dell, Adam Due, John Flynn, Roger Miller, Teresa Sims, Shirley Stewart, Anita Thomas

Absent:  Wayne Bolser, Vickie Gilbert, Dennis Jones, Lynn Kiabrough

Visitors:  President Jorns, Linda Moore, Steve Lane

Minutes:  Senator Bingham-Porter would like #6, Goal 3, Objective 1 to read that she thought Maxine Clayton was an administrative asst. to the Pres. A motion (Cross/Miller) to approve the minutes of October 25, 1993 with the correction passed.

I. Old Business

A. Ad-Hoc Articulated Plan Pararnonal Review Committee

Senator Bingham-Porter distributed the recommendations and mentioned that she had a copy of the recruitment procedures if anyone would like to see them. Senator Bingham-Porter reported that the two associate VP positions were existing and the third position was open and should be established as the procedures indicated. Pres. Jorns received all of the recommendations and is rewriting the Strategic Plan which will be sent out soon. The Assoc. VPBP is not a title change; there is a vacancy. There will be a local search for the position of the Special Asst to the Pres. Senator Cross questioned the cost of a national search. Pres. Jorns hopes to have a local search; he felt that the individual needs to know the university. A national search can cost approx. $8,000 - $10,000. He expects several candidates from the campus to apply.

B. Response to Parking Committee Request

A Parking and Vehicle Control handout was distributed. Two members on the Parking Advisory Committee are to be Staff Senate members, of which at least one will be a civil service employee. Senate President Stewart is sending a memo to all senators to give them the opportunity to serve on this committee.

C. Status of Evening Parking for Staff Employees

Senator Due reported that the police have been checking the Library and Student Service Building lots at 7 p.m. to determine the five closest vacancies. The results should be available soon.

D. Correspondence

Senators Stewart distributed copies of correspondence from Pres. Jorns regarding the Learner's Program recommendations and the Articulated Plan; a copy of the letter that Sandra Ramsey sent to the Civil Service System; as well as an invitation from Jeanne Simpson for the Staff Senate to attend a presentation.

II. Reports

A. President Jorns

Pres. Jorns reported that the planning process was moving along. The final draft of the Articulated Plan will be sent to the CUPB within a week. He reported that the change in the structure of the CUPB causes the board to be primarily non-instructional. He said that there would not be anymore change. The Staff Senate is to decide how our positions are to be distributed. The Staff Senate decided that there needed to be a negotiated employee added. Maggie Dell was nominated and elected. (Cross/Miller)

B. Director of Housing Search

Senator Dell reported that the interviews have been completed. The committee will meet to make their recommendations. The interviews went well, but there were two time slots in which no one from campus attended.

C. Women's Study Council

Senator Sims did not have a report.

D. CUPB

Senators Flynn and Carrell did not have a report, but they will be meeting soon.

E. MCA Faculty/Professional/Staff Committee

Senator Thomas reported that the committee is preparing a survey to send. The workload is overwhelming, currently the committee is meeting two times a week. The employees should receive the survey by November 23. The results of the survey should be compiled by the first of the year.

F. Softball Field/Locker Room Committee

Senator Due reported that the committee recommended the names of the softball field and locker room as follows: Glenn and Joan Williams Field and Gene Aikman Memorial Dressing Room.

G. Senate Committees

Two committees had reports to give. The Liaison Committee distributed a letter that was sent to the Student Senate, the Faculty Senate and the Council of Deans. A motion was made and carried to approve the letter. (Cross/Thomas) The Staff Outreach Committee distributed a letter to be sent to volunteer organizations requesting lists of EUU volunteers. A motion was made and carried to approve the letter. (Sims/Miller)

Senator Cross had heard comments regarding concern for search committees that had made recommendations that were not used by the administrator in charge of those searches. Senator Dell had heard the same comments. Senator Babbs thought the committee
was to give the strengths and weaknesses of the candidates, not recommend the top choice. Pres. Jorns said that search committees are asked to give recommendations in two methods, rank the choices or to give the unranked names to the administrator. The administration in charge may have special criteria and could change the ranking of the individual candidates. Senator Bingham-Porter asked if there would be a search committee for the Special last. Pres. Jorns said that he planned to go to the Affirmative Action Director to have the process set up correctly, but hoped to have it done before Christmas.

III. New Business

A. Presentation: Criteria, Process, and Appeal Procedures for Desk Audits

Steve Lane distributed a form that is used to initiate a desk audit. The form lets all appropriate parties know that there is a request for an audit. The employee is asked to complete a blank position form and have signatures from the supervisors. Upon completion, there is an interview and additional reports are made. If there is a reclassification, the dept. head is notified. If the reclassification is denied, there is an appeal process that can be followed. The Senate received a copy of the steps for this process. Senator Sims asked if there was a certain time frame to appeal. Steve said that there is no Civil Service regulation in regard to a time limit. An employee cannot be denied an audit. The reclassification can be reversed at any time during the appeal process. Senator Bingham-Porter asked if the form was in effect now. Steve said yes. Senator Cartwright asked if the director did not sign for the audit could the Human Resource director sign for it. Steve said that this has never occurred, but that it was possible. Linda Moore said that an employee could have an audit if they really wanted it.

Senator Flynn asked how often an audit could be repeated. Steve said that there is no time frame set, but that it should be a reasonable amount of time, unless something significant happened to change the position since the last audit. Linda said that if an employee would reapply, the auditor may just ask what had changed since the last audit. Steve said that if no reclassification is given the reasons are noted for the employee. He said that the audit should be completed within 30 days of receipt of the completed position description form. Senator Bingham-Porter asked how many were performed during a year. Steve said that a typical year is approx. 60-100 classification changes, but some changes are without audits. Reorganization has caused several changes this year. It is best to change the position when there is a vacancy. Senator Sims asked what is reported to the dept. head. Steve said a change of any kind is sent to the dept. head and the VP. If there is no change it is addressed to the incumbent and sent to the dept. head and the VP. Senator Sims asked if the dept. head said no because of lack of funding what would happen. Steve said that has not happened, but that the duties should be taken away to bring the employee back to the current level. Linda Moore said that Human Resources does the audit without regard to money; the job is audited, not the finances. Pres. Jorns asked if the decentralization has caused a slack in desk audits. Steve said no, but that he did not have actual figures.

Senator Bingham-Porter asked how often a new position description is completed. Steve said every three years. Senator Bingham-Porter asked if the completed forms are looked at, or just filed. Steve said that they are used. They do not conduct a mini audit on each one, but they are used for recruiting and other desk audits. Linda said that they should be filled out accurately; they may be needed for filling that position at some point. Steve said that the forms have been used in legal applications. Senator Flynn asked how often the Civil Service system does interviews. Steve said every other year they review the whole function. Senator Flynn asked if the office would be notified in advance if the interview involved an employee out of his office. Steve said that they try to notify the office in advance.

Senator Carrel asked about the essential versus non-essential tasks and about the fact that written procedures regarding all of the steps for an audit are not available. Linda said that Human Resources has an Employee Procedures committee working on a handbook. Steve said that even though there is nothing written down, the audit process is very consistent. Pres. Jorns asked what the procedures would do for employees. Linda said that they would basically give people knowledge at their fingertips, bringing less confusion to the process. Pres. Jorns asked if there was a handbook for employees regarding their rights. Linda said that there is no manual currently, but Human Resources could mail the steps for the desk audit to all employees. Steve suggested putting them in the newsletter. Senator Carrel suggested a handbook of the 10 major steps to getting a desk audit. She feels that the misconception of inconsistency should be corrected. Steve would like to clear up that misconception. Pres. Jorns said that the Staff Senate should be clear in what they want before they ask the Human Resource office to do something. Senator Carrel suggested that we discuss it at the next meeting and sending our recommendations to the Human Resource office. Senator Thomas said that there is still the intimidation within the departments. Linda reinforced that the employee has a right for the desk audit. Steve said that in the position description, the employee and supervisor must come to an agreement of what that position performs. Senate Pres. Stewart said that the Senate would discuss this at the next meeting and send our recommendation.

Due to time, the other agenda items were postponed until the next meeting.

IV. Agenda

The meeting on November 22, 1993 is in the Greenup Room. The agenda will include the desk audit recommendation for Human Resource and the Smoking Policy in the University Union.

A motion was made to adjourn the meeting (Cross/Miller). Motion carried. The meeting adjourned at 3:03 p.m.

Respectfully submitted,

Tami Babbs, Secretary
To: Council of Deans

From: Staff Senate, Liaison Committee
Chairperson, Kathy Cartwright
Members, Mickey Carrell, Teresa Sims

Re: Staff Senate--Purpose

Date: 11-04-93

The Staff Senate would like to solicit and express any opinions, suggestions and recommendations on any matters that are of concern to the staff as a whole at Eastern Illinois University, except in matters within the scope of collective bargaining. On the behalf of the Staff Senate, the Liaison Committee would like to extend to your organization our services if you have any questions or concerns that you feel should be brought to the attention of the Staff Senate.

At any time please feel free to contact a Liaison Committee member if you have any questions that we could help with or if you would like someone from the Staff Senate to address your organization concerning any matter before the Staff Senate.

On behalf of the Staff Senate, we wish your organization a good year.

Chairperson--Kathy Cartwright, 581-3861--208 University Union
Member-----Mickey Carrell, 581-5986--Testing Services
Member-----Teresa Sims, 581-3421--Accounting Office, Old Main