

Civil Service Employees Council
AGENDA

Thursday, March 6, 2014, at 1:15pm
Capital Room– Macomb Campus

I. Roll Call –

Absent – Tammy Klinedist

II. Minutes (last meeting)

- a. Motion to approve:
- b. Approved by:

III. Treasurer’s Report (Stacy Dorethy) –

IV. Director of Human Resources (Pam Bowman) –

V. Vice President for Administrative Services Report (Julie DeWees) –

VI. Dr. Joe Rives

VII. Group Concerns –

VIII. President’s Report (Wendi Mattson) –

IX. Civil Service Employee of the Month (Alisha Barnett) –

X. Employee Advisory Committee Representative (Peter Skrypkun)-

XI. WIU Quad Cities Campus Report (Alison Shook) –

XII. Representative Reports to Council

- a. **Affirmative Action Internship Committee (Holly Fecht) –**
Another Affirmative Action informational meeting for prospective applicants will be later this week.
- b. **University Diversity Council (Karen Trusley) –**
- c. **Website and IT Issues (Jessica Lambert) –**
- d. **Training and Development (Carla Farniok) –**

XIII. Committee Reports

- a. **Policy & Appeals** (Bill Rupert) –
- b. **Awards and Selection** (Alison Shook) –
- c. **Constitution/Election** (Linda Wade) –
- d. **Education** (Alisha Barnett) –
- e. **Fundraising** (Wendi Mattson) –
 - i. Luncheon
- f. **Mentoring** (Kim Sedgwick) –
- g. **Social Events & Development** (Wendi Mattson & Stacy Dorethy) -
- h. **Open Meetings Act Requirements** (Linda Wade) –
- i. **Provost Advisory Council Report** (Karen Trusley)-

XIV. Old Business

- a. Possibility of Posting Civil Service Jobs – Heater McMeekan

- i. Heather looked up what other institutions do regarding posting of openings. WIU was the only institution I found which doesn't post them.
 1. Eastern: <http://www.eiu.edu/humanres/employment/CSpositions.php>
 2. Northern: <http://www.hr.niu.edu/employment/index.cfm>
 3. Southern: <http://hr.siu.edu/prospective-new-employee/jobs.html>
http://hr.siu.edu/_common/documents/prospective-new-employee/job-vacancies/weekly-vacancies.pdf
 4. Governor's State: <https://employment.govst.edu/>
(viewers do have to click on search postings, no CS currently listed but they do have cs extra help listed)
 5. U of I: http://humanresources.illinois.edu/jobseekers/jobpostings_civilservice.html
 6. WIU: <http://www.wiu.edu/employment/civil-service.php>
- ii. Pam Bowman's reply
 1. Pam indicates that Heather's message, "... may be a little misleading; some institutions only test when there is a job opening. We test regardless of job opening and we notify applicants/employees when there is an opening for positions that we specify as "exam notification", which is a program unique to Western."

iii. Heather's comments:

Heather agrees, "...that the notifications that goes out is great for those who have passed the test. I think that's great! My question was whether or not it would be possible to list our actual job postings. " Heather indicates her following concerns

By not listing them,

- people who work already cannot view the qualifications necessary for that type of job, hindering their ability to take steps necessary so they may qualify for the same classification should the job opening appear sometime in the future.

- the notifications don't go out to people who are in the lower level of that job classification unless they have tested. Why not let all our

employees see what's posted?

- people in that classification at other institutions who might be interested in coming to WIU via transfer have a lesser chance of knowing about the job opening.

- people in the community who might qualify for the job in the future but aren't aware of the process so they don't realize they could test. It would increase our applicant pool.

- the "key" words and phrases don't appear on our website, making both our internal and external searches far less likely to return valid, current information for potential job seekers.

- many trailing partners/spouses may get an empty search return while the faculty/administrators we are trying to attract are in the decision phase of their search.

There's many stages in the early job search phases which are not accommodated by our current practice of notifying only those who pass the test which could be accommodated by listing the openings. That's why I brought the question up.

I understand if the request is turned down. But I did want to be able to bring back an answer to the person who asked this question.

iv. Pam provides the following response:

Exam notifications are sent to applicants who have qualified to test for a particular classification; applicants have not tested, only notified that a position is available to test.

Our application is on-line and applicants can apply in HR as well. Once an applicant submits an application, the applicant is scheduled for an evaluation to determine which positions the applicant qualifies to test and testing is scheduled for positions that open frequently and/or the applicant is placed on exam notification for positions that open infrequently.

With our enhanced examination program, employees can test within their promotional line, regardless of job opening.

Our employment process is open; it's on our website and anyone can contact us for information regarding it.

I hope I answered and provided clarification regarding your questions.

XV. New Business –

XVI. Announcements –

XVII. Meeting Adjournment –

- a. Motion to adjourn:
- b. Seconded by:

XVIII. Next Meeting will be Thursday, April 3, 2014, at 1:15pm in the Capital Room.