



CIVIL SERVICE COUNCIL MINUTES

Tuesday, October 25, 2022

Noon – 1 p.m. – ZOOM only

Members in Attendance:

Aubrey Henson

James Neville

Sean Thornton

Beth Porter

Judi Khalilallah

Stuart Palmer

Chris Roberts

Lawrence Lair

Members Absent:

Evelyn Whitfield

Visitors and Ex-officio Members Present:

1. Call to Order 12:03

2. Approval of Minutes 10/11/22

- a. Chris motioned to accept the minutes with Sean seconded the motion. All approved.

3. Officer Reports

- a. **Chair:** Stuart Palmer – The Academic Affairs Staff Success Committee is need of a volunteer from Academic Affairs. Please let Stuart know if you are interested. Next meeting with the President is November 2.
 - i. A/P Council has approved going forward with the merger of the councils. The A/P Council took a formal vote at their last meeting. Stuart asked on thoughts if we should take a formal vote to have recorded in our minutes. Beth thought the vote after viewing the CS/AP Merger PowerPoint was a vote to accept going forward with merging the two councils. Jamie thought the same, but Stuart and Sean thought the vote was just to show a consensus of the possible plan to move toward merging the two councils. It was decided to have Stuart take an email vote to include all members, as some members were not in the Zoom meeting during this part of the discussion.
- b. **Vice-Chair:** Chris Roberts – no report
- c. **Secretary:** Beth Porter
 - i. Beth asked if we need to provide Civil Service Council name tags to any new members that need them? Anyone who would like one please email or send a chat message to her.
- d. **Treasurer:** Aubrey Henson
 - i. **Foundation**
 - 1805030 Employee Donation CS Scholarship - \$2,760

- 1803590 Foundation CS Scholarship - \$5,000
- 1806537 Carl Johannsen - \$3,177.60 (needs to be awarded – the funds can cover more than one award)
- i. **Custodial Account** 50701-99-1800000515-240000
 1. Current Balance: \$6,176.00
 - a. Use: Non-ISU Scholarships
- ii. **Contractual and Commodities** 10100-06-18000000
 1. Current Balance: \$2,772.00
 - a. Use: Print pieces, events (holiday/parade/picnics/nametags)

4. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer – Planning and Finance Committee has decided to work on a new Priority Brief focused on transportation and pedestrian safety. The Senate passed an updated version of the Course Proposals for Undergraduate and Graduate Courses policy.
- b. **ISU Annuity Association:** Need Volunteer
- c. **Campus Communication Committee:** Stuart and need another Volunteer
- d. **Educate – Connect – Elevate – Illinois State (ECE (Educate Connect Elevate):**
 - i. We need 2-3 people willing to serve to send to the new committee. They will choose one of those people as our representative. A new strategic plan will be underway. It is an 18-month commitment.
 - Sean and Jamie volunteered to be considered.
- e. **Employee Advisory Committee Representative (EAC):** Colette announced that Christa Lawhun (Facilities Management) has been advised of her success in becoming ISU's next EAC representative. All certifications have been sent to the EAC Election Committee Chair and an article has been sent to Media Relations to include them in both the next Report and the next OpenLine.
 - i. Beth will work with the previous Civil Service Council Secretary to receive the Zoom link as an admin and then formally invite Christa.
- f. **ISU Police Chief Advisory Council:** Judi Khalilallah – meeting is coming up, no report.
- g. **Parking and Transportation Advisory Committee:** Stuart Palmer, Need 2nd Volunteer
 - i. Stuart will serve through the end of his term, but we need one more person. These meetings are quarterly.
- h. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker
- i. **University Foundation:** Need Volunteer

5. **Human Resource Report:** Colette Homan – no report

6. **Standing Committee Reports**

- a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah
- b. **Governing Documents Review:** Need Volunteer

- c. **OpenLine:** Need Volunteer
 - i. Need recommendations for employee SpotLight articles.
 - Beth recommended a new staff member to facilities: Andy Reilly. She will send Sean an email.
- d. **Marketing/Legislative:** Sean Thornton
- e. **Webmaster:** Lawrence Lair

7. **Ad Hoc Committees:**

- a. **CS Council Awards Committee:** Need Volunteer with Beth P.
 - i. This has fallen off our radar.
 - Last year's **Distinguished Award** applications were accepted from 10/11/21 to 11/12/21. It does not say when the award is given, I assume we just highlight in article/social media and delivered plaque/check?
 - **Team Excellence Award:** The nomination link is not working. It says the awards will be given for projects that have had significant accomplishments between July 1, 2020, and June 30, 2021 (Fiscal Year 2021).
 - a. Beth suggests that we update the language on both awards and timing, then advertise with the Staff Appreciation and have nominations begin on 11/15/22 through 01/06/23. Then award these two awards during Founders Week in February.
 - b. Stuart said that we need to check with HR and the timing of the awards to purchase the plaques. The awards are given up during Founders Week.
 - **Esprit de Corps Award (direct wording from the council website)**
Each year, the respective Civil Service and A/P Councils may determine that one individual is deserving of special recognition for their work on behalf of the membership and University.

These individuals do not currently hold elected Council office but are willing to spend their time and effort doing something for the good of the membership. It is the wish of each Council to recognize the dedicated work of these individuals who have gone beyond the call of duty.

Therefore, both Councils endorse the Esprit de Corps Award as being a one-time award given to those individuals who best exemplify dedicated, extraordinary work and who may not otherwise receive recognition for their efforts on behalf of the membership. The award

need not be given annually unless each Council feels there are suitable recipients. In general, the following highlights outline this award:

- *Recipients will not currently serve as members of the Council*
- *Recipients will be selected by their respective Councils for extraordinary work on behalf of the membership*
- *Recipients may receive this award one time only*
- *Recipients will be suitably recognized for their dedicated work at the Joint Awards Ceremony*
 - Does anyone know when and where this was held?
- Recipients will receive a personalized plaque at the Joint Awards Ceremony
- Recipients will be highlighted in the University's annual publication of award winners.
- Beth suggested that this award may fit Terry Jackson and Amelia Noel-Elkins roles as they stayed on the merger committee though they were no longer on A/P council?
- Beth will get with HR, AP, and Lawrence to remove dates from website.

b. Staff Appreciation: November 15, 2022 – Beth P, Sean, Lawrence

- i. Name: “Grab N’ Go, Say Hello w/ Cocoa” or flipped, “Say Hello w/ Cocoa, Grab N’ Go” - Sean and Lawrence what did you decide on?
 - “Say Hello w/ Cocoa, Grab N’ Go” was the winner with no dissenting opinions
 - Time: Noon to 1 pm – we will close at 1:15 pm and begin cleaning up any council materials. (Room rental and drinks go until 1:30 pm.)
 - Drinks provided by EMDH: Hot cocoa/Coffee service for 350
 - Date: 11/15/22
 - Location: SpotLight Room, Bone Student Center
 - Advertising update: Sean and Lawrence will work on the graphic designs.
 - Sean even quickly got a graphic for the University Calendar as we discussed event.
 - Stuart will update President Kinzy of this event and will check to see if we have any Civil Service swag in the CSC storage closet?
- ii. A/P council staff would like to join us – thoughts? Sean and Stuart thought it would be great and help us move forward to do events together. Beth said she would ask if they would pay half.
- iii. Judi asked if it was advertised yet, and it has not been advertised yet. Sean and Lawrence are working on it. We all chimed in on using all our social media resources, including University Calendar and Facebook event for social media.

c. Homecoming Parade (Sept./Oct.): Need Volunteer for ‘23

- d. **Review for Potential Merger of A/P Council & CS Council Subcommittee:** Sean Thornton and Beth Porter – This committee has made its final recommendations and the CSC has voted to approve the merger proposal put forward in a PowerPoint presentation.
 - e. **Elections (March-May):** Need Volunteer
 - i. Stuart, Sean, and Beth will be meeting next week to make appointments to fill the empty seats on our council.
 - f. **Raffle (Oct – Dec):** Need Volunteer for '23
 - g. **Review of Years of Service Committee:** Need Volunteer
 - i. Colette is this committee still meeting and do we still need to find a Civil Service representative? Tabled question until next meeting as Colette was not at today's meeting due to training.
 - h. **Scholarships: (June – Aug):** We need Volunteer to manage this for next year. Beth and Aubrey will figure it out this year.
 - i. There are people who have applied this past summer and early fall, and Aubrey and Beth will be getting together next week to begin the late process for this year and look at the timeline for next year get wording ready for the website.
 - i. **Spring Drive: (March – April):** Beth Porter
 - i. We are looking at the date of April 15 to hold a food drive for the School Street Food Pantry. The School Street Food Pantry said the date will work for them.
 - ii. Jill Benson asked the council to not to use the name *Redbirds Care* in the marketing of the food drive, so another name must be found, and our advertising messages updated. That is why we need to begin planning now to give time to rebrand and get messaging in place.
 - iii. Beth will reach out to the A/P Council to see who wants to partner on this committee.
 - j. **Civil Service Membership Survey Committee:** Need Volunteer, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.
 - k. **Working Committee | A/P and C/S Work from Home Policy Survey:** Beth Theobald, Sean Thornton: The meetings are complete and will be presented to Councils.
8. **Old Business:**
- a. Collaboratory (Center for Civic Engagement): Sean Thornton would like to invite Christine Bruckner or Katy Strzepek to speak further about the uses of Collaboratory on campus.
9. **New business:**
10. **Announcements:**
11. **Adjournment 12:56 p.m.**
- a. Sean motioned for the meeting to adjourn; Chris seconded the motioned. All agreed.

Next meeting: November 22 – Beth asked if we would have a quorum? If not, should we hold this meeting? Stuart will send out an email to ask about attendance on 11/22.

Reminders:

- The deadline for submitting materials to the OpenLine is the 25th day of each month. NOTE: Deadline is subject to change.
- No meeting on 11/8. The University has a state holiday to vote – get out and vote!

Upcoming CSC Meeting Dates:

2022-2023 Dates – Nov. 22**, Dec. 6, Dec. 20**, Jan. 3**, Jan. 17, Jan. 31, Feb. 14, Feb. 28, Mar. 14, Mar. 28, Apr. 11, Apr. 25, May 9, May 23, June 6, June 20.

** Potential Days to cancel meeting if we will not have a quorum.

Minutes submitted by Beth Porter