



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, February 15, 2022

Noon – 1 p.m. – ZOOM only

Members Present:

Nancy Kern

Judi Khalilallah

Juliana Nelson

Stuart Palmer

Beth Porter

Lyndsie Schlink

Beth Theobald

Sean Thornton

Members Not Present:

Sarah Bollman

Leslie Green

Aubrey Henson

Jamie Neville

Kacy Rader

Dominique Schauer

Kelly Walker

Visitors and Ex-officio Members Present:

Colette Homan

Annie Weaver

1. **Call to Order 12:02 p.m.**
2. **Guest:** Annie Weaver to present *proposed* [Civic Engagement Release Time Policy](#).
 - a. Annie presented the proposed policy. Colette gave some constructive additions and edits, such as possibly create a form for an employee to apply for the release time and have that be an agreement between the employee and supervisor, and to further research how the policy will be handled when an employee is going to use up their release time and combine vacation to fulfill their civic engagement commitment. Stuart asked what the timeline was to take the policy to the Academic Senate? Annie responded that she did not have a firm deadline. Colette suggested that when the proposed policy was complete then it should go to Janice Bonneville in Human Resources for review. The next step would be approval at the Academic Senate. Beth T. really liked the thought behind the policy, but suggested it be well thought out with checks and balances so that it could equitably be used by staff and not abused. Lyndsie gave her input as a prior AB Trip Advisor. She does get to attend the AB trips as paid work experience as she authors stories and takes photos for University and AB advertising. She said there maybe others in the University that could attend as paid Trip Advisor staff who hold unique positions as well. She has enjoyed mentoring the students

on the trips and continues those mentoring relationships even beyond the AB trips. Beth P added that it would be a great benefit for Civil Service staff that sit on or could potentially be on non-profit advisory boards that meet Monday – Friday during the day. It is a wonderful way to elevate the partnerships of University employees and the non-profit agencies in our community.

3. **Approval of Minutes February 1, 2022 - No quorum to hold vote**

4. **Officer Reports**

- a. **Chair:** Stuart Palmer – no report – snow days cancelled meetings
- b. **Vice-Chair:** Beth Theobald – no report
- c. **Secretary:** Beth Porter
 - i. A new Civil Service Council Team has been created. If you would like a working group channel for separate discussions, please let me know. I do not know why the old Civil Service Council Discussion Chat is still up and running and I have an IT ticket about that. I did ask for it to be merged or archived, if possible, on the new Teams site.
- d. **Treasurer:** Juliana Nelson
 - i. ISU Credit Union Account: Balance for the account is \$3577.32. The statement will be placed on the CSC TEAMS Financials tab for now. We have been going through an internal audit, and hopefully we will be meeting for the last time to finalize the new organization of funds soon. The ISU Credit Union account will be closed within the next few weeks and Stuart, and I will transfer the funds to a current CSC University Foundation account. I am working on a "to-do" form for future treasurers, so they understand our accounts moving forward. I will share all the accounts and balances once all funds are transferred to the foundation account. Kudos to Janice Bonneville for all her help navigating this transition.

5. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer - no report – snow days cancelled meetings
- b. **ISU Annuity Association:** Beth Theobald
 - i. Next ISUAA Spring Luncheon 3/16, 11:30 am – 1:30 pm @ Old Main
- c. **Campus Communication Committee:** Beth Theobald
 - i. The letter is going out to Board of Trustees next meeting.
- d. **COVID Working groups:** Juliana Nelson, Sean Thornton, Beth Theobald, Judi Khalilallah – no report
- e. **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton – no report
- f. **Employee Advisory Committee Representative (EAC) –** Rick Marr – no report
- g. **ISU Police Chief Advisory Council:** Sarah Bollman – no report
- h. **Parking and Transportation Advisory Committee:** Stuart Palmer, TBA – no report
- i. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker – no report
- j. **University Foundation:** Juliana Nelson – no report

6. **Human Resource Report:** Colette Homan
 - a. Colette highlighted the February 10th email from Human Resources announcing University sponsored Link-In Learning. She encouraged everyone to check out this new professional development benefit.
 - b. The Tip of The Hat monthly news announcement will no longer have the resignations listed. It will continue to have new employees, promotions/reclassifications, and retirements.

7. **Standing Committee Reports**
 - a. **Discounts:** Sarah Bollman (Chair), Judi Khalilallah – no report
 - b. **Governing Documents Review:** Sarah Bollman – no report
 - c. **OpenLine:** Sarah Bollman – no report
 - d. **Marketing/Legislative:** Sean Thornton
 - i. Employee Spotlight for March: Harriett Steinbach
 - e. **Webmaster:** Sarah Bollman – no report

8. **Ad Hoc Committees:**
 - ~~a. **Awards (Fall):** Lyndsie Schlink, Judi Khalilallah~~
 - b. **Review for Potential Merger of A/P Council & CS Council Subcommittee:** Juliana Nelson, Nancy Kerns, and Sean Thornton – A short unofficial report was given. Once it is on the subcommittees minutes all their work will be reported here.
 - ~~c. **Children’s Holiday Party: (Fall – Dec):** Lyndsie Schlink~~
 - ~~d. **Chili Cook Off: (Fall)** Sarah Bollman~~
 - e. **Elections (March-May):** Sarah Bollman
 - i. Sarah submitted her report via TEAMS. She has reviewed the election timeline and it is not as much work as first thought. Narry Kim, the previous Election Chair, always went beyond and had everything done early. Sarah will reach out on CSC TEAMS if help is needed.
 - ~~f. **Fall Drive (Nov – Dec):** Leslie Green~~
 - ~~g. **Homecoming: (Sept. – Oct.)** Beth Porter~~
 - h. **Raffle (Oct – Dec):** Juliana Nelson (Chair) – no report
 - i. **Review of Years of Service Committee** – Kacy Rader – no report
 - j. **Scholarships: (June – Aug):** Juliana Nelson (Chair), Judi Khalilallah – no report
 - k. **Spring Drive: (March – April):** Nancy Kerns, Leslie Green – no report
 - ~~l. **Team Excellence: (Fall):** Sarah Bollman~~
 - m. **Civil Service Membership Survey Committee** – Beth Theobald, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.
 - n. **Working Committee | A/P and C/S Work from Home Policy Survey,** Beth Theobald, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.

9. **Old Business:**

10. **New business: Beth T.** would like the council to brainstorm how we could facilitate some way to announce affirmations across campus of staff doing excellent work. She has been researching how other universities do this in new and unique ways and will provide some examples in TEAMS prior to our next meeting.

11. **Announcements:**

12. **Adjournment 1 p.m.**

Next meeting:

Tuesday, March 1

Reminders:

The deadline for submitting materials to the OpenLine is the 25th day of each month. NOTE: Deadline is subject to change.

Upcoming CSC Meeting Dates:

2022 Dates - March 1, March 15, March 29 (room change: Founders Suite), April 12, April 26 (room change: Founders Suite), May 10, May 24, June 7, June 21

Upcoming CSC Important Dates: