



Civil Service Council **MEETING MINUTES**

Tuesday, March 1, 2022

Noon – 1 p.m. – ZOOM only

Members Present:

Aubrey Henson

Nancy Kern

Judi Khalilallah

Juliana Nelson

Jamie Neville

Stuart Palmer

Beth Porter

Kacy Rader

Lyndsie Schlink

Beth Theobald

Sean Thornton

Members Not Present:

Sarah Bollman

Leslie Green

Dominique Schauer

Kelly Walker

Visitors and Ex-officio Members Present:

Colette Homan

1. Call to Order 12:04 p.m.
2. Approval of Minutes 2/1/2022 and 2/15/22
 - Motion by Beth Theobald, second by Kacy Rader; all approve.
3. Officer Reports
 - **Chair:** Stuart Palmer
 - President's report: Stuart and A/P council chair, Derek O'Connell met with Dr. Kinsy. Dr. Kinsy said due to the quick turnaround time given by the governor, the University only had a week to create and implement it's response and would have liked to give more time for the campus to process the changes. The good news is that the vaccination rate on campus is going up and the COVID positivity is going down.
 - **Vice-Chair:** Beth Theobald – no report
 - **Secretary:** Beth Porter - no report
 - **Treasurer:** Juliana Nelson Balance on ISU Credit Union: \$3,577.32
 - Once the final scholarship check has been cleared, the account will be closed and moved to a foundation account.

4. Civil Service Representatives Reports:

- **Academic Senate:** Stuart Palmer - Planning and Finance Committee: Went over changes to Policy 9.6 – Policy on Student Access to a Personal Computer. This involved language changes and changes to the actual expectations for computer ownership/access and options for students. The last update was from the 90's so changes were needed to bring it up to date with current practice and expectations. Senate: Presentation on Mental Health trends of our students. New mask guidance, while not revealed, it was discussed that it was being looked at. Two action items (policy): Tuition and Fee Waivers policy was updated based on law changes which came up from an audit and the Skateboarding Activities policy was updated to include Faculty and Staff and “vehicles” beyond skateboards.
- **ISU Annuitants Association:** Beth Theobald – no report
 - Next ISUAA Spring Luncheon 3/16, 11:30 am – 1:30 pm @ Old Main
- **Campus Communication Committee:** Beth Theobald – no report
- **COVID Working groups:** Sean Thornton, Beth Theobald, Judi Khalilallah
- **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton – next meeting 3/29
- **Employee Advisory Committee Representative (EAC)** – Rick Marr – no report
- **ISU Police Chief Advisory Council:** Sarah Bollman - no report
- **Parking and Transportation Advisory Committee:** Stuart Palmer, TBA – no report
- **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker – no report
- **University Foundation:** Juliana Nelson
General welcome, **Eric Burwell**
 - Thanked Dean Judy Neubrandner, Jennifer Sedbrook for the tour of the Mennonite College of Nursing Simulation Lab. (Foundation Board members were invited to tour the facility at 1:30 p.m. on February 25.)
 - Dedication for the Welcome Desk in Bone Student Center will be held in conjunction with the June meeting. Foundation Board members donated \$150,000 last year to have the desk named after former President Larry Dietz.

President Kinzy

- She's taking a government affairs viewpoint for her update today.
- Recently participated in two hearings—one on COVID 19 and another on student mental health. Positive feedback, particularly in Illinois State's efforts for student health and mental health.
- Attended a meeting of state universities' presidents in Illinois about requirements to record demographics of their leadership teams to the state. Reviewed stats for BOT, cabinet, Alumni Association leadership—all are diverse. Foundation Board is not. Diversity in these positions is important to make sure our leadership has a variety of perspectives.
- Thursday, February 24, was the state appropriation meeting - Received great support from the meeting, positive experience
- Appropriations Gap: Where do we stand?

- Commission on Equitable Funding will complete work in July 2023 and Governor is waiting until then before acting. We need to look at other ways through legislature so that we can gather additional funding (i.e., special ed waivers).
- Looking at the possibility of lobby position for federal government. Looking to get our foot in the door with cybersecurity and national defense. Sometimes money must be spent to make money

Judy Neubrandner/Jennifer Sedbrook

- The current Simulation Lab is too small to meet the needs of current students. Students are learning in the hallways.
- Simulation is critical to nursing education. Regular feedback from community partners is that our students perform better due to the simulations.
- Plan for growth. Wants to add around 400 new undergraduate positions. Plan to admit 192 this fall, increasing by 52.
- Adding a green way from Bone Student Center to the new Simulation Lab building. The existing building will be moved northwest of its current location. The new building will be an “L” around the existing/moved building.
- New MCN building will be completed in May 2024. Freshman student numbers are being increased now because they will be in the new lab in fall 2024.
- MCN will start a larger campaign in Spring/Summer 2022 to raise the additional funds needed for the new building. They’re hoping to have more donors confirmed before then and to also have an official name for the campaign.

Student Update, SGA, Rodrigo Villalobos

- Students want to use their voices to express their opinion. Established a COVIC-19 Student Commission to investigate the student experience.
- SGA has taken action to help students in need by starting a Share Shop—free location for clothing, textbooks.
- Students are living up to the core values of the University, in particular Scholarship and Civic Engagement. Illinois State is producing excellent citizens.

Executive Director’s Report, Pat Vickerman

- Busy few weeks for Advancement, UMC, Alumni Engagement. Founder’s Day celebrations were cancelled, some award recipients were stranded here. We continue to pivot and persevere even after the pandemic.
- Had to pivot during Birds Give Back. The vendor’s national servers went down. We were one of five universities nationally with giving days that day. Experienced a two-hour gap in service.

- Even with that gap, 2,900 gifts were still secured—second best number of gifts. Doing a full analysis now.
- Before 8 a.m. they already had someone trying to process invalid/scam gifts.
- CRM (Customer Relations Manager) is important for the future. Around 18 to 24 months to implement it. Will allow more sophistication in advancement efforts. The Board of Trustees approved the new system. \$2.9 million overall but \$2.3 million currently in reserve will go toward it.
- Exploring other options for giving day software.
 - Consent agenda action items were approved
 - FY2023 spending distribution was approved

5. Human Resource Report: Colette Homan

- Reminder that COVIC case tracking on campus is on the University website. It is available to everyone.
- Don't forget to give LinkedIn Learning a try.
- Julianna asked if we could put it on social media to help get the word out? Colette would appreciate it.
- Judi asked if Colette could share what the wage range for student employees is currently? Colette said all student employees must be at min. wage but could be higher as it varies between departments based on the duties of the student staff position.

6. Standing Committee Reports

- **Discounts:** Sarah Bollman (Chair), Judi Khalilallah
 - Adding a few to the website this week
- **Governing Documents Review:** Sarah Bollman - no report
- **OpenLine:** Sarah Bollman – no report
- **Marketing/Legislative:** Sean Thornton – Sean asked if the council would approve of a request to promote the nomination of Alumni Awards on the CS Council social media. All said yes.
- **Webmaster:** Sarah Bollman
 - Continuing to add minutes and clean up the website.

7. Ad Hoc Committees:

- ~~**Awards (Fall):** Lyndsie Schlink, Judi Khalilallah~~
- **Review for Potential Merger of A/P Council & CS Council Subcommittee:** Juliana Nelson, Nancy Kerns, and Sean Thornton –
 - Sean gave general impressions about the committee and the work being done and said it's been very positive, and the combination of the A/P and CS Councils has potential for more transparency and collaboration across campus. He wants to give a shoutout to Terry Jackson for his legwork benchmarking.
 - We are currently strategizing the following.

1. How many AP and CS employees?
 - What committees will be represented on the council and how many will be necessary to manage the committee
 - Scholarship planning
 - How will elections take place?
 1. The length of time new employees must be on campus before they can run for elections.
 2. Determining what the optimal length of service is for chairpersons and council members.
 3. Determining absences policies and/or what determines a non-active council member.
 - a. Determine processes to remove a council member.

- ~~Children's Holiday Party: (Fall – Dec): Lyndsie Schlink~~
- ~~Chili Cook-Off: (Fall) Sarah Bollman~~
- Elections (March-May): Sarah Bollman - Starting the process.
- ~~Fall Drive (Nov – Dec): Leslie Green~~
- ~~Homecoming: (Sept. – Oct.) Beth Porter~~
- Raffle (Oct – Dec): Juliana Nelson (Chair) – no report
- Review of Years of Service Committee – Kacy Rader – no report
- Scholarships: (June – Aug): Juliana Nelson (Chair), Judi Khalilallah
 - Awaiting the final check to go to Keiswetter and then the application process will begin again for the fall.
- Spring Drive: (March – April): Nancy Kerns, Leslie Green – no report
- ~~Team Excellence: (Fall): Sarah Bollman~~
- Civil Service Membership Survey Committee – Beth Theobald, Sean Thornton
 - On hold until review of a possible merger with A/P council is complete.
- Working Committee | A/P and C/S Work from Home Policy Survey, Beth Theobald, Sean Thornton
 - On hold until review of possible merger with A/P council is complete.

8. Old Business:

9. New business:

10. Announcements:

11. Adjournment 12:37 p.m.

Jamie Neville gave the motion and Julianna Nelson seconded it.

Next meeting:

Tuesday, March 15 on Zoom

Reminders:

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

Upcoming CSC ZOOM Meeting Dates:

2022 Dates - March 15, March 29, April 12, April 26, May 10, May 24, June 7, June 21

Upcoming CSC Important Dates: