



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, August 16, 2022

Noon – 1 p.m. – ZOOM only

Members in Attendance:

Aubrey Henson

Judi Khalilallah

Lawrence Lair

Stuart Palmer

Beth Porter

Lyndsie Schlink

Beth Theobald

Sean Thornton

Members Absent:

James Neville

Dominique Schauer

Evelyn Whitfield

Visitors and Ex-officio Members Present:

Colette Homan

1. **Call to Order 12:05 p.m.**
2. **Approval of Minutes 8/2/22**
 - a. Sean motioned to approve minutes, Beth T provided the second, and all approved.
3. **Civil Service Council One Year Appointments to fill empty council seats.**
 - a. Sean, Stuart, and Beth got together last week, and reviewed groups not represented and are reaching out to see if we can find CS staff to fill in one year appoints until the next election.
 - b. Chris Roberts has agreed to serve for one year in Beth T's place in group 5. Beth T has accepted an AP position on campus and will be leaving the CS council.
 - c. Sean, Stuart, and Beth P will be reaching out to fill the other groups needing representation.
 - d. Beth T asked if we thought to ask past council members for recommendations and their insight as to potential CS council candidates? Stuart said that is a great suggestion.
 - e. Lawrence asked if Chris could be added to the website, we all agreed that they should and use the wording "appointed" instead of elected.
 - f. Beth P wants to be sure that we remember to stagger the council seats for next spring election.
4. **Officer Reports**
 - a. **Chair:** Stuart Palmer
 - b. **Vice-Chair:** Beth Theobald
 - c. **Secretary:** Beth Porter
 - d. **Treasurer:** Aubrey Henson

- i. Have not had a chance to get with past treasurer, Juliana Nelson, to receive training and information on the new position.
- ii. **Foundation**
 - 1805030 Employee Donation CS Scholarship
 - 1803590 Foundation CS Scholarship
 - 1806537 Carl Johannsen
- i. **Custodial Account** 50701-99-1800000515-240000
 - 1. Current Balance:
 - a. Use: Non-ISU Scholarships
- ii. **Contractual and Commodities** 10100-06-18000000
 - 1. Current Balance:
 - a. Use: Print pieces, events (holiday/parade/picnics/nametags)

5. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer - First meeting is August 31. I will need a volunteer to go to this meeting in my place as I will be out of the country that week.
- b. **ISU Annuitants Association:** Beth Theobald
- c. **Campus Communication Committee:** Beth Theobald
 - i. Read the Campus Communication letter to the Trustees.
- d. **Employee Advisory Committee Representative (EAC)** – Rick Marr
 - i. (Colette updating in case Rick was unable to attend) SUCSS website shows the next meeting of EAC is scheduled for 10/12/22 at Northeastern Illinois University.
- e. **ISU Police Chief Advisory Council:**– won't meet until September 2022
- f. **Parking and Transportation Advisory Committee:** Stuart Palmer, Beth Theobald – will not meet again until fall.
- g. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker
- h. **University Foundation:** Need Volunteer
 - i. Next meeting will be in the Chicagoland area/suburbs. Normally the meetings are held at Ewing Manor. The council will pay for travel and any expenses incurred to attend foundation meetings.

6. **Human Resource Report:** Colette Homan

- a. **Remote Work and Flex** - University numbers reflect about 10-20% of staff participating in one of these programs/work arrangements. We know that sometimes paperwork or documentation falls behind. Please remind your constituents to turn in those forms to HR so that we can have up-to-date numbers for administration. Forms may be found on the ISU HR website.

7. **Standing Committee Reports**

- a. **Discounts:** (Chair, need volunteer), Judi Khalilallah

- b. Governing Documents Review:** Need Volunteer
- c. OpenLine:** Need Volunteer
 - i. Thank you to Sean for helping for the Aug/Sept OpenLine! We need a volunteer for this position.
- d. Marketing/Legislative:** Sean Thornton
- e. Webmaster:** Lawrence Lair

8. Ad Hoc Committees:

- a. Review for Potential Merger of A/P Council & CS Council Subcommittee:** Sean Thornton, Beth Porter, and a 3rd Volunteer
 - i. A third council member is welcome to volunteer on this committee – as this is such an important committee.
- b. Elections (March-May):** Need Volunteer
 - i. Tabled until Volunteer is in place. Beth Theobald brought up the need for revising election guidelines. The get new guidelines need to be written and to decide if some policies need changes – do they warrant being part of CSC bylaws?
- c. Review of Years of Service Committee –** Need Volunteer
 - i. Meeting that was scheduled for July 26 was rescheduled for 8/22/22. Will provide an update at the next meeting.
- d. Scholarships: (June – Aug):** Need Volunteer
- e. Fall Drive:** (Oct – Dec. – Toys for Tots Collection): Need volunteers
- f. Spring Drive:** (March – April – School Street Food Pantry): Beth Porter

9. Old Business:

10. New business:

- a. Collaboratory (Center for Civic Engagement):** Sean Thornton
 - i. Collaboratory is a new technology initiative to track civic engagement happening across campus. Sean volunteered to be the point person for Collaboratory for the council. Collaboratory will have a public dashboard for anyone to view, but it will need participants to enter the data. Sean would like to invite Christine Bruckner and Katy Strzepek at some point to inform the council on what Collaboratory is and does more fully.

11. Announcements:

- a.** Note that Nov. 8th we won't have a meeting due to University closure for Election Day. (Beth Porter)
- b.** Zoom verses meeting in person. We need to have hybrid available for CS staff council members who don't have computer access.

12. Adjournment 12:54 p.m.

- a. Sean motioned to end the meeting, Beth T seconded adjourning, and all agreed.

Next meeting: Tuesday, August 30

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:

2022-2023 Dates – Aug. 16, Aug. 30, Sept. 13, Sept. 27, Oct. 11, Oct. 25, **Nov. 22****, Dec. 6, Nov. 8*; **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.

* **University Closed**

* **Possible dates to cancel meetings due to holidays/vacations**

Upcoming CSC Important Dates: None, but we do need an OpenLine volunteer and Fall Drive committee chair soon.

Minutes Submitted by Beth Porter