



CIVIL SERVICE COUNCIL MINUTES

Tuesday, September 13, 2022

Noon – 1 p.m. – ZOOM only

Members in Attendance:

Aubrey Henson

James Neville

Sean Thornton

Judi Khalilallah

Stuart Palmer

Lawrence Lair

Beth Porter

Members Absent:

Dominique Schauer

Evelyn Whitfield

Visitors and Ex-officio Members Present:

Colette Homan

1. **Call to Order** 12:08 p.m.
2. **Election of Officers**
 - a. Chris Roberts has accepted a one year appointment in Beth Theobald's place as she has moved to an AP position. He will be invited to attend the next CS Council meeting. Lyndsie Schlink has left the University and an appointment will also need to be made for her position, along with the other empty seats.
3. **Approval of Minutes 8/16/22**
 - a. Stuart called for any additions or edits to the previous minutes. None were given, and a show of hands called to accept the minutes. All approved.
4. **Officer Reports**
 - a. **Chair:** Stuart Palmer
 - i. Amy Secretan is now the AP Council Chair.
 - b. **Vice-Chair:** Need Volunteer
 - c. **Secretary:** Beth Porter
 - 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:

- 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 Stuart missed due to school trip. The next Academic Senate meeting is tomorrow, 9/14/22.
- b. **ISU Annuitants Association:** Need Volunteer
- c. **Campus Communication Committee:** Need Volunteer
- d. **Employee Advisory Committee Representative (EAC) – Rick Marr**
 - i. Colette added Rick Marr’s report in case he cannot attend. The next meeting is September 14 at 1:00 p.m. of the Executive committee of the EAC. The meeting will be held by video conferencing.
- e. **ISU Police Chief Advisory Council:**– Need Volunteer – Will not be meeting until end of September 2022. Judi K. has volunteered to serve on this committee. Thank you, Judi! James N. asked what this committee was about? Stuart explained this committee is newer, since 2020. Police Chief Aaron Woodruff wanted to provide more transparency and help build trust with the campus community by forming the Police Chief’s Advisory Council (PCAC). It was asked at it’s formation to have one CS Council member sit as a representative on this committee. Ideally, they will meet three times per fall and spring semesters.
- f. **Parking and Transportation Advisory Committee (Quarterly):** Stuart Palmer, Need Volunteer– will not meet again until late fall. A question was asked as to what this committee does: The Those on this council from CSC represent civic service employees on campus and provide feedback to Parking and Transportation about issues and policies affecting civil service staff. Parking and Transportation updates to parking are shared to inform CS council and, in our minutes, and newsletter to all civil service staff. On rare occasions this committee meets to settle appeals in the Parking and Transportation appeal process.
- g. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker
- h. **University Foundation:** Need Volunteer

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

- a. We expect salary merit based increases reflecting a 9/1/22 effective date will appear in October payroll.
- b. Notice about the EAC election for ISU representative will be sent the week of September 19 (likely the 19 or 20) and an article about the election will be released on the 20. Elections will be held on Tuesday, November 1.

7. **Standing Committee Reports**

- a. **Discounts:** (Chair), Judi Khalilallah
- b. **Governing Documents Review:**
- c. **OpenLine Editor:** Sean is covering as editor right now. If anyone has suggestions for the Spot Light articles, please share those with Sean.
- d. **Marketing/Legislative:** Sean Thornton
- e. **Webmaster:** Lawrence Lair
 - i. Chris Roberts will be appointed to replace Beth Theobald, and Lyndsie Schlink has moved from the University.

8. **Ad Hoc Committees:**

- a. **Homecoming Parade:** Volunteer Needed
 - i. Stuart will reach out to AP Chair, Amy Secretan, and ask what AP council would like to do for this year's Homecoming Parade.
- b. **Review for Potential Merger of A/P Council & CS Council Subcommittee:** Sean Thornton and Beth Porter
 - i. Sean met last Tuesday with the subcommittee; Beth was out ill last week. Sean summarized the CS council suggestions. The two: How to handle vacancies and attendance/committee participation were welcomed. The AP representatives suggestions were to allow those who didn't get elected to be nominate if a position opened after an election. The AP representatives do not want to put in bylaws on participation and met in the middle on attendance. The subcommittee is going to meet this Thursday. Stuart asked if they still need to add people to the AP Council? Sean said yes, they are short council people too.
- c. **Elections (March-May):** Stuart/Sean/Beth will meet to finish out nominations to the Civil Service Council.
- d. **Raffle (Oct – Dec) -** Need Volunteer
- e. **Review of Years of Service Committee –** Need Volunteer
- f. **Scholarships: (June – Aug):** Beth P ask if she and Aubrey can work to get something together to get the scholarships out and possibly move the process to January with awards made in March. We need to figure out who is receiving the scholarship emails currently. Stuart will figure out email and contact Julianna, the previous Scholarships chair to see if she has received any applications. Stuart will set Beth P up to be the contact for the time being. Beth and Aubrey, with Stuarts help will figure out the status of any current applications and will work toward advertising for DEC/JAN and awarding in March if we do not have any applications from this summer.
- g. **Spring Drive: (March – April):** Beth Porter
- h. **Civil Service Membership Survey Committee –** Need Volunteer, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.
- i. **Working Committee | A/P and C/S Work from Home Policy Survey,** Beth Theobald, Sean Thornton: Our meetings are complete and will be presented to Councils.

9. **Old Business:**

- a. Collaboratory (Center for Civic Engagement): Sean Thornton would like to invite Christine Bruckner or Katy Strzepek to give a presentation on Collaboratory to the CS Council in the future.

10. New business:

11. Announcements: None

12. Adjournment 12:48 p.m.

- a. Sean made a motion to adjourn, Jamie gave the second and all agreed.

Next meeting: Tuesday, September 27

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 – Sept. 27, Oct. 11, Oct. 25, Nov. 8*, 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.

*University Closed

Submitted by Beth Porter