



CIVIL SERVICE COUNCIL MINUTES

Tuesday, September 27, 2022

Noon – 1 p.m. – ZOOM only

Members in Attendance:

Aubrey Henson
Judi Khalilallah
Lawrence Lair
James Neville
Stuart Palmer
Beth Porter
Chris Roberts
Sean Thornton
Evelyn Whitfield

Members Absent:

Visitors and Ex-officio Members Present:

Peter Hatch

1. **Call to Order 12:05 pm**
2. **Election of Officers**
 - a. Nomination for Vice-Chair?
 - i. Chris Roberts
3. **Announcement of Dominique Schauer leaving the council.**
 - a. We will need to find another appointment for Dominique's position.
4. **Introduction of newly accepted appointments for 1-year terms:**
 - i. Chris Roberts
5. **Approval of Minutes 9/13/22**
 - a. Stuart asked for a show of hands to approve minutes. Minutes were unanimously approved.
6. **Discussion on Staff Council Merger**
 - a. Staff council year will coincide with fiscal year – tweak language.
 - b. Jamie asked why we are considering the merger: With so many A/P staff being transitioned to CS, would it make sense to only have one council for ALL staff in shared governance ... did it still make sense to differentiate between A/P and CS?
 - i. A Merger committee was formed – benchmarked if we could/should combine.

1. A stronger position on shared governance is the potential outcome of a merger.
- c. 6 mo. Requirement to join council – can we do this?
 - i. Double check with HR to see if this is acceptable.
 - ii. Concern – employees brand new to ISU could be pulled onto council, is this a good idea?
 1. Lawrence – What is the greatest harm? Stuart – concern with overloading new employees.
 - d. Beth added that the June swearing in of new members was a part of the thought of celebrating those rolling off with the addition of the new members in June, and then July would be a full working meeting with newly elected/appointed council.
 - e. Duration of meetings 1.5 and every other week.
 - i. Committees would do their work/meetings on the other weeks and try to avoid committee work during council meetings.
 - f. No more than 3 members from a given unit
 - g. How to handle openings/vacancies/elections.
 - i. Stuart would like to see more language on how to address this included and to think of ways to be flexible.
 - h. Committees will be required to submit minutes when they meet – nice addition.
 - i. Any committee can have outside members (ex officio) to help a committee do the work.
 - i. Stuart asked what he was thinking, and Sean said it would help bring people on quickly to help with a committee's work, and a wonderful way to introduce people to consider joining the council.
 - j. Stuart is going to reach out to the Senate to see what the next steps are.
 - i. The merger committee is done and if both committees vote yes, a new committee will need to be formed to pave the way.
- h. We will hold the vote on the Merger in two weeks, please send any questions to Sean or Beth that come up before our next meeting.
- i. **Officer Reports**
 - a. **Chair:** Stuart Palmer
 - i. No report
 - b. **Vice-Chair:** newly appointed Chris Roberts
 - i. No report
 - c. **Secretary:** Beth Porter
 - i. No report
 - 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)
- j. **Civil Service Representatives Reports:**
 - a. **Academic Senate:** Stuart Palmer
 - i. Two presentations were given before the Senate.
 - 1. Two presentations:
 - a. Color of money by VP Dan Stephens which covers the University budget and where the money goes.
 - b. New learning management system: Canvas
 - i. Gave overview
 - ii. Timeline of implementation was given
 - 1. Canvas will fully replace Reggienet as of Fall 2023.
 - b. **ISU Annuitants Association:** Need Volunteer
 - c. **Campus Communication Committee:** Need Volunteer
 - d. **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton—Committee has adjourned. A new strategic plan is in the beginning stages that will replace ECE.
 - e. **Employee Advisory Committee Representative (EAC):** Rick Marr
 - i. **Per Colette:** A notice about the EAC election for an ISU representative will be sent the week of September 19 and an article about the election will be released on the 9/20. Elections will be held on Tuesday, November 1.
 - f. **ISU Police Chief Advisory Council:** Judi Khalilallah
 - g. **Parking and Transportation Advisory Committee:** Stuart Palmer, Need 2nd Volunteer
 - h. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker
 - i. **University Foundation:** Need Volunteer
- k. **Human Resource Report:** Colette Homan
 - a. No added information regarding 9/1/22 raises for non-negotiated staff. We are still working on them as I mentioned at the last meeting with retro showing in checks for October.
- l. **Standing Committee Reports**
 - a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah
 - b. **Governing Documents Review:** Need Volunteer
 - c. **OpenLine:** Need Volunteer

- d. **Marketing/Legislative:** Sean Thornton
- e. **Webmaster:** Lawrence Lair

m. Ad Hoc Committees:

- a. **Homecoming Parade (Sept./Oct.):** Need Volunteer
 - i. Response from AP Council on their Homecoming thoughts for this year:
 - ii. Amy Secretan said A/P is going to hand out bags to kids at the beginning of the parade but will not be in the parade.
 - 1. CS Council decided that we would not participate this year.
 - iii. Beth Porter suggested a staff hot cocoa social hour the Friday before the Homecoming parade for FY23.
- b. **Review for Potential Merger of A/P Council & CS Council Subcommittee:** Sean Thornton and Beth Porter – This committee has made its final recommendations and would like each council to vote to approve the merger proposal put forward in a PowerPoint presentation.
- c. **Elections (March-May):** Need Volunteer
- d. **Raffle (Oct – Dec):** Need Volunteer
- e. **Review of Years of Service Committee:** Need Volunteer
- f. **Scholarships: (June – Aug):** Need Volunteer. Beth and Aubrey will work on Scholarships to keep CS Council scholarships offered for the time being.
- 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.

n. Old Business:

o. New 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.
- b. Beth asked if we could consider a hot cocoa staff appreciation in November this year? All said an innovative idea. Beth will research costs and planning.

p. Announcements:

q. Adjournment 12:56 p.m.

- a. Jamie Neville made the motion to adjourn the meeting and Sean Thornton seconded the motion. All agreed. Stuart's Zoom link froze, and Beth said the meeting was adjourned.

Next meeting: October 11

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 – 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

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

Submitted by Beth Porter