



CIVIL SERVICE COUNCIL MINUTES

Tuesday, October 11, 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

Members Absent:

Evelyn Whitfield

Visitors and Ex-Officio Members Present

Colette Homan

1. Call to Order 12:01

2. Approval of Minutes 9/27/22

- a. Stuart called for approval of minutes by a show of hands, all approved.

3. Officer Reports

- a. **Chair:** Stuart Palmer - Academic Affairs Staff Success Committee; need volunteer from Academic Affairs

- i. Met last week with President Kinsy. The two staff success surveys are being processed to make it more readable. Once it's ready it will be announced and placed on the President's Office webpage.

- b. **Vice-Chair:** Chris Roberts – no report

- c. **Secretary:** Beth Porter

- i. University Staff Appreciation Day sponsored by the CS Council can be held on 11/15/22 in the Spotlight Rm of the BSC from Noon to 1:30 p.m. I asked EMDH to give me a quote on a mix of Hot Chocolate and Coffee that would provide 350 cups. If we did 14 gallons of hot chocolate and 8 gallons of coffee (this provides 352 cups total) which will cost: \$470.96.

1. Should we vote on this purchase and event?

2. If approved - Anyone have any fun names for this? "Grab N' Go, Say Hello w/ Coco" or flipped, "Say Hello w/ Coco, Grab N' Go"

- a. Marketing – FB/Insta/Social/Let President Kinzy know we are planning this/Share with A/P Council that this is an all-staff event.

- b. I asked for the room to be set up in an open C with chairs on the outside for anyone who wants to stay and chat. It would be

good to have a display of how we represent University staff on display too.

Colette: Asked if we would have a card with take aways of our website, and other information. We could include our mission and goals and advertise that we are always looking for people to run.

Stuart: said good idea

Lawrence: said to use QR codes.

Colette: said that not everyone is comfortable with QR codes. So having a few paper copy directives.

Lawrence also mentioned providing instructions to use the QR code.

Stuart asked if anyone had any objections? None

Stuart asked for a motion

Sean gave the motion to go ahead with this event and spend up to \$600.00 on food and marketing materials. Jamie seconded the motion. Lawrence and Sean will create the marketing materials. Unanimous vote for the event. Sean asked how many marketing pieces to be made. Beth suggested 250.

Judi asked if we have any swag? Stuart said he would need to check in the CSC storage area.

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: \$6,176

a. Use: Non-ISU Scholarships

ii. Contractual and Commodities 10100-06-18000000

1. Current Balance: \$7,272

a. Use: Print pieces, events (holiday/parade/picnics/nametags)

4. Civil Service Representatives Reports:

a. Academic Senate: Stuart Palmer

- i. Academic Senate were given a presentation by VP Dan Stephens on the Operating and Capital Funding request. Senate also had a discussion on the Course Proposals for Undergraduate and Graduate Courses policy which was tabled until the next meeting. **ISU Annuity Association: Need Volunteer**

b. Campus Communication Committee: Need Volunteer, and Stuart P.

c. Educate – Connect – Elevate – Illinois State (ECE): Sean Thornton—Committee has adjourned. A new strategic plan is in the beginning stages that will replace ECE.

d. Employee Advisory Committee Representative (EAC): Rick Marr

- i. Next meeting for EAC is scheduled for October 12 & 13, 2022 at SIUE. (CH adding on behalf of Rick Marr)
 - e. **ISU Police Chief Advisory Council:** Judi Khalilallah
 - f. **Parking and Transportation Advisory Committee:** Stuart Palmer, Need 2nd Volunteer
 - g. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker
 - h. **University Foundation:** Need Volunteer
- 5. **Human Resource Report:** Colette Homan
 - a. We have one person interested in being the ISU EAC representative. Confirmation will be this Thursday if this person chooses to be our representative. Since there is only one person there will not be an election.
 - b. Merit based raises have been processed and they are in iPeople. Supervisors should have given notification about raises at this point.
 - c. The next round of new SUCCS exams will be up by this weekend.
- 6. **Standing Committee Reports**
 - a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah
 - b. **Governing Documents Review:** Need Volunteer
 - c. **OpenLine:** Need Volunteer
 - i. The Sept/Oct OpenLine has been sent to print and Sean will get it out on the email relay system. If anyone has recommendation for CS employees to highlight.
 - ii. Stuart gave his appreciation of Sean help with this!
 - d. **Marketing/Legislative:** Sean Thornton
 - e. **Webmaster:** Lawrence Lair
 - i. The CS Council website has been updated and pushed to the new University layout. Lawrence had to do some backend work to make some of the information up to date.
- 7. **Ad Hoc Committees:**
 - a. **Homecoming Parade (Sept./Oct.):** At the 9.27.22 meeting it was decided to not participate in the homecoming parade due to lack of council who could participate. A/P council will be passing out bags to children a half hour before the parade begins along the beginning of the parade route.
 - 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

- i. **Next meeting has been scheduled for the committee on October 27th.**
 - f. **Scholarships: (June – Aug):** Need Volunteer. Beth and Aubrey will work on Scholarships to keep CS Council scholarships offered for the time being. Judi K has volunteered to help with the committee too.
 - i. We have two applications that were received by Juliana this spring/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.
 - j. **Winter Drive: Support Toys for Tots, Need Volunteer**
 - i. **Colette will reach out to Troy in facilities to ask who the contact for Toys for Tots is and get us in contact with the person facilitating Toys for Tots on campus this winter.**
8. **Old Business:**
9. **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.

Announcements: A/P all staff Book Club Please share this book discussion opportunity with your colleagues all faculty and staff are invited. The discussion will be based on Reyna Grande's book, *Distance Between Us*, a memoir which describes her life before and after she arrived in the United States from Mexico as an undocumented child immigrant. Melissa Ramirez-Osorio, a member of CAUSA (Committee Assisting Undocumented Student Achievement) and the A/P Council, will also share resources on how to support students who are undocumented .We have extra copies of the book at CCE. [A/P Council Book Discussion of Distance Between Us October 27 - News - Illinois State](#)

- 10. **Adjournment 12:47 p.m.**
 - a. **Motion to Chris with second**

Next meeting: October 25

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. 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