



## CIVIL SERVICE COUNCIL MEETING AGENDA

Tuesday, December 6, 2022

Noon – 1 p.m. – [ZOOM](#) only

### Members in Attendance:

Aubrey Henson  
Judi Khalilah  
Lawrence Lair

Todd Long  
Stuart Palmer  
Beth Porter

Chris Roberts  
Sean Thornton  
Matt Wing

### Members Absent:

Jamie Neville

Evelyn Whitfield

### Visitors and Ex-officio Members Present:

Colette Homan

1. **Call to Order: 12:02 p.m.**
2. **Approval of Minutes: 11/22/22**
  - a. Stuart motioned that we accept the 11/22/22 minutes. All in attendance approved.
3. **Appointment of new members**
  - a. Announcement of newly accepted appointment running until June 30, 2022:
    - i. Samantha Lowry
      1. ISU Annuitants Rep
4. **Updates on Staff Council Merger:**
  - i. Stuart gave a summary of the merger process and asked for volunteers to serve on a committee to prepare for the merger at the last meeting in Nov: Sean, Beth, Todd, and Chris.
5. **Officer Reports**
  - a. **Chair:** Stuart Palmer
    - i. Next meeting with the President is December 14.
  - b. **Vice-Chair:** Chris Roberts
    - i. No report
  - c. **Secretary:** Beth Porter
    - i. No report
  - d. **Treasurer:** Aubrey Henson
    - i. **Financial Report**
      1. **Foundation (Scholarships)**
        - Employee Donation CS Scholarship - \$2,760

- Foundation CS Scholarship - \$5,000
  - Carl Johannsen - \$3,177.60
2. **Non-ISU Scholarship Custodial Account 180000515**
    - a. Current Balance:
  3. **Contractual and Commodities GR 180000000**
    - a. Current Balance:
      - i. Use: Print pieces, events  
(holiday/parade/picnics/nametags)

6. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer
  - i. No report
- b. **ISU Annuity Association Representative:** Sam Lowry
- c. **Campus Communication Committee:** Need Volunteer, CSC chairperson has a seat on this committee to: Stuart Palmer
  - i. No report
- d. **Educate – Connect – Elevate – Illinois State (ECE):**
  - i. The CSC council was asked to provide 3 volunteers to be on the new strategic planning committee. Sean and Jamie volunteered.
- e. **Employee Advisory Committee Representative (EAC):** Rick Marr
  - i. Rick Marr will step down in December. Christa Lawhun will begin her term in January 2023.
- f. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
  - i. The police chief initiated a conversation on ways the police can further engage with the campus community
  - ii. Concerns from the Police department were expressed on the number of candidates applying for positions.
    1. It was acknowledged that this trend is across the nation and discussion was had on how barriers that are unique to the police hiring process could be changed.
  - iii. The department will be being planning a 5 year strategic plan and has been researching grants that may help the department achieve their goals in the new plans being made.
- g. **Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer, Need 2<sup>nd</sup> Volunteer
  - i. Volunteer – Discussed new License Plate Recognition (LPR) system being piloted right now. (See website for full details <https://parking.illinoisstate.edu/parking/lpr/>) LPR will not be in full force until next fall. There was a full discussion of the privacy policy and how data is handled. Spring will be focused on educating the campus on LPR and try to prepare for a fall semester without many physical permits.

- ii. If you use ISU Parking Services, please review the [license plate entry requirements](#) found on the parking website.

**h. University Foundation Rep: Need Volunteer**

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

- a. Updates have been made to work from home agreement known as the Remote Work Agreement. The agreement has been moved from paper to an electronic Quali Workflow process.
- b. The Years of Service Committee is still finalizing their end goals. Once finalized the Years of Service Recognition program will be shared across campus.
- c. Colette wanted to stress the importance of getting license plate information correctly input in the Parking and Transportation website as they are working hard to implement the new LPR program. See the [license plate entry requirements](#) found on the parking website.

**8. Standing Committee Reports**

- a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah
  - i. No Report
- b. **Governing Documents Review:** Need Volunteer
- c. **OpenLine:** Lawrence volunteered to shadow Sean to see if this would be something they would have time to achieve for the council.
- d. **Marketing/Legislative:** Sean Thornton
  - i. No report
- e. **Webmaster:** Lawrence Lair
  - i. No report

**9. Ad Hoc Committees:**

- a. **Homecoming Parade (Sept./Oct.):** Need Volunteer
- b. **Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation:** Beth Porter
  - i. More good feedback from emails of those who attended.
- c. **Elections (March-May):** Need Volunteer
  - i. What do we need to start doing now for elections this Spring?
    - 1. Last year's marketing?
      - a. Sean has a saved document.
  - ii. Has anyone served on this committee before?
- d. **Scholarship Raffle (Oct – Dec):** Need Volunteer
- e. **Review of Years of Service Committee:** Need Volunteer
  - i. Beth asked if we still need a representative for this committee.
    - 1. Colette responded that we don't need a new rep at this time.
- f. **Scholarships: (June – Aug):** Need Volunteer. Temporarily: Beth, Aubrey, and Judi are working on Scholarships.
  - i. We have 3 ISU scholarship app
  - ii. We have 2 out of state scholarship app

- iii. We potentially have 1 CS staff app for the Johannsen
  - 1. We are looking for past processes to be sure we are covering all our bases as we move forward to award scholarships.
  - 2. We also have been in contact with Janice Bonneville the CS Councils fiscal agent to determine where the primary origination documents are of the foundation accounts to know what was specified by the donors that set the foundation accounts up for the scholarships.

**g. Fall Drive: (November – December):** Stuart

- i. Toys for Tots Toy Drive on campus.
  - 1. We will get updates later from Troy.
  - 2. We know that bins around campus have filled and have had to be emptied to provide more room for collection.
  - 3. Great job Sean on all the marketing for TFT.

**h. Spring Drive: (March – April):** Beth

- i. Mark your calendars for April 15. We will be hosting a **Drive-Thru Food Drive** to support the School Street Food Pantry. We will do this with the A/P Council. More to come after the new year.

*School Street Food Pantry  
Saturday, April 15, 2023  
8 am to Noon*

10. **Old Business:** Please review the [Staff Success Survey results](#) on Presidents website. Stuart would like to discuss the survey results at our meetings in January.

**11. New business:**

- a. Discuss December 20 scheduled meeting –
  - i. Sean motioned for the council not to meet for our next regularly scheduled meeting on Dec. 20, Chris seconded, and all agreed unanimously.
- b. Discuss Jan. 3 scheduled meeting –
  - i. Beth asked if we would be able to hold this meeting with a show of hands of those who would be able to attend. She is hoping there would be news and action that could be taken to move the scholarships along at that time. Most said they could attend the Jan. 3 meeting.
- c. Judi asked if we were planning move to in person meetings anytime soon? Stuart brought up that we do not have the Spotlight room reserved, Colette said that she thought we were continuing with Zoom meetings through the winter. Consensus was we will go through Winter and revisit. Anyone that would like to participate but does not have access to Zoom could contact Beth. A Zoom meeting for several people in The Center for Civic Engagement’s conference room can be arranged.

**12. Announcements:**

**13. Adjournment: 12:51**

Sean motioned that we adjourn, and Beth seconded the motion. All were in agreement.

**Next meeting:** January 3

**Reminders:**

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

**Upcoming CSC Meeting Dates:**

2022-2023 Dates – 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.

**Upcoming CSC Important Dates:**