



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, January 17, 2023

Noon – 1 p.m. – [ZOOM](#) only

Members Present:

Judi Khalilallah
Lawrence Lair
Jamie Neville
Stuart Palmer
Beth Porter
Chris Roberts
Evelyn Whitfield
Matt Wing
Sean Thornton

Members Not Present:

Aubrey Henson
Todd Long

Visitors & Ex-Officio Members Present

Brian Beam
Charles Edamala
Angela Engel
Holly Johnson
Christa Lawhun

1. **Guests** Strategic Planning Task Force presentation/discussion
 - a. Welcome and introduction of task force team: Brian Beam, Angel Engle, Chris Roberts, Charlie Edamala, Jamie Neville, Holly Johnson
 - b. For our discussion together we would like to ask the following questions:
 - What is ISU's purpose?
 - What differentiates ISU from other universities?
 - What advantages can we build upon?
 - What key trends should we be considering when looking at the next 3-5 years?
 - What does ISU need to do to be prepared? (What should ISU start doing, stop doing, or continue doing?)
 - What obstacles stand in the way of ISU achieving future success?

2. **Call to Order: 12:01 p.m.**

3. **Approval of Minutes: January 3, 2023**

- a. Chris motioned to approve the minutes as presented, Sean gave the motion a second, and all approved.

4. **Officer Reports**

- a. **Chair:** Stuart Palmer
 - i. Stuart and Amy Secretin of A/P Council met with Dr. Kinzy last week at their monthly meeting.
- b. **Vice-Chair:** Chris Roberts
 - i. Thanks for letting the Strategic Planning hold the discussion before the council meeting.
- 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 1800000515**
 - a. Current Balance:
 - 3. **Contractual and Commodities GR 18000000**
 - a. Current Balance:
 - i. Use: Print pieces, events
(holiday/parade/picnics/nametags)

5. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer
 - i. Next Senate meeting is January 25.
- b. **ISU Annuitants Association Representative:** Sam Lowery
 - i. No Report
- c. **Campus Communication Committee:** Stuart Palmer (by virtue of office), Need 2nd Volunteer
 - i. Meeting coming up – we still need a second volunteer to attend these meetings.
- d. **University Strategic Planning Committee (previously ECE):**
 - i. The CSC council new strategic planning committee representatives: Sean and Jamie.
- e. **Employee Advisory Committee Representative (EAC):** Christa Lawhun
 - i. Meetings begin next week
- f. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
 - i. No Report

- g. **Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer, Sean Thornton volunteered for the 2nd representative as of today.
 - i. No Report
 - h. **University Foundation Rep:** Need Volunteer
 - i. **Staff Council Merger:**
 - i. Stuart gave a summary of the merger process and asked for volunteers for a committee to prepare for the merger: Sean, Beth, Todd, and Chris volunteered.
6. **Human Resource Report:** Colette Homan
- a. Additional Training/Learning - HR Calendar is being updated currently and we are adding supervisor-focused learning opportunities for early spring. Finalizing dates and will communicate out to Deans/Directors/Dept Heads as soon as we have it more solid for spring
 - b. Remote Work/Flex Work - Remote work requests - extension/change communication will go out shortly for those that may have expired/expiring the last few weeks. As a reminder, the new form is all electronic at this time.
 - c. Executive Order extended - COVID leave still in place at Illinois State University
 - d. Years of Service Committee Update: The committee will have a final meeting February 8th. The President and Cabinet have approved how the service awards will be handled starting in 2023 going forward. I will check to see how soon I can provide the information or if the President's office wants to announce.
7. **Standing Committee Reports**
- a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah
 - i. Need Volunteer
 - b. **Governing Documents Review:**
 - i. Need Volunteer
 - c. **OpenLine:** Lawrence Lair, Sean Thornton
 - i. SpotLight is being set up for this year.
 - d. **Marketing/Legislative:** Sean Thornton
 - i. No Report
 - e. **Webmaster:** Lawrence Lair
 - i. No Report
8. **Ad Hoc Committees:**
- a. **Homecoming Parade (Sept./Oct.):** Need Volunteer
 - b. **Civil Service Awards:** Need a volunteer
 - i. CS Distinguished Service Award
 - ii. Esprit de Corps Award (Chair of CS Council and chair of A/P Council co-chair this award)
 - iii. Team Excellence (Chair of CS Council sits on the award committee)
 - c. **Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation:** Beth Porter
 - d. **Elections (March-May):** Need Volunteer
 - i. Fact finding after the January 3 meeting:

1. Sean has a saved document of the last election marketing materials.
2. Stuart is in conversation with Narry Kim and Amy Witzig on possibly co-chairing with a current council member to walk the council through the process.

e. Scholarship Raffle (Oct – Dec): Need Volunteer

f. Scholarships: (June – Aug): Beth, Aubrey (by virtue of office, Treasurer), and Judi are working on Scholarships.

i. Still a work in process:

1. We have three ISU scholarship app
2. We have two out of state scholarship app
3. We potentially have one CS staff app for the Johannsen employee scholarship.

a. We are looking for past processes to be sure we are covering all our bases as we move forward to award scholarships.

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

- i. Report from Troy on the success of this year's Toys for Tots Toy Drive 2022:
 1. No report yet.

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

- i. Report on committee meeting will be held on Jan. 11, 2023, at 3 p.m. via Zoom.
- ii. 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

9. Old Business:

- a. Please review the [Staff Success Survey results](#) on the President's website. Stuart would like to discuss the survey results at our meeting **January 31**.

10. New business:

11. Announcements:

12. Adjournment:

- a. Evelyn motioned to close the meeting and Sean gave the motion a second, and all approve.

Next meeting: January 31, 2023

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 –Feb. 14, Feb. 28, Mar. 14, Mar. 28, Apr. 11, Apr. 25, May 9, May 23, June 6, June 20.

Upcoming CSC Important Dates:

Submitted by Beth Porter