



## CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, January 31, 2023

Noon – 1 p.m. – [ZOOM](#) only

### Members Present:

Aubrey Henson  
Judi Khalilallah  
Lawrence Lair

James Neville  
Stuart Palmer  
Beth Porter

Chris Roberts  
Matt Wing  
Sean Thornton

### Members Not Present:

Evelyn Whitfield  
Todd Long

### Visitors & Ex-Officio Members Present:

Colette Homan  
Samantha Lowry

1. **Call to Order: 12:02**

2. **Approval of Minutes:**

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

3. **Officer Reports**

a. **Chair:** Stuart Palmer

- i. No report

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 1800000515**

- a. Current Balance:

3. **Contractual and Commodities GR 18000000**

- a. Current Balance:

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

4. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Stuart Palmer – The Senate had two presentations given. President Kinzy gave an update on the IBHE (Illinois Board of Higher Education) Funding process and Nick Stoff gave a presentation on Winter Cleanup and that process. A vote was taken to update Policy 3.1.11 Leave of Absence due to changes in IL law specifically 820 ILCS 154\_Family Bereavement Leave Act.
  - i. Lawrence asks if the before and after of the leave of absence policy could be shared? Stuart will send it out if anyone wants, send him an email.
- b. **ISU (Illinois State University) Annuitants Association Representative:** Sam Lowry
  - i. Sam met with Barb (Dillinger) to get an overview of the Annuitants Association and looks forward to the first meeting.
- c. **Campus Communication Committee:** Stuart Palmer (by virtue of office), Need 2<sup>nd</sup> Volunteer
- 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
- f. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
  - i. Friday, January 27, Police Advisory Council meeting.
    1. The ISU Police Department hired two people; however, one has already left. The department is still looking for candidates and hoping for new hires. They are looking into a quicker hiring process.
    2. The government has submitted \$10,000 grant funding towards law enforcement to support recruitment and retention initiatives, such as conducting research to determine why there is disinterest nationwide.
    3. The Five-year Strategic Plan for the department was reviewed, and feedback sought. Suggestion: Include space for an individual's complaint to ask for final decision
    4. The ISU Police Department is working with the Mental Health Crisis Team. It was noted that mental health calls are increasing—more mental health issues than alcohol related are being recorded. Recruitment and hiring professionals are the biggest issue. The salary of a licensed Social Worker is on average \$70,000, depending on the district.
    5. It should be noted that the ISU Therapy Dog program has influenced other campuses and community engagement police departments to implement the same initiative in their communities.
    6. Next meeting scheduled: March 3, 2023
- g. **Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer

- i. Sean Thornton volunteered for the second representative as of today.
    - h. **University Foundation Rep:** Need Volunteer
    - i. **Staff Council Merger:**
      - i. Sean, Beth, Todd, and Chris volunteered.
5. **Human Resource Report:** Colette Homan
- a. The Civil Service Council treasurer will be sent the Civic Service Council awards billings for the half portion of the Esprit de Corp award and other CSC awards for the plaques and monetary awards.
6. **Standing Committee Reports**
- a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah,
    - i. Lawrence Lair has volunteered to be on this committee.
    - ii. Stuart will investigate the formstack that outside vendors can apply to be part of the discounts program.
  - b. **Governing Documents Review:** Need Volunteer
  - c. **OpenLine:** Lawrence Lair, Sean Thornton
    - i. OpenLine will be caught up next week
  - d. **Marketing/Legislative:** Sean Thornton
    - i. No report
  - e. **Webmaster:** Lawrence Lair
    - i. No report
7. **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 reported on speaking with Narry Kim about co-chairing with a current council member to walk us through the process. Narry cannot help now but could guide someone on the election process.
      - 3. Aubrey has VOLUNTEERED to lead elections – Stuart will get Aubrey in contact with Narry!
  - 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.
    - i. 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:
- 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 information will be shared in March.
 

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

8. **Old Business:**

- a. Please review the [Staff Success Survey results](#) on the President's website for today’s discussion:
  - i. Lawrence expressed two concerning items:
    - 1. The first was the measure of satisfaction of a supervisor, that there is not a formal review process of direct supervisors. The second was that there was no way for a supervisor to receive constructive feedback.
    - 2. Sam shared that she was familiar with the 360-review process, and it could be something to benefit the University.
  - ii. Sean stated that the measure of professional development may not mean that staff do not want to seek professional development but are not provided the time to conduct professional development.
    - 1. Samantha pointed out that the survey did find that staff feel they have a high workload so may not have time to do professional development.
  - iii. Lawrence pointed out that staff feel they are doing more than their job description, to a point beyond the classification of “other job duties.”
  - iv. Beth mentioned the dissatisfaction with the Wellness for employees – not using the benefits as they do not have the time for the free wellness benefits during the day. Also, that staff may choose to pay for a recreation pass or wellness classes, but many of the offerings and times available do not focus on staff needs.
  - v. Sean asked how this data is going to be assessed across campus.
    - 1. Stuart stated that the President’s cabinet and Senate are reviewing the survey and making decisions on how to move forward with the data.

- vi. Samantha said this was the quantitative data set we reviewed and asked what was done with the quantitative data?
  - 1. Chris replied that the president received all the data unfiltered and coded to keep anonymous. To keep the anonymity the cabinet received a more filtered copy of the results.
- vii. Samantha asked how frequently these types of surveys go out to staff?
  - 1. Stuart said the plan is to implement changes based on the first survey and then send out a follow-up in a couple of years to see how the changes have worked.
  - 2. Chris said that the University participates in external surveys to compare our institution to other institutions, and the University also wants to be responsible to the amount of surveying being conducted and is aware of the number of surveys staff are asked to take.
- b. Stuart stressed that anyone may send him comments privately and he would share them anonymously with the president along with the results of this public discussion.

**9. New business:**

- a. Beth asked Stuart to talk to APC (Administrative Professional Council) Chair Amy Secretan to see if AP still wanted to do a lemonade happy hour closer to the Civil Service Council and AP Council elections. This was a suggestion that Amy had made when we were planning the Say Hello with Hot Cocoa Staff Appreciation event.

**10. Announcements:**

Chris: The strategic planning survey will be coming out soon, please consider helping and fill out this survey.

**11. Adjournment: 12:58**

- a. Chris motioned for adjournment, Sean gave a second to the motion, and all approved.

**Next meeting:** February 14, 2023

**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 –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