



CIVIL SERVICE COUNCIL MEETING AGENDA

Tuesday, February 14, 2023

Noon – 1 p.m. – [ZOOM](#) only

Members Present:

Aubrey Henson
Judi Khalilallah

Beth Porter
Chris Roberts

Sean Thornton
Matt Wing

Members Not Present:

Stuart Palmer
Christa Lawhun, ex-officio
member

Sam Lowry, ex-officio
member
Jamie Neville

Evelyn Whitfield
Lawrence Lair
Todd Long

Visitors & Ex-Officio Members Present:

Colette Homan
Holly Johnson

1. **Call to order – 12:07 p.m.**
 - a. There was not a quorum at the beginning of the meeting, but around 12:15 p.m., more members joined the Zoom meeting to hold quorum approval of minutes.
2. **Approval of Minutes:**
 - a. Sean motioned to approve the minutes as presented; Matt gave the second for the motion, and all approved.
3. **Officer Reports**
 - a. **Chair:** Stuart Palmer – Stuart appointed Chris Roberts to chair the meeting.
 - i. Senate Planning & Finance Committee Meeting Report (Beth Porter reporting, subbed for Stuart)
 1. The committee quickly reviewed the Issues Pending policy updates as the revisions were minor.
 2. Guests: Dave Marple, director of Risk Management, and Adam McCrary, director/biosafety officer for Environmental Health and Safety, presented a Brief Study: "Campus Pedestrian and Vehicular Safety and Transportation Planning." Upon the unfortunate incident causing the death of a member of the University, OSHA has issued an alert to the University to do a safety study on our pedestrian pathways that allow vehicular transportation such as bikes, e-bikes, scooters, and any other wheeled devices that transport people. The study reviewed four similar-sized campuses to ISU (Illinois State University). No campuses reviewed banned e-bikes. They are recommending dismount zones. They do not

have a set penalty yet, but citations can be issued. There were four areas of concern: The Quad, the College Ave underpass, the In Exchange area, and the fourth area I did not get in my notes. They would like to get this passed in hopes of having this in place for fall and having time to advertise to the University community and students this summer during Preview. Ideally, they want ISU PD to help with the Fall kickoff and pass out gift cards to those who comply with the demounting of their transportation devices. Bike police, fire, and emergency vehicles would be exempt from this policy. Also, any ADA devices would be exempt too. As technology changes, waivers will be applied to other devices.

- a. The student representatives had concerns about the police being exempt from the policy when they were not using the paths for an emergency. They also felt the police should not be used to promote the new policy and dismount zones and expressed concern that the penalties for not dismounting are not set in the proposed policy. It was suggested that RSOs (Registered Student Organizations) that promote outdoor activities and the Wellness department help kick this off and offer positive reinforcement by passing out gift cards to those who comply with the dismount zone.
 - b. The study team was asked if they are partnering with Normal/Bloomington cities, the bike shops in town, and the various cycling clubs to gain insight, support, and feedback on the issues. They responded that they had not yet. They are still waiting on the data from the peer institutions that have implemented changes such as the dismount zones to know what effect other universities' outcomes have experienced since implementing their new policies.
 - c. It was also asked if wheeled device permits could be issued to students for a nominal fee and if a safety course could be tied to receiving the permit. The fee could go directly to the dismount zone upkeep of signage.
 - d. Another suggestion was to study the bike paths and produce separate paths for pedestrians and wheeled devices. A college in southern California was suggested for study as they had successfully made this work.
- ii. Academic Senate Meeting Report (Beth Porter)
 1. President Kinzy was absent due to hosting Alumni and business associates at the ISU/Bradley game but sent her greetings. In all the administrator remarks was the sadness of the loss of student Matthew

Listman this past month and to our students, staff, and faculty from Syria and Turkey who have families affected by the recent earthquake.

2. Janice Bonneville gave a SURS (State Universities Retirement System) update affecting new faculty/staff hires at ISU beginning July 1, 2023.
3. The Senate then went through many Information/action items.
4. Guests: Dave Marple, director of Risk Management, and Adam McCrary, director/biosafety officer of Environmental Health and Safety, presented a Brief Study: "Campus Pedestrian and Vehicular Safety and Transportation Planning."
 - a. Much of the same discussion from the Planning and Finance Committee happened again. Many senators expressed many near misses with being run over by bikes. A senator then called for a motion to decide on the policy tonight and not wait until the next Senate meeting. Much debate was had, and a roll call vote was taken. It did not pass. The next Senate meeting will propose to vote on the dismount zone policy.

b. Vice-Chair: Chris Roberts

i. No report

c. Secretary: Beth Porter

- i. I began to investigate all the CSC emails and sent a ticket to IT to ask for any listservs that are public or private to the CS Council.

1. CSCouncil regular email: ***CivilServiceCouncil@ilstu.edu***
2. I have a public email grouping: ***Civil Service Council_Spr23***
3. A past council member has an active email grouping that can still be used but is inaccurate. I need to investigate if there is a way to remove it if the person does not respond to requests. ***Cscouncil***
 - a. Collette will check on the HR listservs to see if they have updated the Cscouncil listserv.

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. **ISU Annuitants Association Representative:** Sam Lowry
 - i. SUAA office team prefers S-U-A-A.
 - ii. Some bills are being written and seeking additional House and Senate sponsorship. These bills are not favorable to ISUAA membership's future. We did some brainstorming and agreed to several additional meetings soon.
 - iii. The greatest thing we can do is increase membership. Numbers talk and get legislative attention. AFSCME has a very powerful lobby group and legislative support. David Koehler is leaning toward supporting their requested changes rather than supporting us. Our numbers need to increase to resist a change in benefits and coverage. Our most recent membership reports show 260 memberships in a lapsed status. There are 1004 active memberships, and eight are in a grace period on their way to expire. We need to reach out to these people and find their actual status.
 - b. **Campus Communication Committee:** Stuart Palmer (by virtue of office), Need 2nd volunteer
 - i. No report
 - c. **NEW University Strategic Planning Committee (previously ECE):** Sean and Jamie.
 - i. No report
 - d. **Employee Advisory Committee Representative (EAC):** Christa Lawhun
 - i. No report
 - e. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
 - i. The next meeting is in March
 - f. **Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer, Sean Thornton
 - i. No report
 - g. **University Foundation Rep:** Need Volunteer
 - i. Need volunteer
 - h. **Staff Council Merger Committee:** Sean, Beth, Todd, and Chris
 - i. No report
5. **Human Resource Report:** Colette Homan
- a. **Policy update: 3.4.7** (employment in excess) **was updated to 3.2.21** and approved at the last Senate meeting. A likely notable language update is that the reference was to credit hours and an effort to recognize that some courses are larger than three credit hours. Pending signature at this time.
 - b. **SURS 457 Deferred Comp Update: Public Act 100-0769** required the creation of the SURS DCP (deferred compensation plan). This means that employees "New to SURS" will default to a savings plan. Those employees can opt-out and will be informed about this upon hire. Goes into effect 7/1/23.
 - c. Employee Advisory Committee Representative (EAC) members and HR directors from around the state plan a combined meeting for spring.

6. Standing Committee Reports

- a. **Discounts:** Chair, Lawrence Liar, Judi Khalilallah
 - i. No report
- b. **Governing Documents Review:** Need Volunteer
 - i. No report
- c. **OpenLine:** Lawrence Lair, Sean Thornton
 - i. No updates as of yet
- 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
 - i. There are no updates on **the lemonade social for spring**
- d. **Elections (March-May):** Aubrey Henson
 - i. I met with Narry for an election tutorial, and she is awesome.
 - ii. Sean will update the election advertisement for mailing and send it to Aubrey for distribution.
- 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. The committee has chosen the scholarship winners and set in motion the process to go through the credentials process before the letters are sent to the students.
 1. We have three ISU scholarship applications.
 2. We have two out-of-state scholarship applications.
 3. The employee who sent in the Carl Johanson Scholarship application chose to sit this year out of school. The staff members have been encouraged to apply again.
- 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 host 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 March.

*School Street Food Pantry
Saturday, April 15, 2023
8 a.m. to Noon*

8. **Old Business:**

9. **New business:**

10. **Announcements:**

11. **Adjournment: 12:33 p.m.**

a. Beth motioned for adjournment; Sean gave a second to the motion, and all approved.

Next meeting: February 28, 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. 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