



## CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, February 28, 2023

Noon – 1 p.m. – [ZOOM](#) only

### Council Present:

Aubrey Henson  
Judi Khalilallah  
Lawrence Lair  
Todd Long

Jamie Neville  
Stuart Palmer  
Beth Porter  
Chris Roberts

Sean Thornton  
Matt Wing

### Council Absent:

Evelyn Whitfield

### Ex-official and Guest present

Samantha Lowry  
Colette Homan

#### 1. Call to Order: Noon

#### 2. Approval of Minutes: 2/14/2023

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

#### 3. Officer Reports

##### a. Chair: Stuart Palmer

1. **Meeting with the President:** Monday, March 6, will be the first meeting with President Tarhule with the AP and CS chairs.

- a. Stuart was asked how the new University chain of command is being set:

- i. Tarhule, president
- ii. Ani Yazedjian, acting provost

1. Later in the spring, the acting Associate Provost will be named.

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

##### c. Secretary: Beth Porter – 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. **ISU Annuitants Association Representative:** Sam Lowry
    - i. No report
  - b. **Campus Communication Committee:** Stuart Palmer (by virtue of office), Need 2<sup>nd</sup> Volunteer
    - i. The CCC letter was read and recommended to the Board of Trustees that we go back to how presidential searches happened before professional search companies.
  - c. **Finance/Planning Committee representative:** Stuart Palmer (by virtue of office)
    - i. – The new strategic planning committee gave a presentation, much like the one given to the CSC council in January.
  - d. **Senate representative:** Stuart Palmer (by virtue of office) –
    - i. The *NCAA Constitution and New NIL Visualize Program* was presented by the NCAA Division I Board of Directors and Professor of Marketing Jeri Beggs, Director of Athletics Kyle Brennan, and Senior Deputy Director of Athletics Leanna Bordner. The issue at the national level of NIL, Name image likeness, has become an issue for all schools. Different states have different rules, and the NCAA pushes for a national policy to avoid student/school deals between states.
    - ii. Passed an updated version of Policy 5.1.8, which deals with recreation and transportation on campus, and this now includes language regarding dismount zones on campus.
  - e. **University Strategic Planning Committee (previously ECE): Sean Thornton and Jamie Neville**
    - i. No report
  - f. **Employee Advisory Committee Representative (EAC):** Christa Lawhun
    - i. No report. The next EAC meeting is set for 4/20 at ISU.
  - g. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
    - i. No report
  - h. **Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer, Sean Thornton
    - i. No report
  - i. **University Foundation Rep:** Need Volunteer
  - j. **Staff Council Merger:**
    - i. Stuart summarized the merger process and asked for volunteers for a committee to prepare for the merger: Sean, Beth, Todd, and Chris volunteered.

- ii. Amy, Jeff, Martha, and Stuart met last week about where the merger is going.
  - 1. As part of the bylaws, there should be two people from the council, and after the merger, seek to add two later (from a/p and one from CSC.)

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 still 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. This is a reminder/repeat from the last meeting.
- c. Tuition Waivers for next year: Faculty and staff who have a dependent child attending Illinois State University should submit a tuition waiver application to the Human Resources Office by June 1. This will ensure that a credit is received on the first tuition bill. The Interinstitutional Tuition Waiver Application is located on the Human Resources website at <https://hr.illinoisstate.edu> – additional communication to all employees will be forthcoming via news.ilstu.edu
- d. EAC/HRDAC will have a combined meeting on April 19.

6. **Standing Committee Reports**

- a. **Discounts:** Chair, Lawrence Lair, Judi Khalilallah
  - i. Stuart is working on how to reassign the Formstack form.
  - ii. Lawrence has access to Formstack, and once they have acc
  - iii.
- b. **Governing Documents Review:** Need Volunteer
- c. **OpenLine:** Lawrence Lair, Sean Thornton
  - i. **Needs help with reaching out to new employees to spotlight.**
  - ii. Sean needs to reach back out to employees’ supervisors for quotes
- d. **Marketing/Legislative:** Sean Thornton
- e. **Webmaster:** Lawrence Lair
  - i. Approved CSC minutes have been uploaded to the website, and committee positions have also been updated.

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):** Aubrey Henson
    - i. **Ontrack with everything** – Narry has been fantastic!
      - 1. **Heads up to Lawrence to update the CSC website soon.**
        - a. All the election information will be sent to Lawrence for updates.
        - b. Sean, can you please update the election flyer? Sean replied he will do it by the end of this week.
  - 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. No CS staff apps for the Johannsen employee scholarship.
        - a. We are looking for past processes to ensure we cover 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. The next committee meeting is on March 6, 2023, at 2:30 p.m. via Zoom.
    - ii. 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 the new year.
 

*School Street Food Pantry*  
*Saturday, April 15, 2023*  
*8 a.m. to Noon*
8. **Old Business:**
  - a. Sean, Beth, Todd, and Chris – Staff Council Merger will move forward this spring.
9. **New business:**
  - a. none
10. **Announcements:**
  - a. Aubrey Henson announced – Rachel Caracci is leaving the University – There will be a Destihl Open house on Friday – let Aubrey know if you want to attend. Aubrey will send an email invite.
11. **Adjournment: 12:43 p.m.**
  - a. Jamie motioned to approve the minutes as presented, Judi gave the motion to second, and all approved.

**Next meeting:** March 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 –March 14, March 28, April 11, April 25, May 9, May 23, June 6, June 20.

**Upcoming CSC Important Dates:**

Submitted by Beth Porter