



**Members Present**

Judi Khalilallah  
Lawrence Lair  
Todd Long

Stuart Palmer  
Beth Porter  
Chris Roberts

Sean Thornton  
Matt Wing

**Members Absent**

Aubrey Henson

Jamie Neville

Evelyn Whitfield

**Ex-Officio Members and Guests**

Holly Johnson

Christa Lawhun

Samantha Lowry

1. **Call to Order: 12:03**
2. **Approval of Minutes:** The previous meeting's minutes were not submitted yet from the last meeting by the person who took the minutes in Beth's absence.
3. **Officer Reports**
  - a. **Chair:** Stuart Palmer – missed last pres. meeting, Amy still met at Stuart's urging and will get notes from the previous session.
  - b. **Vice-Chair:** Chris Roberts –
    - i. The new merger committee will meet tomorrow.
  - c. **Secretary:** Beth Porter –
    - i. The Civil Service Council had an email notification from a University staff member on 4/20 alerting the council to outdated committee chairs listed on the Civil Service website. Thank you to whoever took care of that update – the website is updated! However, Sean forwarded the email to me later in the day, and I never received the original email from the sender, which led me to another conversation with the IT department to try and unravel who is attached to what emails. Saturday, April 16, I created a group email with the CS Admin board in my MS Outlook temporarily and called it [CivilServiceCouncil@IllinoisState.edu](mailto:CivilServiceCouncil@IllinoisState.edu). I attached it to the website until I could get with IT to find out the actual email created to go with our MS 360 CSC TEAM site. I did not know this email existed: Civil Service Council [<civilservicecouncil@ilstu.edu>](mailto:civilservicecouncil@ilstu.edu), made for the CS council MS 360 TEAM site. I was lucky to have selected the actual name of the MS 360 CSC TEAM site, or not, as this has led to much confusion for the IT department. The IT department is telling me that others cannot access the personal group email I created at the University.
    - ii. Email Report

1. [CScouncil@ilstu.edu](mailto:CScouncil@ilstu.edu) is the email attached to the Civil Service List Serve. I am requesting that IT only make the CS Admin Board the list's administrators serve email. To my knowledge, the board is also the administrator of the CS list Serve.
2. Civil Service Council [civilservicecouncil@ilstu.edu](mailto:civilservicecouncil@ilstu.edu) is the email tied to the CS Council MS 360 TEAM. All who are added to the CS Council TEAM receive emails sent to it.
  - a. Except for me currently. I am one of four owners/admin of the CS Council TEAM, but I am not receiving emails sent to Civil Service Council [civilservicecouncil@ilstu.edu](mailto:civilservicecouncil@ilstu.edu). On Monday, 4/24, IT sent a message to this email asking all who received it to respond or forward a message to me. If you are reading this report and did not get an email from IT, please tell me.
3. Emails also attached to the council:
  - a. [EmployeeDiscounts@IllinoisState.edu](mailto:EmployeeDiscounts@IllinoisState.edu) - Who receives these?
  - b. [CSCOpenLine@IllinoisState.edu](mailto:CSCOpenLine@IllinoisState.edu) - Who gets these?
4. Does the CSC have any other emails that we need to document?

**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 –**

- i. **Senate Planning and Finance Committee** – This was the last meeting until next fall. We finalized the policy brief related to Vehicular and Pedestrian Safety.
- ii. **Academic Senate:** Several action items were passed regarding updates to Senate bylaws. Jeff Helms (A/P rep) and I spoke out regarding part of the language of liaisons to ensure they could always participate in the committee meetings they attend. The language proposed was accepted as a friendly amendment. The next Senate meeting is tomorrow, April 26. The new Senate will be seated, and there are no Committee meetings (other than Faculty Caucus). The newly updated bylaws that affect CSC is the creation of ex-officio rolls for CS and AP staff liaison roles. There is language in the policy that says

that the chair must recognize the liaison for them to have a voice. A new language was introduced, and the liaisons could participate fully, except for not having a vote. Liaisons also would not be allowed to hear confidential matters.

iii. **Senate has a meeting tomorrow.** April 26

b. **ISU Annuitants Association Representative:** Sam Lowry

i. **No report**

c. **Campus Communication Committee:** Stuart Palmer (by office), Need 2<sup>nd</sup> Volunteer

i. May 8, next meeting. Stuart must have a volunteer take his place as he will miss this meeting.

d. **University Strategic Planning Committee (previously ECE (Educate Connect Elevate)):**

i. The CSC council has new strategic planning committee representatives: Sean and Jamie.

e. **Employee Advisory Committee Representative (EAC):** Christa Lawhun – submitted the following report:

i. University Civil Service Merit Board meeting – (via Zoom) – March 16, 2023

1. Report of Chair – Jill Odom, the meeting went smoothly and was kept short, so we got thru the other meetings of the day. The next meeting is June 8, 2023.

ii. Human Resource Directors Advisory Committee (HRDAC) – April 19, 2023, at ISU

1. Twenty were present at the meeting. A positive tone and a positive meeting. Very productive, though not time to get through all the agenda. The next meeting date is not set but will schedule for August and then October.

iii. Executive Committee Meeting – February 23, 2023 – (via Zoom)

1. Chair Michael Pulley, SIU-E, led the meeting and did not have a quorum. Annual review of bylaws. Four topics are residency requirements, grant funding, and improving communications with both groups. Discussion of our primary goals. Did not fully get into the plans.

- Confusion over languages on the campuses. Pre-disciplinary coming into problems with the policy languages.
- The credential assessment test and rubric were discussed. HR shared their perspective. The topic was tabled for the next meeting due to time constraints.
- Definitions were inconsistent across the board of universities— plans for Open and continuous testing.
- Grading rubric – test key should only be at HR.
- Knowledge of credential assessment tests.
- How can we help institutions with less than employees? It was not get addressed.
- Pilot -change to the act per Gail, less granular rubric.

Residency requirements: HB 1767 amendment Rep Hammond – for police classifications do not require residency to apply for a position. Shell bill –

modifying our act. I went through the house – only supposed to apply to police classifications. Rep Harris picked up in Senate as written and brought to the floor. 108-0 passed.

iii. **General notes from the meeting**

- HB 0995 passed hours on to Senate
- HB1097 @rules committee
- HB1408 Open Meeting Act
- HB2049 Harassment
- HB2589 Tier III
- HB1172 shell bill – 100 shell bills – language irrelevant
- New 1172 on 103 current 1172 different from old
  - a. JCAR = Join Commission advises on Rules
  - b. DER – Designated employee representative

iv. **Executive Committee**

- Residency requirement – can be removed
- HRDAC- Rule 3 in administrative rules – larger employee pools  
State – 3 highest scores on the register
- 110.7036/8 Section 1 part of the act would need to be revoked.
  - Then you get all for interviews
  - The goal is for more applicants
  - Tests are not for use
  - Credential assessment
  - How often do we have no applicants
- Extra help – 900 hours (extended once for 1800 hours) wanting more hours from additional support and then can hire full-time if position required.
- Extra help needs a new set of rules.
- Outsourcing/privatizing – but options Board of Trustee must address the use of boxes w/?
- Developing new employment statuses
- Testing /Grading of tests

The next EAC meeting is July 13 – 14, 2023, at Governor State University

f. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah submitted the following report:

i. ISU Police Advisory Council Meeting | April 21, 2023

1. Department updates

- Hiring updates—made two offers; if accepted and pass background check & psychological training, candidates will attend the academy for six months. The department is still down one officer and still searching. There will also be a posting for a dispatcher position soon.
- Re-accreditation update—ISU Police Dept was highly commended for Community Engagement involvement.

2. Meeting topic:

- Community Engagement Unit End of Year Update—ISU Police Dept is involved, i.e., food pantries; campus events; religious institutions; homeless involvement (helping with food insecurity); many officers volunteer their time

to attend events to enhance the presence of the ISU Police Dept. within the community.

3. Next meeting date—no summer meetings

· September 2023

- g. Parking and Transportation Advisory Committee Rep(s):** Stuart Palmer, Sean Thornton
    - i. **No report**
  - h. University Foundation Rep:** Need Volunteer
  - i. Staff Council Merger Rep:** Sean, Beth, Todd, and Chris volunteered.
    - i. Next Meeting: 4/26/23 at 2 pm on Zoom
5. **Human Resource Report:** Colette Homan
- a. Colette is tabling at a job fair with the ISU HR department at Grossinger Motors Arena today. As always, if any questions arise for HR, please feel free to email Colette, and she will reply to all.
6. **Standing Committee Reports**
- a. Discounts:** Lawrence Lair, Judi Khalilallah
    - i. No report
    - ii. Christa asked how this works. Stuart shared that those vendors can use the CSC website to propose discounts for employees, and Council members can also seek discounts from vendors.
  - b. Governing Documents Review:** Need Volunteer
  - c. OpenLine:** Lawrence Lair, Sean Thornton
    - i. Next OpenLine and SpotLight articles are being put together!
    - ii. Did we receive a response about how the physical mailing list is updated?
  - d. Marketing/Legislative:** Sean Thornton
  - e. Webmaster:** Lawrence Lair
    - i. **Discounts are the only page that needs to be updated.**
    - ii. Lawrence updated the committee appointments on the website.
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
  - e. Scholarship Raffle (Oct-Dec):** Need Volunteer

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

i. We are closer to awarding this year's scholarships. We are waiting for one more item; then, the award letters will be sent out. I am hoping for the first week of May.

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 ensure we cover all our bases as we move forward to award scholarships.

ii. FY24 CS Scholarships will be awarded once and paid out once. The awards will not be split for each semester.

1. All applications will be posted online and will be digital applications.

2. There will be an application for each type of scholarship

a. ISU | non-ISU | Carl Johanson

b. Applications will be available from October 1, 2023, through December 31, 2023.

c. The Scholarship Committee will begin selection work after the 10<sup>th</sup> day of the spring semester, so we know that applicants are still enrolled per scholarship directives.

d. FY24 full Scholarships will be awarded in March 2024.

**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. Civil Service Council/Administrative Professional Council

*School Street Food Pantry | Drive-Thru Food Drive Event Report*

*Saturday, April 15, 2023, held from 8 am to Noon*

Doris Groves, chair of the School Street Food Pantry, said the event was a success, and the pantry shelves were filled when we left to get them through until summer and other food drives.

Approximately 63 cars pull through the food drive.

92 volunteer slots were available

32 slots were filled

18 people signed up for the 32 slots

Three children tagged along to help!

% Filled: 34.78%

Suggestions from Doris

-Work with WGLT and WJBC the week before the event to get the message out to the community about the food drive. Have a spokesperson from the School Street Pantry and council members get on the radio to advertise the work being done at the pantry and the needs.

-Possibly shorten the drive to 3 hours – 9 am to Noon

-The date is excellent, as many colleges do food drives within their Building/areas in the fall.

**Kudos to ALL who volunteered their time and energy for this event.**

Thank you to all those who provided marketing expertise! These folks are the unsung heroes of all CS/AP programming to get the news out.

- Social media posts/events created.
- News articles were written and shared.
- Design of digital and PDF signage for use around campus was created and shared.
- Market boards were created and donated permanently for the SSFP.

The weather was fantastic!

The donors were very generous with the food items donated.

Donors provided cash donations as well.

Please send Beth Porter any feedback, suggestions, or constructive criticism for the end-of-event report to have information for next year at [eporte4@ilstu.edu](mailto:eporte4@ilstu.edu).

Possibly Contact Troy Ziegler about coordination of collections on campus also for future events.

**8. Old Business:**

- a. Commencement Volunteers are needed! If you have any time to give, it will be appreciated.
- b. Stuart will check in with Aubrey on upcoming CSC voting.

**9. New business:**

- a. Beth Porter asked council members to check in with their building facilities reps to see what changes are coming to their position and how they understand their role.

**10. Announcements:**

**11. Adjournment: 12:57 pm.**

- a. Sean motioned to adjourn the meeting, Jamie seconded the motion, and all approved.

**Next meeting: May 9, 2023**

**Reminders:**

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

**Upcoming CSC Meeting Dates:**

2022-2023 Dates –May 9, May 23, June 6, June 20.

**Upcoming CSC Important Dates:**