



## CIVIL SERVICE COUNCIL MINUTES

Tuesday, June 20, 2023

Noon – 1 p.m. – [ZOOM](#) only

### **Members Present:**

Lawrence Lair  
Stuart Palmer  
Beth Porter  
Evelyn Whitfield  
Chris Roberts  
Matt Wing  
Sean Thornton

### **Members Absent:**

James Neville  
Aubrey Henson  
Judi Khalilallah

### **Ex-Officio Members and Guests**

Colette Homan  
Samantha Lowry  
Holly Johnston  
Christa Lawhun

1. **Call to Order: 12:05 p.m.**
2. **Approval of Minutes: June 6, 2023**
  - a. Samantha motioned to approve the minutes as presented. Sean seconded the motion, and all were approved.
3. **Officer Reports**
  - a. **Chair:** Stuart
    - i. Stuart announced it would be his last meeting to preside over. Thanks to all who attended the meeting with President Tarhule. Include the date and time of the meeting.
  - b. **Vice-Chair:** Chris
    - i. Chris thanked everyone for putting him back on the council. He has enjoyed serving, and his appointed term ends at this meeting. The presentation to the Board of Trustees of the latest developments in the University's strategic plan went well and was approved to move forward. There will be more strategic plan

meetings with the CS Council later in the year to continue informing all the groups on campus of the updates.

- c. **Secretary:** Beth
    - i. No report – Gave thanks to everyone stepping off the council for their time given to keep the Civil Service Council running.
  - d. **Treasurer:** Aubrey
    - i. No Report
    - ii. **Financial Report**
      - 1. **Foundation (Scholarships)**
        - Employee Donation CS Scholarship
        - 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 (parade/picnics/nametags)
4. **Civil Service Representatives Reports:**
- a. **Academic Senate:** Stuart
    - i. The Senate is only on call for the summer.
  - b. **ISU Annuitants Association Representative:** Samantha
    - i. No report
  - c. **Campus Communication Committee:** Stuart (by virtue of office), Need 2<sup>nd</sup> Volunteer
    - i. The next meeting is in July. Contact Kira Hasselrig to connect with new committee members.
  - d. **University Strategic Planning Committee (previously ECE (Educate Connect Elevate)):** Sean
    - i. We now have strategic directions approved by the President and the Board of Trustees to move forward with strategic plans.
  - e. **Employee Advisory Committee Representative (EAC):** Christa
    - i. No report – July 14/15 are the next meetings.
  - f. **ISU Police Chief Advisory Council Rep:** Judi
    - i. No report – no meetings until fall.
  - g. **Parking and Transportation Advisory Committee Rep(s):** Stuart, Sean
    - i. No report – but please read your emails as the new ISU Parking Permit system is rolled out.
  - h. **University Foundation Rep:** Evelyn
    - i. The University Foundation meets this upcoming Friday.
  - i. **Staff Council Merger:** Beth and Sean
    - i. No updates from the last meeting.

5. **Human Resource Report:** Colette
  - i. No report. Stuart thanked Colette for her help on the CS Council through the years.
  
6. **Standing Committee Reports**
  - a. **Discounts:** (Chair, Need Volunteer), Judi Khalilallah, Lawrence
    - i. Discounts got a submission 10% discount off [starwhip.com/](http://starwhip.com/)
    - ii. Lawrence asked if we have criteria for what we should add to our employee discount. Colette asked if we have a criteria sheet for what we include and do not.

Stuart noted that the Alamo II and the BSC Bookstore have merged. We need to reach out and ask if they will be offering an employee discount.
    - iii. Matt Wing commented that we do not use this employee discount due to the nitrous oxide abuse aspect of the product.
    - iv. Stuart asked for a vote – the membership voted not to put starwhip.com on the website.
  - b. **Governing Documents Review:**
    - i. Need Volunteer
  - c. **OpenLine:** Lawrence, Sean
    - i. OpenLine will be published in early July.
  - d. **Marketing/Legislative:** Sean
  - e. **Webmaster:** Lawrence
    - i. The new discount form is up.
    - ii. There is an IT ticket for Lawrence and Judi to be added to the [employeediscounts@ilstu.edu](mailto:employeediscounts@ilstu.edu).
  
7. **Ad Hoc Committees:**
  - a. **Homecoming Parade (Sept./Oct.):**
    - i. Need a Volunteer
  - b. **Civil Service Awards:**
    - i. Need a volunteer
    - ii. CS Distinguished Service Award
    - iii. Esprit de Corps Award (Chair of CS Council and chair of A/P Council co-chair this award)
    - iv. Team Excellence (Chair of CS Council sits on the award committee and a second representative of the council) – (Council Chair, Judi Khalilallah, and Evelyn Whitfield will sub if needed.)
  - c. **Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation:** Beth
    - i. No Report
  - d. **Elections (March-May):** Aubrey
    - i. Stuart Palmer stepped in to help Aubrey finalize the election process due to her work schedule.

- ii. Stuart notified all nominees and requested they accept or decline and provide their personal statements if accepted. Working with the Web to get ballots ready and will start voting very soon.
  - iii. Beth asked if the voting would be concluded by July 18. Stuart said he wants it to be done by the 18<sup>th</sup>.
- e. **Scholarship Raffle** (Oct-Dec):
  - i. Need a Volunteer
- f. **Scholarships:** (June – Aug): (Beth, Aubrey (by virtue of office, Treasurer), and Judi)
  - i. The second Non-ISU Scholarship has been awarded to Konnor Bouman.
  - ii. Congratulations to all the Scholarship awardees this year!
  - iii. The CS Council Scholarship for next school year will open on October 1. The online applications will be posted on the Civil Service Website.
- 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

8. **Old Business:**

9. **New business:**

10. **Announcements:**

a. **Announcements: Staff Social!**

*Celebrate summer at Fiala Brothers Brewery and Beer Hall Staff Social. Stop by and connect with your colleagues and friends.*

- *What: Summer Staff Social*
- *When: Friday, June 23, 4:30–6 p.m.*
- *Where: [Fiala Brothers Brewery and Beer Hall](#)*

- b. 20 Stars for Life Gala – July 20, 2023, | Parke Regency Hotel and Conference Center Support Stuart Palmer and the 20 STARS for Life. Local non-profit the Great Plains life foundation – annually chooses 20 community leaders to raise \$1000.00 each for the [Stay Four Project](#). Kristy Toohill was the ISU representative last year, and Stuart will represent the University this fall. Please visit this [weblink](#) for more information to purchase dinner tickets or donate to support the Stay Four Project and Stuart Palmer!

11. **Adjournment: 12:48 p.m.**

- a. Chris motioned to accept the minutes; Matt seconded the motion, and all were approved.

**Next meeting:** July 18, 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 (Civil Service Council) Meeting Dates:**

2022-2023 Dates –June 20,

2023 – 2024 Dates - July 18, August 1, August 15, August 29, September 12, September 26, October 10, October 24, November 7, November 21, December 5, December 19, January 2, January 16, January 30, February 13, February 27, March 12, March 26, April 9, April 23, May 7, May 21, June 4, June 18

**Upcoming Important Dates:** July 18, swearing in new council members and installing new CS Council officers.

Minutes submitted by Beth Porter