

## ISU Civil Service Council Minutes

January 14, 2024

Link for meeting via [Zoom](#)

### Members present (quorum is 5):

Justin Lawson  
Tashaunna Divers  
Lawrence Lair  
Judi Khalilallah  
Matt Wing  
Sarah Ryburn  
Beth Porter  
Monica Elkin

### Members absent:

Jessica Barringer

### Ex officio Members and guests present:

Colette Homan  
Christa Lawhun

- I. **Call to Order:** 12:01 p.m.
  - a. Matt Wing motioned to begin the meeting. Lawrence Lair seconded the motion. All approved starting the meeting.
  
- II. **Approval of Minutes:** unapproved Civil Service Council Minutes 2024.12.10
  - a. Lawrence Lair motioned the approval of the 12.10.24 minutes as presented. Matt Wing seconded the motion. All approved the 12.10.24 minutes.
  
- III. **Officer Reports:**
  - a. Chair (Justin L.) –
    - i. Monthly A/P & C/S meeting with The President – Thursday, January 17 – Please let Justin know if there is anything on your mind or things you have heard from other C/S staff members that you would like to bring to The President. You can add notes below or email Justin [jmlaws1@ilstu.edu](mailto:jmlaws1@ilstu.edu)
    - ii. Met with new Ombudsperson – very productive meeting. I invited him to join us for an introduction during an upcoming meeting. Any suggestions on dates?
    - iii. RISE - The next RISE meeting is scheduled for Thursday, January 16
  - b. Vice-Chair (Lawrence L.) – Idea for Civil Service Staff dining in a reserved dining room: Discount Dining Fridays in February Tashaunna can reserve private dining rooms for 2 Fridays. 1 in Watterson and 1 in Linkins.
    - i. **Which days would we like?** (FYI Friday, February 14 is Valentines Day) I advise 2/21 Linkins and 2/28 Watterson? I can make graphics and news posts to put in Openline this month.
      1. Colette shared that EMDH will be adding all Fridays this spring semester, and an article will be coming out soon with details.
      2. Justin suggests that we invite AP to this event too.
      3. Tashaunna will confirm if there will be rental rates.

4. Last Fridays were chosen.
5. Beth proposed that we spend marketing funds to create table toppers with QR codes to our website to inform staff about council news, the merger, and to welcome staff.
- c. Secretary (open position) – seeking a volunteer, Beth Porter is covering until a volunteer is found.
- d. Treasurer (Beth P.) – No report

#### IV. Reports

##### a. Ad Hoc Committees

- i. **CS Awards** (Matt W.) – Distinguished winners have been selected and notified and have all submitted everything they need to.
  1. **CS Awards** (Colette Homan) - Confirming plaques have been ordered and are ready. Someone from the President's Office will be picking them up on Monday so they have for Founding Day. Information has been sent to HR Systems so they can enter the monetary award for the Distinguished Service recipients.
  2. **Esprit de Corp** – none this year.
- ii. **Scholarships** (Beth P., Judi K., Justin L., and recently appointed ex officio committee members Alek McMath, Tamekia Bailey, and Michelle Schuline) – We begin meeting Feb. 4.
  - No Non-ISU CSC applications to review.
  - One CSC ISU Scholarship application for review.
    - Beth will reach out to the director of admissions to see if we can contact the (parents) staff with students attending ISU directly.
  - Four Carl Johanson CS Staff Scholarship applications for review.
- iii. **Elections** (Evelyn W., Sarah R., Christa L.) – No Report
- iv. **CS Scholarship Fundraising Committee** (Tashaunna D., Justin L.) –
  1. Krispy Kream Donuts has been contacted about fundraising. (Digital Dozens fundraiser)
  2. I will be hearing back in 1-2 days if the application is approved.
- v. **Winter CSC Service Project** (Matt W., Monica E.) – No update (from MW)
- vi. **Spring CSC Service Project** (Tashaunna D., Beth P., Justin L.) – I called the Midwest Food Bank yesterday to see the status of our request for the April event. They do not have a Saturday availability until June (7 or 28), or we can look ahead further (July 19 – 26). Does anyone have any other suggestions for spring? Thoughts on June dates?
  1. Due to summer vacations, Christa L. said summer dates might be hard to get volunteers.
  2. Send any ideas for alternatives to MFB to Beth Porter before our next meeting.

##### b. Civil Service Committee Representatives

- i. **Academic Senate** (Justin L.) – Next meeting Wednesday, January 22
- ii. **Campus Communication** (Justin L.) – No update – Please let Justin know if you have anything on your mind or things you have heard from other C/S staff members that you would like to bring to The Board in our letter.
- iii. **AP/CS Staff Council Merger** (Beth P., Justin L., Christa L.)
  1. Next meeting: Zoom, January 22, 1 p.m. - 2 p.m. Justin will share the meeting with the council so all can come if the time works.
    - a. Let Justin or Beth know if there is a better time for you to attend future meetings.
- iv. **Employee Advisory Committee/EAC** (Christa L.) - No Report
- v. **ISU Annuitants Association Committee** (?) - Need volunteers
- vi. **ISU Police Chief Advisory Council** (Judi K.) – meeting date: Nov. 22 at 10 a.m.
  1. Campus Safety Messaging overview – factors to consider:
    - a. type & seriousness of incident

- b. location
  - c. timeliness
  - d. credibility
- 2. Safety messaging activity/scenarios
- 3. Roundtable updates-none mentioned
- 4. Next Meeting: December 6, 10 a.m.
- vii. **Parking and Transportation Advisory Committee** (Matt W., Monica E.) – No update (from MW)
- viii. **University Foundation Board** (Monica Elkins) – No Report
- ix. **SURSMAC** (Kelly Walker, HR) – no update

c. **Human Resources** (Colette H.)

1. The Social Security Fairness Act was signed into law on January 5, 2025. This law repeals the Windfall Elimination Provision (WEP) and Government Pension Offset (GPO), both of which often reduced payable Social Security benefits those eligible for both Social Security benefits and SURS benefits. The law will apply to Social Security benefits payable after December 31, 2023. Neither Human Resources nor SURS can provide guidance on individual financial impacts based upon this law. For specific questions, please contact the [Social Security Administration](#).
2. Professional development opportunities are featured on the Human Resources learning and development calendar, and registration can be completed at the following link: (<https://hr.illinoisstate.edu/programming/>). Google Chrome, Safari, or Microsoft Edge are the preferred browsers. There is an upcoming session on “How to Use LinkedIn Learning” on January 16.
3. Search Updates:
  - a. VFPF – Dr. Glen Nelson – hired 1/6/2025
  - b. Dean, College of Ed: Zoom interviews 1/7 & 1/10
  - c. Dean, Milner Library: Posting closes 1/15/25. Zoom interviews anticipated last week of January.
  - d. Associate VP for Grad Studies & Internationalization Initiatives – search committee convening 1/10 for charge meeting.
  - e. Associate Provost – search committee convening 1/10 for charge meeting.
  - f. Athletic Director—Recruitment is ongoing. The initial deadline for applications is 01/13. Zoom interviews are anticipated in the first week of February.
4. January sees several holidays (both official and unofficial). One of these unofficial holidays is the Hunt for Happiness Day, looking to celebrate smaller moments and raise awareness of positive events and outcomes in our lives. In celebration of this, we are bringing back our “staff complement” form. If you would like to celebrate a colleague and potentially make their day with an unexpected moment of happiness, you can submit a compliment form (with the option of anonymously) [here](#).

d. **Standing Committees**

- i. **Discounts** (Lawrence L.) – No report
- ii. **OpenLine** (Lawrence L., seeking volunteers) – No report
- iii. **Webmaster** (Lawrence L.) - Updated rental car discount change reported by Christa Lawhun.
- iv. **CSC Governing Documents Review** (Beth P., Christa L., Justin L., Tashaunna D.)
  1. Next Meeting Feb. 13 at 3:00 p.m.
  2. Beth and Justin suggest all CS Council members read through and become aware of the CS Constitution and By-Laws to be prepared for the merger.

- v. **CSC Marketing** (Tashaunna D., Lawrence L. with volunteers: Susan Whitsitt. and Dillon Maher.) - Will schedule another meeting soon to go over [marketing brainstorming sheet](#).
  - 1. The February dining discount event is mentioned in the Vice Chair report above.
- vi. **CSC Legislative Committee** (?) -
- vii. **Staff Appreciation 3<sup>rd</sup> Annual Event** – Say Hello with Hot Cocoa. (CS and AP Council, Beth, Justin)
  - 1. Next year’s event is in the works for the same time frame in 2025.

**V. Old Business**

**a. Ex-Officio Members and Volunteers**

- i. A letter has been sent out to CS staff requesting Volunteers and recruit Ex-Officio Members
  - 1. Thank you to those who worked on and distributed the letter and to Colette and the HR team for their guidance!
- ii. This has been posted on Open Line
- iii. Please ask co-workers and associates if they are interested in volunteering and serving on the CS Council.
- iv. Once the draft is approved, the executive board will contact those who ran but were not elected to see if they are interested in serving a one-year term as an Ex officio Council member.
- v. Colette recommended that we contact anyone who volunteers for a committee or to be an ex-officio council member and is appointed and that the council send their supervisor a letter of their appointment.
  - 1. Holly Johnson is still interested in helping on the CS Council. Runner up in group five.

**VI. New Business**

**VII. Pulse of our Constituents & What’s Happening on Campus**

- a. The Illinois State University Office of Equity and Inclusion is proud to launch a new program for the ISU community called "ISU in Conversation." These open forums will allow Redbird faculty, staff, and students to discuss themes relevant to campus and to share concerns and suggestions with peers and ISU leadership. Please spread the word with your students and colleagues. <https://newsevents.illinoisstate.edu/news/2024/09/office-of-equity-and-inclusion-launches-new-isu-in-conversation-events-for-faculty-staff-and-students/>
- b. Read the HR update on the Social Security Fairness Act, which affects Civil Service Staff. It is part of the [News and Notes](#).

**VIII. Adjournment: 12:45 p.m.**

- a. Monica Elkin motioned to end the meeting. Matt Wing seconded the motion. All approved, ending the meeting.

Submitted by Beth Porter, interim Civil Service Council secretary