

ISU Civil Service Council Minutes
December 10, 2024
 Link for meeting via [Zoom](#)

Members present (quorum is 5):

Jessica Barringer
 Monica Elkin
 Judi Khalilallah
 Lawrence Lair
 Justin Lawson
 Beth Porter
 Sarah Ryburn
 Matt Wing

Members absent:

Tashaunna Divers
 Evelyn Whitfield

Ex officio Members and guests present:

Colette Homan

- I. Call to Order:** 12:01 p.m.
 Motion: Matt W. Second: Beth P. Vote: All Approved

Approval of Minutes: [unapproved Civil Service Council Minutes 2024.11.12.docx](#)

- II.** Motion: Monica E. Second: Judi K. Vote: All Approved

III. Officer Reports:

- a. Chair (Justin L.) –
 - i. Monthly A/P & C/S meeting with The President – Tuesday, December 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
 - ii. Met with new Ombudsperson – very productive meeting. I invited him to join us for an introduction during an upcoming meeting.
 - iii. Due to the holiday break, our next meeting will be January 7th (unless there is a motion to vote for an off-cycle meeting). The next meeting is January 7.
 - iv. Staff Council Merger meetings (Beth will provide more details)
 - v. RISE - Next RISE meeting scheduled for 1/16/25.
- b. Vice-Chair (Lawrence L.) – No report
- c. Secretary (open)
- d. Treasurer (Beth P.) –

Account Name	Beginning Balance	Debit	Credit	Balance
General Revenue Civil Service Council Operating Costs	\$7,272.00	\$-	\$-	\$7,272.00
Agency CSC Non-ISU Scholarship Fund self-funded by CS fundraising	\$4,176.00	\$-	\$-	\$4,176.00
Foundation CSC ISU Scholarship Fund funded by ?Unsure	\$2,955.00	\$-	\$(50.00)	\$3,005.00

Foundation CSC ISU Carl Johanson Scholarship Fund Endowed Scholarship	\$3,349.15	\$1,319.00	\$(364.88)	\$4,304.20
Foundation CSC ISU Civil Service Awards Fund funds provided by ?	\$5,000.00	\$-	\$-	\$5,000.00
Foundation CSC ISU Civil Service Scholarships Fund funds provided by ?	\$5,000.00	\$-	\$-	\$5,000.00

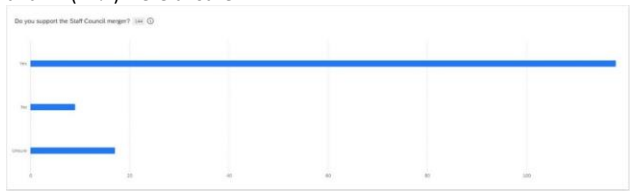
IV. Reports

a. Ad Hoc Committees

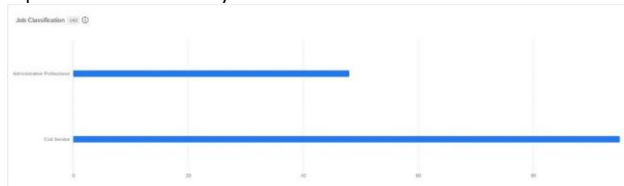
- i. CS Awards (Matt W.) – Award winners have been selected and notified. We were able to make four awards this year. We had 10 nominations. Two CS employees volunteered to help serve on the selection committee, and they were most helpful. As we need to fill roles moving forward, I highly recommend soliciting more CS volunteers to help us in things like this. Civil Service volunteers for this were Alek McMath and Rachal Roach.
- ii. Esprit de Corp – From Colette – please remember the council needs to discuss and decide if they are going to select someone for this award.
 - 1. We will hold off on a nomination this year, as we don't have any ongoing volunteers to the council as of this moment.
- iii. Scholarships (Beth P., Judi K., Justin L., and recently appointed ex officio committee member Alek McMath) – The scholarship applications went live on October 1 and will be open through December 31. Please help spread the word about these scholarships to the staff in your area.
- iv. Elections (Evelyn W., Sarah R., Christa L.) – No Report
- v. CS Scholarship Fundraising Committee (Tashaunna D., Justin L.) –
 - 1. On pause for now.
 - 2. Krispy Kream Donuts has been contacted about fundraising. (Digital Dozens fundraiser)
- vi. Winter CSC Service Project (Matt W., Monica E.) – Deadline for donations is Monday, December 16.
- vii. Spring CSC Service Project (Tashaunna D., Beth P., Justin L.) – Beth has sent a request to hold a service day on a Saturday in April at Midwest Foods. I will let the committee know our options when I hear back from Midwest Food.

b. Civil Service Committee Representatives

- i. Academic Senate (Justin L.) – Next meeting 12/11/2024
 - 1. [Agenda](#)
- ii. Campus Communication (Justin L.) – No update - 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 Board in our letter.
- iii. AP/CS Staff Council Merger (Beth P., Justin L., Christa L.)
 - 1. Next meeting: Zoom, is being set for next January.
 - 2. The Staff Merger Committee sent out a non-binding advisory survey to allow all Civil Service and A/P Staff to answer if they are still comfortable going forward with the Staff Merger and ask any other questions.
 - a. Out of 144 votes, 118 (82%) were in favor of the merger, 9 (6%) were opposed, and 17 (12%) were unsure.



- b. 143 of those who took the survey indicated their job class. 95 (66%) were CS staff, and 48 (34%) were AP staff, meaning both staff groups were well-represented in the survey.



- c. While the votes are in, the process is far from over. Now, the concrete work of creating a Staff Council begins. This includes tasks like developing a council Constitution and bylaws, updating the ISU Constitution and other shared governance documents, establishing a timeline and procedure for initial elections and the instantiation of the council, and more. It's a big job, and if you'd like to volunteer for the next steps, let Beth or Justin know.
- d. Justin L. and Amy Secretin (from A/P) will next speak with Martha Horst, the head of the Academic Senate, to outline the next steps for the merger. The process might run through this summer at the earliest or next fall.
- e. The Merger Committee is proposing that the CS and A/P Councils meet once a month beginning next fall to start the merging process. As merger committees will be formed that need to report on progress, one merged meeting a month will facilitate a time that both the CS and A/P Councils could dedicate to beginning to work together. Does anyone have any questions or concerns at this point?
 - i. Beth P. would like the council to vote to hold one merged meeting a month beginning next fall.
 - ii. Beth P. motioned that the CS and AP Council meet once a month, beginning next fall as part of one of the two regularly scheduled meetings. Second: Matt W. Vote: All Approved
- 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.) –
 - 1. Nov. 4 meeting.
 - a. Spaces on S Parking garage and asked why they are not being utilized. The garage parking lots were still for sale.
 - i. They are slowly removing reserved spaces and moving them to garage spaces.

Commented [PB1]: @Khalilallah, Judi please review and add or delete this report. Thank you! bp

- b. EMDH staff parking is being pushed away during events.
 - i. Adam said that staff should identify themselves, so the parking attendants should let them park.
 - 1. Tashaunna says that the parking attendants are not honoring this.
 - a. Matt will follow up with Tashaunna on this.
 - c. Get details from JL on other parking space issues near Watterson.
 - i. Can the flat surface lot adjacent/connected to the bottom of the South University St garage be opened for staff parking? Especially during winter.
 - viii. University Foundation Board (Evelyn W.) – No Report
 - ix. SURSMAC (Kelly Walker, HR) – no update
- c. Human Resources (Colette H.)
 - 1. **Winter closure**
 - a. One of the great things about working at Illinois State University is the value of time to refresh and reconnect with friends and family. The University will recognize winter closure this year starting at the close of business December 20th and running through the end of the business day January 1st. Timesheets in iPeople should reflect a pre-population of this holiday and administrative closure time for civil service and administrative professional hourly employees. Salaried employees should see a differentiation in color on their timesheets to avoid reporting benefit time on these dates. Many thanks to our essential employees in the University Police Department, Facilities, and elsewhere for keeping our University running and safe during this time. See the full holiday and administrative closure [calendar here](#).
 - 2. **Early time reporting / early pay advices**
 - a. As in past years, ISU's timesheet approval deadline for hourly employees is earlier than usual for hours worked December 1-15. This ensures hourly employees will receive early payment on Friday, December 20 (the final business day of the month before the University shuts down). Hourly iPeople timesheets for December 1-15 should be approved by managers/supervisors no later than 12:00 noon on Tuesday, December 10. Questions on reporting, estimating, and adjustments should be directed to iPeople@ilstu.edu.
 - 3. **Updated Illinois minimum wage**
 - a. This is the final year of minimum wage updates under the state's Public Act 101-0001. Active employees, including student employees and extra help, with wages below \$15 on January 1, 2025, will automatically be converted to \$15 per hour starting January 1.
 - 4. **State law change brings about updated vacancy posting procedures**
 - a. The State of Illinois has made a change to the Equal Pay Act, which impacts the manner in which we post career opportunities at Illinois State, regardless of employment type. Several aspects of the act are changing but, most relevant to hiring officials on campus will be the addition of pay transparency, which requires a general description of the expected benefits offered with each position, along with meaningful expected compensation information. Additional information has been distributed directly via email/memo to deans, directors, and department heads to prepare for January 1 (when changes are expected to take place).

- b. All faculty and staff are reminded they can access information about any job openings on campus on our HR webpage at <https://jobs.illinoisstate.edu/>. Positions are posted as they become available so individuals who are interested in pursuing new career opportunities are encouraged to access our site on a regular basis.
- 5. VPFP – candidates on campus last week. Search committee recommendation to the President expected this week. Thanks to all who participated in the process and provided feedback.
- 6. Athletic Director – recruitment is ongoing. Candidates will be identified, and interviews slated for late January/early February.
- 7. Human Resources is also working on the COE Dean and Milner Dean.

d. Standing Committees

- i. Discounts (Lawrence L.) – No report
- ii. OpenLine (Lawrence L., seeking volunteers) – On track to publish early by 12/20 due to Holiday break. Will reschedule an onboarding with Tashaunna after Winter break. Articles need to be submitted this Friday, 12/13.
- iii. Webmaster (Lawrence L.) - No report
- iv. CSC Governing Documents Review (Beth P., Christa L., Justin L., Tashaunna D.)
 - 1. We are extending this work through the new year. Committee members, please continue to review and add notes to our working documents.
 - 2. Beth and Justin suggest all of the CS Council 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.) - Met 12-9 and started up a [marketing brainstorming sheet](#) to plan events and how to share them.
- vi. CSC Legislative Committee (?) -
- vii. Staff Appreciation 3rd Annual Event – Say Hello with Hot Cocoa. (CS and AP Council, Beth, Justin)
 - 1. The event had a good turnout of over 100 staff members. The snow and weather helped make the hot cocoa a welcomed treat.
 - 2. 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 we contact anyone who volunteers for a committee or to be an Ex. Officio Council member and are appointed, 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 give Redbird faculty, staff, and students the opportunity 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/>

VIII. Adjournment: 12:48

- a. Motion: Matt Second: Lawrence Vote: All Approved

Submitted by Beth Porter, Interim Secretary