



## CIVIL SERVICE COUNCIL MEETING AGENDA

Tuesday, July 18, 2023

Noon – 1 p.m. – [ZOOM](#) only

### **Members Present:**

Monica Elkin  
Quanisha Kumi-Darfour  
Judi Khalilallah  
Lawrence Lair  
Stuart Palmer  
Chris Roberts  
Sara Ryburn  
Evelyn Whitfield

### **Members Absent:**

Aubrey Henson  
Justin Lawson

### **Ex-Oficio Members and Guests:**

Colette Homan  
Christa Lawhun  
Todd Long  
Samantha Lowry

1. **Call to Order by Stuart Palmer: 12:05 p.m.**
  
2. **Seating of new members:**
  - a. Group 1: Justin Lawson
  - b. Group 2: Sarah Ryburn
  - c. Group 3: Monica Elkin
  - d. Group 5: Quanisha Kumi-Darfour
    - i. Full Board as of today – eight council members out of fifteen positions.
      1. The majority will be five, a minority will be three, and we will need five to hold a quorum vote with a council of eight members.
        - a. Group 1: Beth Porter, Justin Lawson, open seat
        - b. Group 2: Lawrence Lair, Sarah Ryburn, open seat
        - c. Group 3: Judi Khalilallah, Evelyn Whitfield, Monica Elkin
        - d. Group 4: Open seat (1), open seat (2), open seat (3)
        - e. Group 5: Quanisha Kumi-Darfour, open seat (1), open seat (2)

### 3. **Election of Chair:**

- a. Nomination: Lawrence Lair was nominated by Quanisha Kumi-Darfour – and respectfully declined.
- b. Nomination: Beth Porter was nominated by Chris Roberts – and respectfully declined.
- c. Nomination: Quanisha Kumi-Darfour was nominated by Beth Porter. Quanisha accepted – all voted yes.
  - i. Quanisha accepted the position of CS Council Chair.

### 4. **Election of Exec officers:**

- a. Vice Chair – Lawrence Lair self-nominated, and Beth seconded the nomination.
  - i. No other nominations.
  - ii. All voted yes.
    - 1. Lawrence Lair accepted the position of CS Council Vice Chair.
- b. Treasurer – Beth Porter self-nominated, and Evelyn seconded the nomination.
  - i. No other nominations.
  - ii. All voted yes.
    - 1. Beth Porter accepted the position of CS Council Treasurer.
- c. Secretary – Sarah Ryburn self-nominated, and Evelyn seconded the nomination.
  - i. No other nominations.
  - ii. All voted yes.
    - 1. Sarah Ryburn accepted the position of CS Council Secretary.

### 5. **Approval of Minutes:** June 20, 2023

- a. Lawrence gave the motion to approve the minutes; Samantha seconded the motion, and all voted yes.

### 6. **Previous Officer Reports**

- a. **Chair:** Stuart Palmer –
  - i. Amy and Stuart met with Interim President Tarhule last month and discussed where enrollment would be targeted. An event slated for the beginning of the semester was also discussed, intended as a Welcome Back for staff—more details to come.
- b. **Vice-Chair:** Chris Roberts
  - i. **No report**
- c. **Secretary:** Beth Porter
  - i. **No report**
- d. **Treasurer:** Aubrey Henson
  - i. **No report**

### 7. **Civil Service Representatives Reports:**

- a. **Academic Senate:** CS Chair or designated volunteer
  - i. Stuart reported no summer meeting and that the Senate was only on call. Quanisha will fill the role.

- b. ISU Annuitants Association Representative:** Samantha Lowry
    - i. **No Report**
  - c. Campus Communication Committee:** Quanisha and one volunteer
    - i. Stuart explained that the CS Council chair, by default, was a representative along with one other representative.
  - d. University Strategic Planning Committee (previously ECE (Educate Connect Elevate):** Need one or two volunteers
    - i. Sarah Ryburn volunteered to be the representative.
  - e. Employee Advisory Committee Representative (EAC):** Christa Lawhun
    - i. Christa will send in the report for the next meeting. (July 13 and 14 meeting)
  - f. ISU Police Chief Advisory Council Rep:** Judi Khalilallah
    - i. **No report**
  - g. Parking and Transportation Advisory Committee Rep(s):** need two volunteers
    - i. **No report** – Please read as you enroll for the upcoming year’s parking permits with the new program rolling out. August 1 is the beginning of the new parking permit start date.
  - h. University Foundation Rep:** Evelyn Whitfield
    - i. We talked to several deans at the Mennonite College of Nursing, and they are excited about the groundbreaking for the new building and the new nursing program in Springfield. The College of Arts and Science Dean and College of Business Dean reported their ongoing programs. Interim President Tarhule spoke about ongoing projects on campus, the Degarmo roof, the CVA remodel, and the new Nursing Simulation Lab. Stacy Mwilambwe gave information about the proposed new South Resident Hall that will add 1,200 more beds, and lastly, the recent name change to the bookstores to the Redbird Spirit Shop North and South.
  - i. Staff Council Merger:** Beth Porter
    - i. We have updated the Const. and by-laws and ran it back from legal. We must create a cover letter to be presented to the Academic Senate this fall. Todd Long will remain on the CS Council as an Ex Officio member to remain on the Staff Council Merger for this year.
- 8. Human Resource Report:** Colette Homan
- a. Benefits** - Individuals who elected to donate to sick leave bank, if eligible as of 7/1, were informed via email. This can also be seen as a donation/adjustment in your iPeople balances.
  - b. Remote Work** - The form for Remote Work may go offline early next week for maintenance. We anticipate it will be down only a few days. If you have pending requests, though, it will be necessary to get those reviewed/approved/denied prior to next week. Any remaining will be deleted and need to be resubmitted. Individuals who had approvals/reviews pending were alerted directly on Wednesday, 7/12, via email communication.

- c. **Learning** - July calendar distributed to Deans, Directors, and Department Heads. This included a July “bite-sized learning” calendar from LinkedIn Learning (less than 5 minutes per day). This is available at [hr.ilstu.edu/programming/](http://hr.ilstu.edu/programming/)
- d. **Data Security** - HR was informed of the DoIT security breach and worked with the ISO on messaging and a page for FAQ’s. We understand that individuals potentially impacted by this were mailed to their home/ mailing address with information on credit monitoring from the State of Illinois. We anticipate that any other financial institutions that might have ISU employees as customers and be impacted by this large data breach will directly contact customers, and we will work with ISO to update the FAQ if/as appropriate.  
<https://help.illinoisstate.edu/informationsecurity/advisories/july-2023-global-data-security-incident-faq>
- e. **HRDAC** (HR Directors Advisory Committee)/SUCSS (State Universities Civil Service System) /EAC (Employee Advisory Committee) Joint Meeting #2 @ ISU on August 25, 2023.
- f. The employee recognition meeting is happening this afternoon, and I will report later.

## 9. Standing Committee Reports

- a. **Discounts:** Chair, Lawrence Lair, Judi Khalilallah
  - i. Added a discount for shoe insoles. Rejected an incomplete submission.
- b. **Governing Documents Review:** Beth Porter
  - i. This position reviews our documents once a year to keep them current.
- c. **OpenLine:** Lawrence Lair
  - i. I got a submission on the Microsoft form. The nominee was verified and emailed.
- d. **Marketing/Legislative:** Need a Volunteer
- e. **Webmaster:** Lawrence Lair
  - i. I am getting pictures for the website. I emailed newly seated members— placeholders have been published in the meantime. The names have been updated on the About > Members section of the website.

## 10. Ad Hoc Committees:

- a. **Homecoming Parade (Sept./Oct.):** Need a 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) –
    - 1. Quanisha and Judi will be our representatives.
- c. **Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation:** Beth Porter
- d. **Elections (March-May):** Need Volunteer
- e. **Scholarship Raffle (Oct-Dec):** Need a volunteer
- f. **Scholarships (June – Aug):** Need a chair, Beth (by virtue of office, Treasurer, Beth), and Judi

- g. **Fall Drive:** (November – December): Need a volunteer
- h. **Spring Drive: (March – April):** Beth

11. **Old Business:**

12. **New business:**

13. **Announcements:**

- a. Support Stuart – Give 4 Life – 20 Stars for Life
- b. Alum baseball games are coming up!

14. **Adjournment: 1:08 p.m.**

- a. Beth gave the motion to adjourn the meeting; Todd Long seconded the motion, and all voted yes.

**Next meeting:** ~~August 1, 2023~~, September 12, 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:**

2023-2024 Dates –~~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, July 2

**Upcoming CSC Important Dates:**

Submitted by outgoing secretary Beth Porter