



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, September 12, 2023

Noon – 1 p.m. – [ZOOM](#) only

Members Present:

Jessica Barringer
Monica Elkin
Judi Khalilallah
Quanisha Kumi-Darfour
Lawrence Lair
Beth Porter
Sarah Ryburn
Matt Wing

Members Absent:

Evelyn Whitfield

Ex-Officio Members and Guests Present:

Stacy Kelley Guzman
Colette Homan
Christa Lawhun
Andy Newton

1. **Call to Order:** 12:09
2. **Approval of Agenda:**
3. **Approval of Minutes:** July 18, 2023
4. **Seating of new members:**
 - a. Group 5: Matt Wing & Jessica Barringer
5. **Officer Reports**
 - a. **Chair:** Quanisha Kumi-Darfour
 - b. **Vice-Chair:** Lawrence Lair
 - c. **Secretary:** Sarah Ryburn
 - d. **Treasurer:** Beth Porter
 - i. **Financial Report**

I am still waiting for the CSC (Civil Service Council) Non-ISU Scholarship Fund access to know the beginning balance. I have begun the self-audit of last year's financials.

Account Name	Beginning Balance	Debit	Credit	Balance
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General Revenue Civil Service Council Operating Costs	\$7,272.00	\$-	\$39.69	\$7,232.31
Agency CSC Non-ISU Scholarship Fund self-funded by CS (Civil Service) fundraising	\$-	\$0.00	\$-	\$-
Foundation CSC ISU Scholarship Fund funded by? Unsure	\$2,835.00	\$20.00	\$-	\$2,855.00
Foundation CSC ISU Carl Johanson Scholarship Fund Endowed Scholarship	\$3,177.60	\$-		\$3,177.60
Foundation CSC ISU Civil Service Awards Fund funds provided by? Unsure	\$2,000.00	\$-	\$-	\$2,000.00
Foundation CSC ISU Civil Service Scholarships Fund funds provided by? Unsure	\$2,000.00	\$-	\$-	\$2,000.00

6. **Civil Service Representatives Reports:**

- a. **Academic Senate:** Quanisha Kumi-Darfour
- b. **ISU Annuitants Association Representative:** Samantha Lowry; no report
- c. **Campus Communication Committee:** Quanisha Kumi-Darfour and one volunteer
- d. **University Strategic Planning Committee (previously ECE (Educate Connect Elevate):**
Need one – or two volunteers.
- e. **Employee Advisory Committee Representative (EAC):** Christa Lawhun
- f. **ISU Police Chief Advisory Council Rep:** Judi Khalilallah
- g. **Parking and Transportation Advisory Committee Rep(s):** CSC Chair and a volunteer
(Contact Mary Jo Kocar with the new CSC representatives.)
- h. **University Foundation Rep:** Evelyn Whitfield
- i. **Staff Council Merger:** Beth Porter and Todd Long

7. **Human Resource Report:** Colette Homan

- a. **Human Resources Learning and Development** is excited to announce the launch of a campus-wide **leadership certificate program** this fall that will allow participants an opportunity to build essential skills to carry out their role more effectively. The program features **in-person** training sessions and **cross-departmental/divisional dialogues, executive and external guest speakers**, and self-paced eLearning courses focused on enriching essential leadership competencies for improved communication, coaching, performance management, change management, and conflict management, while motivating and inspiring others. Illinois State University faculty and staff who are current supervisors or emerging leaders across all divisions are eligible for participation and encouraged to make this part of their professional growth. Interested employees should check with their own supervisors and then notify Human Resources Learning and

Development that they will be participating in the program by emailing Chasity Bree at cabree@ilstu.edu and additional information will be provided. Registration for training sessions is required and can be found at hr.illinoisstate.edu/programming. Participants completing all the required core courses, electives, and LinkedIn Learning course hours will be presented with a certificate of completion from Human Resources Learning and Development.

- b. Fall learning opportunities are featured on the Human Resources learning and development calendar, and registration can be completed there (<https://hr.illinoisstate.edu/programming/>). Just a few that are available are: Technical skills improvement, financial planning and wellness, LinkedIn Learning.

8. Standing Committee Reports

- a. **Discounts:** Chair, Lawrence Lair, Judi Khalilallah
- b. **Governing Documents Review:** Need Volunteer
- c. **OpenLine:** Lawrence Lair
- d. **Marketing/Legislative** (social media): Need a Volunteer
- e. **Webmaster:** Lawrence Lair

9. Ad Hoc Committees:

- a. **Homecoming Parade (Sept./Oct.):** Need Volunteer
- b. **Civil Service Awards:** Chair, Matt Wing
 - 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) – Quanisha Kumi-Darfour
 - 1. C/S Council can appoint up to two members (last year it was just one).
- 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 Volunteer
- f. **Scholarships: (June – Aug):** Chair, Beth Porter, on committee by virtue of office of Treasurer, Chair by choice, Need a Co-Chair, and Judi Khalilallah
- g. **Fall Drive:** (November – December): Need Volunteer
- h. **Spring Drive: (March – April):** Chair, Beth Porter – seeking a Co-chair

10. **Old Business:**

11. **New business:**

12. **Announcements:**

13. **Adjournment:**

Next meeting: September 26, 2023

Reminders:

Commented [LL1]: I've been on this committee for a few months now, could the record show that I am? Thank you!

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

Upcoming CSC Meeting Dates:

2023-2024 Dates –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: