

Civil Service Council Agenda

September 26, 2023

Zoom

I. Call to Order 12:07 p.m.

II. Approval of Agenda

a. Lawrence motions. Beth seconds. 5 in favor. 0 opposed. Agenda approved

III. Approval of Minutes: September 12, 2023 and September 26 for next meeting

IV. Officer Reports:

a. Chair (Quanisha Kumi-Darfour)

i. Academic Senate

1. Differential tuition was talked about. This is proposed to account for looming “enrollment cliff”

ii. Search for Chief Equity and Inclusion Officer

1. Last candidate was interviewed today. 3 total candidates. New hire is to begin in January to replace Dr. Doris Houston

iii. Homecoming

1. Low staff commitment resulting in no interest in attending.

iv. Council Merger

1. Wants constituency education in the form of a town hall. Tentative November 2nd evening, and 8th in daytime for town hall with both AP and Civil Service.

v. State of the University

1. 3.5% merit-based increase.

a. Colette clarified this is for non-negotiated staff and there will likely not be correspondence for a few more months, but staff can anticipate salary increases should be in January. Supervisors will communicate to their staff what they will be allocated.

b. Vice-Chair (Lawrence Lair)

i. Lawrence is taking notes for secretary who is absent.

c. Secretary (Sarah Ryburn)

i. Absent.

d. Treasurer (Beth Porter)

i. Beth will reach out to the foundation to determine the source of funding on the ones marked with a question mark.

Account Name	Beginning Balance	Debit	Credit	Balance
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General Revenue Civil Service Council Operating Costs	\$7,272.00	\$-	\$119.08	\$7,152.92
Agency CSC Non-ISU Scholarship Fund self-funded by CS fundraising	\$6,176.00	\$0.00	\$1,000.00	\$5,176.00
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 ?	\$2,000.00	\$-	\$-	\$2,000.00
Foundation CSC ISU Civil Service Scholarships Fund funds provided by ?	\$2,000.00	\$-	\$-	\$2,000.00

V. Reports

a. Ad Hoc Committees

i. Civil Service Awards: Matt Wing

1. CS (Civil Service) Distinguished Service Award
2. Esprit de Corps Award (Chair of CS Council and chair of A/P Council co-chair this award)
3. Team Excellence (Chair of CS Council sits on the award committee) – Quanisha Kumi-Darfour
 - a. C/S Council can appoint up to two members (last year it was just one).

ii. Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation: Beth Porter

1. AP has reached out to continue with this event.
2. Had initial intent to recruit new members, with impending merger, Beth suggests we market awareness of the merger town hall.
3. Beth proposes multiple times to be more inclusive of facilities, EMDH, and police.
4. Lawrence suggests we do both hosting the hot cocoa and provide refreshments at the town hall.
 - a. Beth counter suggests that because of the date, we instead have a social event in the Spring closer to elections to market the positions. Beth will let AP council know what this is the plan.

iii. Scholarships (June-Aug): Beth -by virtue of office, Treasurer, need a co-chair volunteer, and Judi. Beth needs another volunteer or two for the committee to review applications. Evelyn has volunteered.

1. Civil Service Council ISU Scholarship (\$1000.00 per award)
 - a. Given to a student dependent of a CS employee attending ISU.
 2. Civil Service Council Non-ISU Scholarship (\$500.00 per award)
 - a. Given to a student dependent of a CS employee attending a school other than ISU.
 3. Civil Service Council Carl Johanson Foundation Scholarship (\$1000 per year or \$500 per semester)
 - a. Given to a Civil Service employee pursuing a degree or certificate to further their career. (undergraduate, masters, or doctorate)
- iv. Fall Drive (November – December): Need Volunteer
1. Do we want to continue supporting Toys for Tots on campus as in previous years? *
 - a. Previously worked with Troy Zigler to do Toys for Tots
 - b. Beth proposes Holiday Helper as potential community service. Needs help sponsor gifts and “adopt” a child’s wish list ~\$70.
 - c. Christa Lawhun proposes doing multiple events.
 - d. Matt volunteers to write an article for Toys for Tots
 - e. Beth volunteers to update the flyer. Colette will contact Troy to make sure the old flyer is still accurate.
 2. Does anyone want to chair a Fall Service Project and do something different to support a community partner on or off campus?
 3. *If yes to Toys for Tots, we “only” have to handle the marketing, and we should get a hold of Troy in facilities this month and start getting publicity created for OpenLine, social media, University Article wrote, and any other ways we can think of once Troy confirms he is doing the campaign and the dates he wants to distribute collection containers.
- v. Spring Drive (March – April): Beth
- b. Civil Service Committee Representatives
- i. Academic Senate (Quanisha Kumi-Darfour)
 - ii. AP/CS Staff Council Merger (Beth Porter, Ex-Officio Todd Long)
 - iii. Campus Communications Committee (Quanisha Kumi-Darfour & Justin Lawson)
 - iv. Employee Advisory Committee/EAC (Christa Lawhun)
 - v. ISU Annuitants Association Committee (Samantha Lowry)
 - vi. ISU Police Chief Advisory Council (Judi Khalilallah)
 - vii. Parking and Transportation Advisory Committee (Matt Wing)
 - viii. University Foundation (Evelyn Whitfield)
 - ix. University Strategic Planning Committee (Justin Lawson?)
- c. Human Resources (Colette Homan)
- i. **Learning** - September calendar distributed to Deans Directors and Dept Heads. The Leadership Development Certificate Program began, but we have some other optional learning opportunities available that complement these.

- ii. Adding on to my report from the last meeting about the Welcome Signs that are now available to supervisors to use for their new hires, we have ordered welcome 5 x 7 cards. The cards may be sent prior to the new hire start date. As we on-board new staff we will be letting our supervisors know of this resource.
 - iii. Remote/Flex numbers for civil service staff: 25% is the total for Civil Service Employees participating in either flex or remote work arrangements (25.56%)
 - d. Council of Councils
 - i. Christa sent the reminder on teams of this event in Dekalb. **Council of Councils - October 20th, 2023 Northern Illinois University**
 - ii. Fuel can be reimbursed if attending on behalf of the council.
 - e. Standing Committees
 - i. Discounts (Judi Khalilallah & Lawrence Lair)
 - 1. Still planning to contact IT with regards to vetting sites for discounts page
 - ii. Governing Documents Review (Beth Porter, Matt Wing & Quanisha Kumi-Darfour)
 - iii. OpenLine (Lawrence Lair)
 - 1. Approved. Submitted to IT. Scheduled to send Friday 9/29. A few years' worth of Openline needs to be archived on the site.
 - 2. Mya search for an easier way to archive old Openlines.
 - iv. Webmaster (Lawrence Lair)
 - 1. Will upload new minutes.
 - v. Marketing/Legislative: (?) Runs social media – I am unsure about the Legislative duties. (Beth added this) Who is running our social media right now? Only Facebook, I think?
 - 1. Lawrence emailed Sean to add them to the Facebook page admin list

VI. Old Business

- a. [Staff Success Survey results](#) These results should remain on our council's watch to see what steps are being taken to address the findings of this 2022 survey.

VII. New Business

VIII. Announcements/Discussion

- a. What's happening – Pulse of Constituents
 - i. Lawrence mentions that there is news and talks of faculty union that colleagues are talking about.
 - 1. Colette mentions strike FAQ on the website for more information if that is a concern.

IX. Adjournment

- a. Beth moved. Matt seconds. Unanimously voted approval to adjourn.