

Civil Service Council Agenda

October 10, 2023

Link for meeting via [Zoom](#)

Members Present:

Sarah Ryburn

Quanisha Kumi- Darfour

Monica Elkin

Matt Wing

Justin Lawson

Lawrence Lair

Evelyn Whitfeild

Judi Khaliliallah

Members Absent:

Jessica Barringer

Beth Porter

Ex- Officio Members and Guests Present:

Christa Lawhun

Colette Homan

Samantha Lowry

- I. **Call to Order:** 12:03 pm
- II. **Approval of Agenda:** Lawrence called motion, Matt second.
- III. **Approval of Minutes:** September 12, 2023 Moved By Justin, Second by Evelyn & September 26, 2023 moved by Lawrence, second by Justin.
- IV. **Officer Reports:**
 - a. Chair (Quanisha Kumi-Darfour)
 - i. Merger Town Hall
11/2/23-4:30p-6:00p ,11/8/23 – 12:30p-1:30p
 1. Release time granted from HR based on operational needs
 - ii. Presidential Search
 1. Let Quanisha know if you are intereseted
 - iii. Homecoming

1. Tree lighting yesterday, events all week
- iv. Increasing engagement
 1. How do we increase involvement with Civil Service Council?
 - Surveys, lack of time, considering different work capacities
- b. Vice-Chair (Lawrence Lair)
 - i. **Openline is in progress-**
 - ii. **Meeting scheduled with Quanisha to review responsibilities**
- c. Secretary (Sarah Ryburn)- No report
- d. Treasurer (Beth Porter) - no report

V. Reports

- a. Ad Hoc Committees
 - i. Civil Service Awards: Matt Wing—Nomination form has been updated and will be converted to a formstack form. The plan is to open nominations 10/16 and close 11/10. Wilma Bates, who handles awards for A-P, plans to follow this timeline and is looking into the timeline for the other awards. I'll work on getting the mass email out once all are live.
 - ii. Grab a Hot Cocoa and Say Hello | Fall Staff Appreciation: Beth Porter
 1. AP (Administrative Professionals) have reached out about wanting to do the Merger meetings in November and then do a Hot Cocoa Social in early December, and I replied with our wishes to hold the two Merger meetings with possible hot drinks and hold a Lemonade Social in the spring before Civil Service and A/P elections to try and get interest for more people to run in the council elections.
 - iii. Scholarship Raffle (Oct-Dec): Need Volunteer
 - iv. Scholarships: (June – Aug): Beth and Judi
 1. The scholarship applications were announced in the last OpenLine, and Formstack online applications have been made for the three scholarships under the Civil Service Council purview. Thank you, Lawrence, for posting those on the Civil Service Website.
 - a. Any other ideas to get this information out?
 - v. Toys for Tots - (Colette, Beth, Quanisha)
 1. Colette got a hold of Troy, and this year's [Toys for Tots PowerPoint flyer](#) has been updated for this year. Please pass this around to your departments and others to help get this information out.
 2. Beth will create some social media graphics, and Matt Wing will get an article out about the Toys for Tots Drive sponsored by the Civil Service Council that is being done by Troy Ziegler and his group. Here is this year's branding guide for TFT: [TFT-Branding-Guide-2023.pdf](#)
- b. Civil Service Committee Representatives
 - i. Academic Senate (Quanisha Kumi-Darfour)- no report
 - ii. AP/CS Staff Council Merger (Beth Porter, Todd Long)
 1. The next meeting is on Wednesday, October 11, at 11 a.m. on Zoom.
 - iii. Campus Communications Committee (Quanisha Kumi-Darfour & Justin Lawson)- preparing something to be read at meeting on October 13th at 9 am in Old Main Room.
 - iv. Employee Advisory Committee/EAC (Christa Lawhun) - Colette has the NIU meeting next week with Council of Councils. No Report from me at this time.
 - v. ISU Annuitants Association Committee (Samantha Lowry) - No report
 - vi. ISU Police Chief Advisory Council (Judi Khalilallah)--NO REPORT
 - vii. Parking and Transportation Advisory Committee (Matt Wing)—First meeting later this month.
 - viii. University Foundation (Evelyn Whitfield)- Meet Friday 10/13/23

ix. University Strategic Planning Committee (Justin Lawson?) – no report

c. Human Resources (Colette Homan)

- i. Joint HRDAC /EAC/SUCSS meeting #3 (10/18/23)at NIU (continued follow up on topics)
- ii. HR attended ISU Job Fair hosted by Career Services on 10/3 and will be attending a job fair at Heartland Community College on November 1 hosted by the McLean County Chamber of Commerce & Carle. HR recruits for all full-time/part-time positions at the job fairs. Closer to 11/1, we reach out to departments that have positions posted to see if they want to provide a flyer specific to their department/opening for us to hand out.
- iii. Just a reminder that staff can sign in and see what opportunities are available to them through LinkedIn Learning. There is a link on the main page of the HR website.

d. Standing Committees

- i. Discounts (Judi Khalilallah & Lawrence Lair)
 1. Need to schedule meeting with IT about safety/vetting partners. Judi available?
 2. No discount issues needing attention
- ii. Governing Documents Review (Beth Porter, Matt Wing & Quanisha Kumi-Darfour)
- iii. OpenLine (Lawrence Lair)
 1. September Openline went out with announcement for scholarships
 2. Openline recurring articles are done and approved, will schedule to publish 10/30
 - a. Please forward any ILSTUnews articles you'd like included by 10/25
 - b. Quanisha, let Lawrence know your written statement about the merger Town Hall by 10/25
- iv. Webmaster (Lawrence Lair)
 1. Latest approved minutes are uploaded
 2. Scholarship information posted and active

VI. Old Business - none

VII. New Business- none

VIII. Pulse of our Constituents & What's Happening on Campus- Samantha Lowry- overview of homecoming weekend events

IX. Adjournment – Moved by Monica, Justin Seconds