

ISU Civil Service Council Minutes

January 9, 2024

Link for meeting via [Zoom](#)

Members Present:

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

Ex-Officio Present:

Colette Homan
Sam Lowry
Christa Lawhun

Members absent:

Justin Lawson
Monica Elkin

- I. **Call to Order: 12:04 pm**
- II. **Approval of Agenda: Evelyn Whitfield Moved, Matt Wing second**
- III. **Approval of Minutes from December 5, 2023:** Lawrence Moved, Evelyn Second
- IV. **Officer Reports:**
 - a. Chair (Quanisha Kumi-Darfour)
 - i. Guests February 13, 2024 – Strategic planning steering committee. Material requiring feedback will be shared two weeks prior to meeting date.
 - ii. Civil Service Council Elections
 1. Appointment of committee – seeking people to serve in this role who aren't seeking election to Council.
 2. The nomination process will begin by mid-March
 3. Elections for open seats will be held no later than mid-May.
 - iii. Meeting dates are incorrect – 1st and 3rd Tuesdays per bylaws. Is the group okay with leaving it as such for now?
 - iv. Celebration of Illinois State's Founding – Thursday, February 15, 2024
10 a.m. "The Founding" Celebration Old Main Bell Ringing Ceremony
Prairie Room, Bone Student Center
Nominate a bell ringer [here](#).
The deadline for nominations is Wednesday, January 24, 2024. The ceremony will be open to the public.
11 a.m.-1:30 p.m. "The Founding" Faculty/Staff Appreciation Luncheon and Awards Ceremony
Circus Room and Brown Ballroom, Bone Student Center
11 a.m.-1:30 p.m. Buffet
You must RSVP by Thursday, February 1, 2024, by submitting the registration form [here](#).

12:15 p.m. Program

Interim President Aondover Tarhule and Dr. Roos Tarhule, along with University Vice Presidents, invite current faculty, and Administrative/Professional (A/P) and Civil Service employees to an event celebrating their service to Illinois State University.

- b. Vice-Chair (Lawrence Lair)
 - i. OpenLine
 - 1. Building out recurring sections
 - 2. Spotlight nominees have been contacted and I am awaiting acceptance
 - 3. Next couple months spotlight nominees have been identified
- c. Secretary (Sarah Ryburn)- No Report
- d. Treasurer (Beth Porter)
 - i. Two outstanding bills not reflected below:
 - 1. B&B Awards for CS Council Award hardware: \$225.50
 - 2. Two CS Council Distinguished Service Award payroll payouts: \$2,000.00

Account Name	Beginning Balance	Debit	Credit	Balance
General Revenue Civil Service Council Operating Costs	\$ 7,272.00	\$ 656.11	\$ 105.51	\$ 6,510.38
Agency CSC Non-ISU Scholarship Fund self-funded by CS fundraising	\$ 6,176.00	\$1,000.00	\$ -	\$ 5,176.00
Foundation CSC ISU Scholarship Fund funded by ?Unsure	\$ 2,835.00	\$ -	\$ 60.00	\$ 2,895.00
Foundation CSC ISU Carl Johanson Scholarship Fund Endowed Scholarship	\$ 3,177.60	\$ 350.23	\$ 1,271.78	\$ 4,099.15
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 | The two CS Distinguished Award winners were notified, accepted, and have submitted their bios for The Founding program. I will schedule a meeting with Beth, Justin, and Julianna to debrief the awards process this year and potentially propose changes to improve the processes.
 - ii. Scholarships: (June – Aug): Beth Porter and Judi Khalilallah
 - 1. We have two applications for each scholarship. The scholarship committee, Judi Khalilallah, Juliana Nelson, Justin Lawson, and Evelyn Whitfield, have been informed, and meetings have been set. Colette Homan has verified that all applicants have parents who qualify their student for the CS Scholarships, and the employees who applied to the Carl Johanson Scholarship also qualify.
 - 2. I would like to invite the parents and employee scholarship winners to the CS Council meeting on March 26 or to invite them to a space where we can recognize them during our Zoom meeting on that date. If their students can come, that would be great too.
 - iii. Toys for Tots: Beth Porter & Colette Homan
 - 1. I sent an email for an update from Troy. No report yet.
 - iv. CS Spring Service (chair, Beth Porter)
 - 1. In previous years, we have partnered with the AP council to help provide and support the School Street Food Pantry with donations and labor to help organize and restock their shelves on a Saturday in April. (April 13, 2024)

2. I am seeking a committee to help organize this or any other community organization the committee wishes to support. We will need to meet via Zoom in the coming days or next week and report to the CS Council at the following meeting. (meeting set for 1/23/24 @ 2 pm)
 - a. Names of those interested in serving:
 - i. Christa Lawhun
 - ii. Matt Wing
- b. Civil Service Committee Representatives
- i. Academic Senate (Quanisha Kumi-Darfour)
 1. Appointments – Interim Chief Equity and Inclusion Officer Dr. Byron Craig, Interim Vice President of Finance and Planning Dan Petree
 2. Athletics audit report is forthcoming.
 3. Personal Plus Time in effect January 1, 2024
 4. Check Academic Senate site for minutes and other information regularly.
 - ii. AP/CS Staff Council Merger (Beth Porter)
 1. The next meeting is January 24, 2024.
 - iii. Campus Communications Committee (Quanisha Kumi-Darfour & Justin Lawson)
 1. Next meeting is January 29, 2024
 - iv. Employee Advisory Committee/EAC (Christa Lawhun) - EAC next meeting this month in Urbana January 24 & 25. No report at this time.
 - v. ISU Annuitants Association Committee (Samantha Lowry). No report at this time.
 - vi. ISU Police Chief Advisory Council (Judi Khalilallah) – Next meeting February 2nd
 - vii. Parking and Transportation Advisory Committee (Matt Wing) | No report
 - viii. University Foundation (Evelyn Whitfield) – next meeting in February
- c. Human Resources (Colette Homan)
- i. Update on upcoming executive searches that will have public forums during the next couple of months are:
 1. WKCFCA Dean - Candidates on campus between January 29 – February 9
 2. President - Candidates on campus between February 19 – March 1
 - a. Announcements will go out with candidate materials, dates/times once they are known.
 3. Personal Plus Time (PPT) is now visible for employees in iPeople and redirects anyone with questions as supervisors or as employees [back to that site](#)
 4. Increases should be visible in pay advices this month for those who were part of the university-announced merit-increase program.
 5. Engage in bite-sized daily learning with videos or reflection activities that take around 5 minutes to complete. Calendar can be accessed by logging into LinkedIn Learning or the HR Training Calendar. In the month of January, ring in 2024 by refining skills that focus on building personal discipline, creating productive habits, and setting goals.
 6. Plaques for the C/S Distinguished Service Award and the Esprit de Corps award have been ordered and ready. Someone from the President’s Office will be picking them up and have for The Founding Day celebration. Bill has been given to Janice Bonneville. I believe she splits as necessary to recoup funds from both councils. If that is the case, the C/S council will be responsible for the cost of three (3) plaques.
 7. I will be processing the vouchers sometime in the next couple of weeks for signature and provide to HR Systems for data entry into iPeople for the monetary part of the award (except for the Esprit de Corp) with a payment in checks on 2/28/24.
- d. Standing Committees
- i. Discounts (Judi Khalilallah & Lawrence Lair)

1. Only 1 spam submission since last meeting. Nothing to report.
- ii. Governing Documents Review (Beth Porter, Matt Wing & Quanisha Kumi-Darfour)
- iii. OpenLine (Lawrence Lair)
 1. Reported in Vice Chair section above.
- iv. Webmaster (Lawrence Lair)
 1. Nothing to report.

VI. Old Business

VII. New Business

- a. Job classifications
 - i. Lawrence was requested by a fellow Civil Service to bring up the topic of job classifications to the Civil Service Council and if that is something we assist or help represent.

VIII. Pulse of our Constituents & What's Happening on Campus

- a. Future meeting guests – please share ideas regarding who we'd like to hear from during our council meeting.

IX. Adjournment: 12:38pm Matt Wing Moved, Judi Khalilallah second