

Members Present:

Sarah Bollman	Aubrey Henson	Tony Herter	Nancy Kerns
Judi Khalilallah	Juliana Nelson	Beth Porter	Kacy Rader
Lyndsie Schlink	Beth Theobald	Sean Thornton	

Members Not Present:

Leslie Green	Jamie Neville	Elisabeth Reed	Stuart Palmer
Dominique Schauer			

Visitors & Ex-Officio Members Present:

Colette Homan

Beth Theobald, Vice Council Chairperson, called the meeting to order at 12:03 pm.

Guest Speaker: Janice Bonneville

Janice gave updates and changes that up for approval before the Academic Council this school year. All the updates are to better define policy and the changes being recommended are due to IL or Fed changes in law pertaining to human resource policy.

Approval of Minutes

There was a motion to pass the 9/14/21, 10/12/21, and 10/26/21 minutes by Sean Thornton and a second by Juliana Nelson. All approved.

Chair Comments: Stuart Palmer – No Report

Vice Chair Comments: Beth Theobald – No Report

OpenLine: Sarah Bollman – No Report

Annuitants: Beth Theobald – No Report

Secretary: Beth Porter – No Report

Treasurer: Juliana Nelson – Juliana Nelson: Balance reported was \$3,577.32.

Human Resources: Colette Homan – No Report, but please add Kelly Walker to the next meeting's agenda at the start of meeting to announce SURSMAC updates.

EAC: Rick Marr – (not present; no report)

Special Committee Reports:

- **Academic Senate: Stuart Palmer** – No Report
- **COVID Working Groups:** No Report
- **Educate-Connect-Elevate – Illinois State (ECE):** Sean Thornton – next mtg. 11/19

- **Campus Communications Committee:** Beth Theobald – No Report
- **University Foundation:** Juliana Nelson – next mtg. February 2022
- **Parking and Transportation Advisory:** Stuart Palmer and Tony Herter – next mtg. 11/10/21
- **SURSMAC:** Kelly Walker – No Report – will update C.S. council on Dec. 7
- **Discounts:** Sarah Bollman and Judi Khalilallah – No Report
- **Awards:** (Fall) Lyndsie Schlink and Judi Khalilallah –
 - No submissions received for any of the awards of today.
 - A conversation was held about CS staff we could nominate.
 - How can we better market these awards? Bring your ideas.
 - Is there an easy way to look up a person to know if they are A.P. or C.S.? Collette said anyone may call her and she can let us know.
 - A question was proposed asking if a newly transferred administrative professional to civil service staff member would be eligible for a civil service award? The consensus of the discussion was that if a formerly A.P. staff member met the criteria for the award in their newly designated C.S. status they would be eligible for a civil service award.
- **ISU Police Chief Advisory Council:** Sarah Bollman – No Report
- **Team Excellence:** Sarah Bollman – No Report

Non-active Committees

- a. **Marketing/Legislative:** Sean Thornton – Working on the next Employee Spotlight – Julie Gaither.
- b. **Webmaster:** Sarah Bollman – She is currently updating.
- c. **Governing Documents Review:** Sarah Bollman – No Report
- d. **Homecoming:** Beth Porter – No Report
- e. **Chili Cook-Off:** Sarah Bollman – No Report
- f. **Spring Drive:** (Mar – May), Sarah Bollman – No Report
- g. **Elections:** (Mar – May) Sarah Bollman – No Report
- h. **Fall Drive:** (Nov - Dec) (Chair), Leslie Green – No Report
- i. **Scholarships:** (Jun – Aug) Juliana Nelson and Judi Khalilallah – They met last week and revamped the scholarship descriptions, have new descriptions for the website, and will have it on the website soon.
- j. **Raffle:** (Oct – Dec) Juliana Nelson – No Report
- k. **Children’s Holiday Party:** – (Fall - Dec): (Lyndsie Schlink) – Suspended for this year.
 - a. From 9/28/21 minutes: Stuart asked for alternative service ideas to be discussed on the Teams chat since time is running out on for further discussion at this meeting. It was noted that the Teams chat discussion had led to the adoption of supporting the Toys for Tots campaign.
 - b. Further discussion was had about trying to coordinate a more personal holiday drive or in person activity, but it was acknowledged that someone would have to plan it this week and get it in print and in media the following week. It was agreed that we would support the Toys for Tot Campaign. There was further talk of past flyers and that Sarah Bollman would get a previously used TFT flyer from Troy and update it so we could all use our personal social media and the CS council media to help get the word out for the need for toys this year.

Old Business:

- a. How can we better communicate to our Civil Service Employees and share their questions and concerns?
 - i. (ongoing)

New business:

- a. Are there other civil service programming pieces we could do to engage with Civil Service Employees? Socials?
 - i. Tabled until survey has been collected.
- b. ~~I read that AP employees receive a plaque for being on the Council when they step down. I think this is something we should start doing for our members as they exit the council. Start with the individuals that just stepped off?~~
 - i. ~~Tabled until next meeting.~~ Juliana Nelson asked if we should we remove at this time?
- c. For consideration:

Working Group: Merging Administrative Professional & Civil Service Council

Purpose

This working group is being formed with the task of engaging with members of the Civil Service Council about the possibility of combining the two councils with the intention of representing all Staff and non-faculty employees on campus. Look at several factors but need to initial look at what the process would be like - what would be involved in dissolving two councils and creating a new one. What parties outside of the councils themselves must be involved in the process.

Priorities

- 1. Discuss viability of merging AP & CS councils
 - a. Benefits vs Drawbacks
 - b. Benchmarking Peer Institutions
- 2. Recommended Structure of a combine council
 - a. Representation (Numbers & Voting)
 - i. AP
 - ii. CS
- 3. Variety of designations
 - b. Executive Members
 - c. Committees
 - d. Benchmarking Peer Institutions
- 4. Recommend Structure of Academic Senate Representation
 - e. Number of Senators
 - f. Electing Senators
 - g. Committee Representation

Timeline

- Ending December 2023
- Meeting once monthly for one hour

Membership

Administrative Professional Council
- Terry Jackson
- Amelia Noel-Elkins

Civil Service Council
- open position
- open position

- open position

- open position

i. Tabled until next meeting

Announcements:

- a. A motion to strike Nov. 23rd meeting was made by – Aubrey Henson and Tony Hester 2nd the motion. The next meeting will be December 7, 2021 (Spotlight Room and Zoom)

Adjournment: Motion was made by Sean Thornton to adjourn, and Tony Herter provided a 2nd; time: 12:51 p.m.

Reminders: The deadline for submitting materials to the *OpenLine* is the 25th day of each month.
NOTE: Deadline is subject to change. Please ensure you submit any information to Sarah Bollman.

Upcoming CSC Meeting Dates:

2021 Dates - December 7, December 21

2022 Dates - January 4, January 18, February 1, February 15

Upcoming CSC Important Dates: