



CIVIL SERVICE COUNCIL
MEETING MINUTES
Tuesday, December 7, 2021
Noon – 1 p.m. – Spotlight Room/ZOOM

Members Present:

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

Members Not Present:

Dominique Schauer	Jamie Neville
Elizabeth Reed	Leslie Green

Visitors and Ex-officio Members Present:

Collette Homan	Kelly Walker
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1. Call to Order 12:03pm

2. Approval of Minutes 10/26/2021 and 11/9/2021

Juliana Nelson motioned to accept the minutes. Beth Theobald seconded the motion and all approved.

3. Kelly Walker gave a *State Universities Retirement System Members Advisory Committee* update.

SURSMAC met on Nov. 4

Notable outcomes:

- a. Senate bill 21.03 update: Anyone newly certified will be auto enrolled in the 457 retirement plan at 3%. Opting out after the auto enrollment is allowed.
- b. The retirement Money Purchase factors formula is being updated this coming spring.
- c. Currently SURS is only offering telephone or video meetings.
- d. Questions:
 - i. Beth Theobald asked: Would the 3% be on top of the 8% already taken in the auto enrollment?
 - ii. Yes. SURS is trying to encourage people to save for retirement, but they can opt out if they choose after the auto enrollment.

4. Officer Reports

- a. **Chair:** Stuart Palmer
 - i. Meeting with President
 1. It was cancelled right before Thanksgiving. Nothing was pressing and no updates. They will meet in Dec.
 - ii. Subcommittee formation

1. Working Group: Merging Administrative Professional & Civil Service Council
 - a. 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.
 - b. Priorities:
 - i. Discuss viability of merging AP & CS councils
 1. Benefits vs Drawbacks
 2. Benchmarking Peer Institutions
 - c. Recommended Structure of a combined council
 - i. Representation (Numbers & Voting)
 1. AP
 2. CS
 - a. Variety of designations
 - ii. Executive Members
 - iii. Committees
 - iv. Benchmarking Peer Institutions
 - d. Recommended Structure of Academic Senate Representation
 - i. Number of Senators
 - ii. Electing Senators
 - iii. Committee Representation
 - e. Timeline
 - i. Ending December 2023
 1. Meeting one monthly for one hour

2. Membership
 - a. Administrative Professional Council
 - i. Terry Jackson
 - ii. Amelia Noel-Elkins
 - iii. Open Position
 - b. Civil Service Council (**decide at the 12/7/21 meeting**)
 - i. **Nancy Kerns**
 - ii. **Juliana Nelson**
 - iii. **Sean Thornton**

- iii. Policy review

1. Academic Senate is clearing it's backlog of policy reviews. Items that pertain to Civil Service staff are being brought up. Stuart shared the policy 3.6.27 and 3.4.7 Employment for Teaching Purposes of Civil

Service and Administrative/Professional Personnel Policy that is currently being cleaned and sought feedback on any of the language being put forth.

a. Questions

- i. Juliana Nelson asked what the actual change was that is being recommended?
- ii. Stuart shared that the language of the policy was being cleaned up to be sure that the AP staff language matches with the language of CS staff in all instances.
- iii. Judi Khalilallah asked for clarification between AP and CS staff members. Collette gave clarification between AP/CS designations.

iv. AP/CS Survey Review

1. Stuart provided a link to a survey the AP council has been working on regarding the Work from Home Policy (WFHP) on campus. The AP council would like to partner with the CS council and send the WFHP survey out to all AP/CS staff. President Kinzy is aware of the survey and concerns. There is a University division on campus that is running a WFHP pilot program. President Kinzy and her cabinet want to see the WFHP results before moving ahead with University wide WFHP changes. However, the AP Council would like to go forward with the survey at this time. Stuart asked for any concerns, questions, discussion. Beth Porter and Sean Thornton said that it would be easier to get the word out to all if we combine the survey and partner on this now. It was decided to move ahead with the combined survey.

b. **Vice-Chair:** Beth Theobald

- i. No formal report but asked if we should cancel the next meeting as it is on the last day of work before the University shuts down for break. A show of hands proved many would be on vacation that day.
- ii. Juliana Nelson motioned to cancel the 12/21/21 regular meeting and Kacy Rader 2nd the motion. All agreed to cancel the 12/21/21 meeting.
- iii. It was then brought up that the next meeting was then Jan. 4 and another show of hands was taken to see who would be on campus to hold the next regular meeting. Many would be on vacation that day too.
- iv. Beth Porter motioned that the 1/4/21 regularly scheduled meeting be canceled. Beth Theobald gave a 2nd, and all approved.

c. **Secretary:** Beth Porter

- i. EMDH will be contacted to update the cancelled meetings, and the University Calendar will be updated as well. It was discussed that Beth Theobald would update the same Zoom link to use for the rest of this year and include all the board members as hosts.

d. **Treasurer:** Juliana Nelson

- i. The account balance is at \$3577.32. Three checks will be written in January to the CS scholarship recipients for spring semester. In January we should have a 2 cent increase in the balance 😊.

5. **Civil Service Representatives Reports:**

a. **Academic Senate:** Stuart Palmer

- i. **Planning and Finance** – Reported that nothing pressing was in the works, but the committee was moving through a lot of policy cleaning.
- ii. **Stuart noted that there was a public comment** regarding the cancellation of CCRC conference – a letter was read – and remedies are happening to make sure it doesn't happen again and that the CCR Conference happens next year. Lyndsie Schlink asked what happened – basically a miscommunication on budget.
- iii. **Updates on policies:**
 - a. Of note, in the records cleanup work, Stuart highlighted 3.1.29 Right of Access to Personnel Files Policy.
 - b. Stuart has appreciated the new AS administration and the speed of the work being done.

b. **Annuitants:** Beth Theobald

- i. Annual luncheon – It was noted that our own Sean Thornton was celebrated for his drawing of the newly renovated Bone Student Center. His rendering of the renovated BSC and his biographical statement was highlighted at the luncheon. There was good turnout and many items collected for the School Street food pantry.

c. **Campus Communication Committee:** Beth Theobald

- i. No report

d. **COVID Working groups:** Juliana Nelson, Sean Thornton, Beth Theobald, Judi Khalilallah

- i. No report

e. **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton

- i. Doris Houston led the meeting with the 2020-2021 EDI Annual Report - [EDI-Annual-Report-2021.pdf \(illinoisstate.edu\)](#)
- ii. Steering Team to meet in December to coordinate future ECE meetings

f. **Employee Advisory Committee Representative (EAC)** – Rick Marr

- i. No report

g. **ISU Police Chief Advisory Council:** Sarah Bollman

- i. No report. Need confirmation on previous meeting minutes before sharing.

h. **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter

- i. Tony Herter (11yrs) announced he will be leaving the University on 12/31/21 and will be moving to a contractor in Champaign. He will be greatly missed on campus and all wished him well.
- ii. Sarah Bollman (Chair of Elections) will reach out to the person who ran against Tony to see if they are interested in taking up the position.

- iii. PTA Committee report: The meeting was suspended until they could get a student government member for representation. Parking has a new organization chart and gave an update to the parking projects.
 - 1. The last gavel lot will be paved this spring.
 - 2. G81 (baseball field) will be loose some spaces to batting cages.
 - 3. They will look for more parking due to the demand in around the Multicultural Center.
 - 4. Parking is also looking into at an upcoming technology change that will entail license plate recognition in the parking lots instead of staff having to look for the parking tags. There is also plan for Business Permits. Communication to the campus on this technology upgrade will be coming soon.

- i. **University Foundation:** Juliana Nelson
 - i. No report

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

- a. **Reminder** – Minimum wage goes up on 1.1.22. President Kinzy has announced merit increases to also begin on 1.1.22. HR has sent out letters to AP staff that will be transitioning on 1.1.22. ISU HR will be audited in the spring and if any of the standing AP positions are found to not meet AP standards there may be other AP to CS transitions to happen after the University HR audit.

7. **Standing Committee Reports**

- a. **Discounts:** Sarah Bollman (Chair), Judi Khalilallah – No report
- b. **Governing Documents Review:** Sarah Bollman – No report
- c. **OpenLine:** Sarah Bollman – No report
- d. **Marketing/Legislative:** Sean Thornton – No report
- e. **Webmaster:** Sarah Bollman – No report

8. **Ad Hoc Committees: - No updates**

- a. **Awards (Fall):** Lyndsie Schlink, Judi Khalilallah
- b. ~~**Children's Holiday Party: (Fall – Dec):**~~ Lyndsie Schlink
- c. ~~**Chili Cook Off: (Fall)**~~ Sarah Bollman
- d. **Elections (March-May):** Sarah Bollman
- e. ~~**Fall Drive (Nov – Dec):**~~ Leslie Green
- f. ~~**Homecoming: (Sept. – Oct.)**~~ Beth Porter
- g. **Raffle (Oct – Dec):** Juliana Nelson (Chair)
- h. **Scholarships: (June – Aug):** Juliana Nelson (Chair), Judi Khalilallah
- i. **Spring Drive: (March – April):** Nancy Kerns, Leslie Green
- j. ~~**Team Excellence: (Fall):**~~ Sarah Bollman

9. **Old Business:**

- a. How can we better communicate to our Civil Service Employees that we are here to hear them and share their questions and concerns?
 - i. We will send a Formstack Survey to all Civil Service Employees to receive feedback of wants and needs.
 - ii. Will pursue when we get survey results: Is there other civil service programming pieces we could do to engage with Civil Service? Socials?

10. New business:

11. Announcements:

12. Adjournment 12:54 pm

Beth Theobald made the motion to adjourn the meeting. Sean Thornton gave a 2nd, all approve.

Next meeting:

Tuesday, January 18, 2022, in-person, and ZOOM

Reminders:

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

Upcoming CSC Meeting Dates:

February 1, February 15, March 1, March 15, March 29 (room change: Founders Suite), April 12, April 26 (room change: Founders Suite), May 10, May 24, June 7, June 21

Upcoming CSC Important Dates:

Submitted by Beth Porter