



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, February 1, 2022

Noon – 1 p.m. | ZOOM

Members Present:

Sarah Bollman

Aubrey Henson

Nancy Kern

Judi Khalilallah

Juliana Nelson

Stuart Palmer

Beth Porter

Kacy Rader

Lyndsie Schlink

Beth Theobald

Sean Thornton

Members Not Present:

Leslie Green

Jamie Neville

Elizabeth Reed

Dominique Schauer

Kelly Walker

Visitors and Ex-officio Members Present:

Colette Homan

1. **Call to Order: 12:03 p.m.**
2. **Approval of Minutes, 1/18/2022**
 - a. Stuart called for a show of hands approval of the 1/18/22 minutes. All approved.
3. **Officer Reports**
 - a. **Chair:** Stuart Palmer
 - i. Meeting with President – 1/21/22
 1. Discussed the ongoing Work from Home pilot studies currently going on among differing units of the University involving A/P and CS staff.
 2. The COVID vaccination numbers were mentioned and are encouraging across campus. The faculty/staff percentage of vaccination is excellent.
 3. If you have anything you want Stuart to bring up at the next meeting with President Kinzy please let him know. Next meeting is February 25.
 4. A/P Council has a new chairperson, Derek O'Connell, and has approved that all A/P having changed to CS may stay on the A/P council until the end of this school year. They did decide the executive board officers need to be current A/P employees to honor the representation on the council and across campus.
 - b. **Vice-Chair:** Beth Theobald - no report
 - c. **Secretary:** Beth Porter – no report
 - d. **Treasurer:** Juliana Nelson
 - i. Reported account balance: \$3577.32

- ii. Three of the CS scholarships have been paid for the spring semester. One scholarship is still waiting on confirmation of a spring schedule before payment can be made.

4. **Civil Service Representatives Reports:**

a. **Academic Senate:** Stuart Palmer

- i. The January 19th meeting was on Zoom. It was a straightforward meeting as colleagues caught up from the winter break. Three items of note:
 - 1. It was reported the Common App is going well. The application numbers to attend ISU look good to date.
 - 2. Two action items
 - a. The Financial Aid policy was approved.
 - b. The leave of absence policy has been approved for update due to new laws/statutes and it was approved to accept the new Military Leave of Absence Policy as a standalone policy due to the nature and regulation of military personnel.

b. **ISU Annuitants Association:** Beth Theobald

- i. **Next ISUAA Spring Luncheon 3/16, 11:30 am – 1:30 pm @ Old Main** – please consider joining the ISUAA and attending the luncheon. The Spring Luncheon will feature a performance by Illinois State’s Clef Hangers. Reservations due by March 7. Beth T. will not be able to attend this meeting and may need a sub.
- ii. Due to people moving off the ISUAA board Beth T. maybe helping with uploading information to the website in the future as personnel changes are being made.

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

- i. The next meeting is February 8. Then on Feb. 14 the CCC will meet with the president to approve the letter.

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

- i. – no reports

e. **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton - no report

- i. The next meeting is this Friday, February 4.

f. **Employee Advisory Committee Representative (EAC)** – Rick Marr – no report

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

- i. A TEAMS group is being formed to share minutes and reports. Once created Sarah will be able to share reports posted to the TEAMS group.

h. **Parking and Transportation Advisory:** Stuart Palmer, TBA

- i. Stuart asked if anyone would like to serve in Tony’s place until the next elections: Beth Theobald has volunteered to serve in Tony Herter’s place.

i. **Review of Years of Service Committee** – Kacy Rader – no report

j. **SURSMAC:** Kelly Walker – no report

- i. **University Foundation:** Juliana Nelson – A virtual Foundation meeting will be held on February 18.

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

- i. HR will soon be announcing the availability of the LinkedIn Learning platform for all staff. Currently it's being used in pilot groups. It's a great product for professional development. You can use it as you see fit to advance your own learning or a supervisor can recommend staff to attend a course for professional development.
- ii. Cyber security training was sent out via email. Please be sure to finish the training.
- iii. *All About ISU* – A session for new staff to learn about the University's culture, mission, vision, values, and traditions was on hiatus due to COVID and brought back in person this past January. HR is happy to offer this informative program once again to new staff at the University.

6. **Standing Committee Reports**

- a. **Discounts:** Sarah Bollman (Chair), Judi Khalilallah
 - i. Chugging along as they come in.
- b. **Governing Documents Review:** Sarah Bollman – no report
- c. **OpenLine:** Sarah Bollman
 - i. Chugging along just fine too. Get items to Sarah if you would like them included in the OpenLine.
- d. **Marketing/Legislative:** Sean Thornton
 - i. Lining up employees for the upcoming Spotlight articles and the CSC Facebook page.
- e. **Webmaster:** Sarah Bollman
 - i. All the CS Council minutes have been updated and other aspects of the website have also been updated.

7. **Ad Hoc Committees:**

- ~~a. **Awards (Fall):** Lyndsie Schlink, Judi Khalilallah~~
- b. **Fact Finding Review for Potential Merger of A/P Council & CS Council subcommittee:** Juliana Nelson, Nancy Kerns, and Sean Thornton
 - i. Juliana shared that in depth conversations are being had at each meeting to fact find. There is so much information to cover that they are still creating a road map to outline their process. Juliana asked if anyone had any questions or any other input for the committee to consider? Please submit them to her if they come up.
 - ii. No A/P and CS Council Work from Home survey will be conducted for some time until fact finding is done.
 - iii. Beth T. likes the idea that a merger would lead away from SILO thinking between staff. That coming together would make us a stronger community of university staff.

- iv. Colette does not know what a negative would be if the two councils joined. It would lessen the division of staff. We have students, faculty, and staff at the University.
- v. Stuart said there is far more that unites us than divides us.
- vi. Stuart also wanted to make it clear that this is a very preliminary committee doing peer institution review and reviewing the mission and operation of each of our own councils at this time. They are not working on a merger.

~~c. Children's Holiday Party: (Fall – Dec): Lyndsie Schlink~~

~~d. Chili Cook-Off: (Fall) Sarah Bollman~~

e. Elections (March-May): Sarah Bollman

i. **We need to hold a special election for the Tony Herter empty seat.**

1. We need to decide on how it will be handled.

a. Upon Stuart's review of the CS Constitution and By-laws all the documents say is that officially a special election is ***based on the discretion of the CS Council election committee***. Other than that, the constitution and by-laws are vague.

i. Beth T. advocated to hold the upcoming regular election and special election at the same time due to the timetable before us. She proposed it would take more work to do the special election and regular election separately. Also, it might be confusing to hold the special elections the month before the regular election. Stuart agreed but wanted the input of the council as there are not straight forward guidelines on how to conduct the special election.

ii. Julianna asked if a time frame was stated in the constitution? Stuart said no. Then she also ask if we could get a list of the group four employees from HR to use for emails to search for candidates for the special election. Colette H. will gather the names of those eligible from group 4 and give them to Stuart.

iii. Beth T. suggested that the council needs to amend the CS Council constitution and provide instruction on how to handle special elections going forward when there isn't a runner up to ask to run. Beth T. posed the question: Should the CSC Exec. Board meet separately to outline a constitutional amendment for special elections if needed? All agreed that was a good idea – Beth T. offered to set the meeting up. Stuart asked all to review the CS constitution and review to be ready to discuss recommendations at the next CSC meeting.

- iv. Once Sarah B. gets a timeline put together, she will let us all know the help she is needing. Sean T. and Beth T. said they would help Sarah. Once Sarah posts the timeline and announces the help needed in our CSC TEAMS chat - anyone interested in helping with the election(s) can let Sarah B. know!
- v. Juliana has a concern about combining the elections as at the last meeting it was stated that we couldn't combine the special election with the regular election. Stuart replied that he thinks it was him putting the brakes on any decisions until he could go through the CS Council constitution to make sure what the rules stated.
- vi. We will go forward with a combined special election and regular election to save work and lessen confusion. We will go forward to write procedures to make this clear if there is not back up available to take someone's place if a staff member leaves the council. This is a rather unique situation and Stuart thanked all for sharing their thoughts.
- vii. Beth T asked if there were any HR issues about holding the special and regular election together? Colette said she did not think so; that we only need to follow the CS constitution and by-laws.

~~f. **Fall Drive (Nov – Dec):** Leslie Green~~

~~g. **Homecoming: (Sept. – Oct.)** Beth Porter~~

h. Raffle (Oct – Dec): Juliana Nelson (Chair)

- i. We are working with HR on account related work with our CS accounts. Until a review of our accounts is done the raffle and fundraisers are on hold.

i. Scholarships: (June – Aug): Juliana Nelson (Chair), Judi Khalilallah

- i. See Treasurer's report.

j. Spring Drive: (March – April): Nancy Kerns, Leslie Green

- i. Has not met with A/P Council yet. Once Nancy has their response, she will share the next steps.

~~k. **Team Excellence: (Fall):** Sarah Bollman~~

8. Old Business:

a. AP/CS Work from Home Policy (WFHP) Survey progress

- i. Per report listed above from the Fact Finding Review for Potential Merger of A/P Council & CS Council subcommittee – the survey has been put on hold.

9. New business:

a.

10. Announcements:

11. Adjournment : 1:00 p.m.

- a. Beth T. motioned to close the meeting, Sean T. gave a second, meeting adjourned at 1 p.m.

Next meeting:

Tuesday, February 15, 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:

2022 Dates - 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