



CIVIL SERVICE COUNCIL MEETING MINUTES

Tuesday, March 15, 2022

Noon – 1 p.m. – ZOOM only

Members Present:

Sarah Bollman
Aubrey Henson
Nancy Kern

Juliana Nelson
Stuart Palmer
Beth Porter

Lyndsie Schlink
Beth Theobald
Sean Thornton

Members Not Present:

Leslie Green
Judi Khalilallah

Jamie Neville
Kacy Rader

Dominique Schauer
Kelly Walker

Visitors and Ex-officio Members Present:

Colette Homan

1. **Call to Order 12:03 p.m.**
2. **Approval of Minutes 3/1/2022**
 - a. Motion by Sean T. and second by Beth T. All approved.
3. **Officer Reports**
 - a. **Chair:** Stuart Palmer - Meeting with President Kinzy on March 24th
 - b. **Vice-Chair:** Beth Theobald - no report
 - c. **Secretary:** Beth Porter
 - i. The CS Council Team's site is coming together. Files will be added by the end of the week for all offices and committees. Please utilize the folders to store all documents pertaining to your position or committee. If you have any questions, please let me know.
 - d. **Treasurer:** Juliana Nelson
 - i. Balance \$3,577.32
 - ii. The ISU Credit Union account will be closed next week with funds transferred to foundation accounts within ISU.
4. **Civil Service Representatives Reports:**
 - a. **Academic Senate:** Stuart Palmer - *Planning and Finance Committee*: Elisabeth Reed came to share and discuss suggested changes to the Sustainability policy the committee is reviewing. *Senate*: A presentation was made on the recruitment and retention of underrepresented students. The ISU Bond rating was raised. Most of the time was spent discussing the Sabbatical policy, but it was finally approved.

- b. **ISU Annuitants Association:** Beth Theobald
 - i. Beth T. announced that she is unable to go to the ISU annuitants' luncheon tomorrow and asked if anyone could go in her place. She has the lunch ticket already purchased and will give it to a willing person who can report back about the luncheon. Let her know by the end of today if you can go.
 - c. **Campus Communication Committee:** Beth Theobald – no report
 - d. **COVID Working groups:** Juliana Nelson, Sean Thornton, Beth Theobald, Judi Khalilallah – no report
 - e. **Educate – Connect – Elevate – Illinois State (ECE):** Sean Thornton—Next meeting 3/29
 - f. **Employee Advisory Committee Representative (EAC) –** Rick Marr – no report
 - g. **ISU Police Chief Advisory Council:** Sarah Bollman
 - i. Waiting for minutes from the last meeting to be posted – I can share a lot of what goes on at the meetings. We all filled out a poll of availability and so far, all the meetings have been scheduled when I am unavailable.
 - h. **Parking and Transportation Advisory Committee:** Stuart Palmer, Beth Theobald – Next meeting is April 13.
 - i. **State Universities Retirement System Members Advisory Committee of IL (SURSMAC):** Kelly Walker – no report
 - j. **University Foundation:** Juliana Nelson – next meeting later in the spring.
5. **Human Resource Report:** Colette Homan
- a. Sick Leave Bank: Open enrollment articles will run shortly in the Report/OpenLine/AP newsletter. Same rules/policy will apply as always – no changes. A mass email will be sent out closer to the opening date. Dates for the sick leave bank are 4/7 - 4/20/22.
 - b. EAC meetings have been scheduled and they have been meeting by video conferencing. Next meeting is scheduled for April 7th.
 - c. Employee Service Awards - committee had a great first meeting on March 7 to begin discussion on what the program may look like moving forward. Next meeting is scheduled for April 4th.
6. **Standing Committee Reports**
- a. **Discounts:** Sarah Bollman (Chair), Judi Khalilallah
 - i. Current on emails – all have been added to our website
 - b. **Governing Documents Review:** Sarah Bollman
 - i. No report
 - c. **OpenLine:** Sarah Bollman
 - i. Working this week on building the current OpenLine – it will go out early next week.
 - d. **Marketing/Legislative:** Sean Thornton – no report
 - e. **Webmaster:** Sarah Bollman
 - i. All meeting minutes have been added to the website and the 2021 minutes have been archived.

7. Ad Hoc Committees:

- a. Review for Potential Merger of A/P Council & CS Council Subcommittee:** Juliana Nelson, Nancy Kerns, and Sean Thornton
 - i. The proposal is in draft form. We are reviewing/editing documents, and the information will be forwarded once all edits are completed.
- b. Elections (March-May):** Sarah Bollman
 - i. Nomination Period: March 21 – April 1
 - ii. Information will be in this month's OpenLine.
 - iii. I should receive lists needed from Human Resources this week to begin the election process.
- c. Raffle (Oct – Dec):** Juliana Nelson (Chair) – no report
- d. Review of Years of Service Committee –** Kacy Rader – no report
- e. Scholarships: (June – Aug):** Juliana Nelson (Chair), Judi Khalilallah – no report
- f. Spring Drive: (March – April):** Nancy Kerns, Leslie Green
 - i. The School Street pantry has been selected and we will hold a food drive Mid to end of April with A/P Council.
 - 1. Amelia Noel-Elkins, the School Street Food Pantry food drive coordinator, has been contacted and we are setting a date currently.
 - 2. Aubrey volunteered to help – Beth P. volunteered to do University Calendar post.
 - 3. Will need site volunteers to help gather the donations and help to advertise the food drive.
- g. Civil Service Membership Survey Committee –** Beth Theobald, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.
- h. Working Committee | A/P and C/S Work from Home Policy Survey,** Beth Theobald, Sean Thornton
 - i. On hold until review of possible merger with A/P council is complete.

8. Old Business:

9. New business:

- a.** Beth T's ideas for providing campus wide staff affirmation opportunities. Beth T. is checking on some technology choices and tabled the discussion until the next meeting.
- b.** Julian suggested that we provide Community Service Opportunity for Civil Service Employees such as: Midwest Food Bank or School Street pantry, Habitat for Humanity, to help stock shelves or pack items. Other thoughts for Civil Service, service opportunities? After some discussion it was thought, we should try to plan a couple of years and see what the turnout is.

10. Announcements:

11. Adjournment 12:39

- a. Juliana N motioned for adjournment, and Sean T gave the second.

Next meeting:

Tuesday, March 29

Reminders:

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

Upcoming CSC Meeting Dates:

2022 Dates -March 29, April 12, April 26, May 10, May 24, June 7, June 21

Upcoming CSC Important Dates: