

ISU Civil Service Council Agenda

August 13, 2024

Link for meeting via [Zoom](#)

Members present

(quorum is seven as of 8/13/24):

Justin Lawson

Lawrence Lair

Jessica Barringer

Beth Porter

Judi Khalilallah

Tashaunna Divers

Monica Elkins

Members absent:

Sarah Ryburn

Evelyn Whitfield

Matt Wing

Ex officio Members and guests present:

Christa Lawhun

Colette Homan

I. Call to Order: 12:05

- a. Lawrence motioned to begin the meeting; Monica seconded the motion. All approved of starting the meeting.

II. Approval of Minutes: [unapproved Civil Service Council Minutes 07.23.24.docx](#)

- a. Tashaunna motioned to approve the 07.23.24 minutes, Monica seconded the motion. All approve of the 07.23.24 minutes.

III. Officer Reports:

- a. Chair (Justin Lawson) – No report
- b. Vice-Chair (Lawrence Lair) – No report
- c. Secretary (Tashaunna Divers) – No Report
- d. Treasurer (Beth Porter) – No Report

IV. Reports

- a. Ad Hoc Committees
 - i. CS Awards (Matt Wing) - No update
 - ii. Scholarships (Beth Porter and Judi Khalilallah) – No report
 - ii. Elections (Evelyn, Sarah, Christa)
 1. Please upload FY24 documents.
 - iii. Homecoming (Beth Porter)
 1. September 23-29, 2024—Beth Porter proposes we ask CS staff members campus-wide to volunteer to walk in the Homecoming Parade. We could have an application in the August OpenLine. We usually partner with the A/P Council on this event. Thoughts? CS Council members can walk too.
 2. Minimum of 10 bag passers, and 10 parade walkers or we cancel the activity.
 3. Monica Elkins will help!

4. Beth motioned to have the CS Council send an electronic survey-type invitation to CS staff employees to volunteer for two different parade events/tasks. CS Council will host a pre-parade volunteer group of CS Staff to hand out bags to Homecoming Parade spectators for the collection of parade goodies and a second group of CS staff to walk in the parade to handout hand out candy or an inexpensive CS staff marketing favor. Lawrence approved. All approved.
 5. Justin will reach out to A/P Council to see if they would like to partner with these activities.
- iv. CS Scholarship Fundraising Committee (Seeking Committee Volunteers).
 1. This has been a raffle and donut sale in the past. It's up to the committee to decide on the The committee will decide on the timeline and the fundraisers timeline and what the fundraisers are.
 2. Tashaunna said Chipotle has a good fundraising program that she will investigate.
 - v. Winter CSC Service Project (Matt Wing, Monica Elkins) - No Report
 - vi. Spring CSC Service Project (Tashaunna Divers) Beth Porter, Justin Lawson – No Report
- b. Civil Service Committee Representatives
- i. Academic Senate (Justin Lawson) – Next meeting is August 28, 2024
 - ii. Campus Communication (Justin Lawson) –
 1. Constitutional resolution passed by the Board of Trustees on 8/2/2024.
 2. Review updates to member expectations.
 3. Need volunteers
 4. Provide a link here.
 - iii. AP/CS Staff Council Merger (Beth Porter, Justin Lawson)
 1. We need 2 – 3 more volunteers.
 2. Next meeting: August 29 on Zoom at 1:30 p.m. to 2:30 p.m.
 - iv. Employee Advisory Committee/EAC (Christa Lawhun) – 4-year term - No Report
 - v. ISU Annuitants Association Committee (?) - need volunteers
 - vi. ISU Police Chief Advisory Council (Judi Khalilallah) - No Report
 - vii. Parking and Transportation Advisory Committee (Matt Wing) - No Report
 - viii. University Foundation Board (Evelyn Whitfield) – No Report
 - ix. SURSMAC (Kelly Walker, HR) – Appointed by the president
- c. Human Resources (Colette Homan)
- i. Requests for searches have come out for CS Council representation. Colette will send items for Justin to help start these searches for representation.
 - ii. Pay increases for the upcoming year – is there any information that we can pass on? Colette said that the President makes those announcements. Bargaining units have to follow their contracts.
- d. Standing Committees
- i. Discounts (Lawrence Lair) - no report
 - ii. OpenLine (Lawrence Lair, seeking volunteers) - is in progress
 - iii. Webmaster (Lawrence Lair) - approved minutes have been uploaded to [the site](#)
 - iv. CSC Governing Documents Review (Beth Porter, Justin Lawson)
 1. We need volunteers.
 2. Seeking volunteers to hold a review of the CS Council By-Laws and Constitution. Type your name here if you are interested in serving on the committee: Christa Lawhun, Tashaunna Divers
 - v. CSC Marketing (?) Tashaunna, Lawrence,
 - vi. CSC Legislative Committee (?)
 - vii. CSC Listserv Committee (Exec Board) - no report

V. Old Business

a.

VI. New Business

a. November Staff Appreciation event (Beth Porter) Lawrence, Matt

- i. Annual event held the Wednesday of the week before Thanksgiving week to recognize and appreciate A/P and CS Staff
- ii. Beth made a motion to do the event this fall as it was done in the previous year, Nov. 20, 2024, and will possibly include Staff Merger information at the event. Monica approved the motion. All approved.
- iii. Beth will reach out to A/P Council about partnering to host the annual "Say Hello with Hot Cocoa Staff Appreciation" event on November 20, 2024.

b. Committees

- i. Article III – Responsibilities of the Officers and Members, Section 8 -Elected Members, C. All members are expected to actively participate in Council committees and Council activities throughout the year.
- ii. Review Committees and representation – volunteers to fill in gaps
- iii. Ex-Officio Members
 1. Please ask co-workers and associates if they are interested in volunteering and serving on the CS Council.
 2. The Executive board will reach out to those who ran but were not elected to see if they are interested in serving a one-year term as an Ex. Officio.
 3. Colette recommended that we reach out to anyone who volunteers for a committee or to be an Ex. Officio to send their supervisor a letter of their appointment.
 - a. Holly Johnson is still interested in helping on the CS Council.

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

VIII. Adjournment 1:01 p.m.

- a. Tashauna motioned to adjourn the meeting. Monica seconded the motion. All approved.