

ISU Civil Service Council Minutes

September 10, 2024

Link for meeting via [Zoom](#)

Members present

(quorum is 5 as of): Tashaunna Divers, Justin Lawson, Beth Porter, Colette Homan, Jessica Barringer, Sarah Ryburn, Matt Wing, Judi Khalilallah

Members absent:

Ex officio Members and guests present:

I. Call to Order:

a. Motion: Beth Porter Second: Tashaunna Divers Vote: yes

II. Approval of Minutes: [unapproved Civil Service Council Agenda 2024.08.27.docx](#)

a. Motion: Matt Wing Second: Beth Porter Vote: yes

III. Officer Reports:

- a. Chair (Justin Lawson) – No report
- b. Vice-Chair (Lawrence Lair) – No report
- c. Secretary (Tashaunna Divers) – Working on Chipotle and Krispy Kreme fundraiser. Still waiting for more info.
- d. Treasurer (Beth Porter) – Here is a snapshot of our beginning balances for FY25. I am still awaiting a beginning balance from one more of the foundation accounts that support ISU Student Scholarships (children of Civil Service Guardians/Parents).

Account Name	Beginning Balance	Debit	Credit	Balance
General Revenue Civil Service Council Operating Costs	\$ 7,272.00	\$ -	\$ -	\$ 7,272.00
Agency CSC Non-ISU Scholarship Fund self-funded by CS fundraising	\$ 6,176.00	\$0.00	\$ -	\$ 6,176.00
Foundation CSC ISU Scholarship Fund funded by ?Unsure	\$ 2,955.00	\$ (20.00)	\$ -	\$ 2,975.00
Foundation CSC ISU Carl Johanson Scholarship Fund Endowed Scholarship	\$ 3,349.15	\$ (955.05)	\$ -	\$ 4,304.20
Foundation CSC ISU Civil Service Awards Fund funds provided by ?	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00

IV. Reports

- a. Ad Hoc Committees
 - i. CS Awards (Matt Wing) — Rachel Caracci from Presidential and Trustee Events is attempting to coordinate timelines for all the awards presented during The Founding. Last year, the various groups had different timelines, differing lengths of nomination periods, etc., which would be easier to promote if consistent. More to come on that. ... Additionally, we had many worthy nominees last year who were not selected for the award, whose nominations I kept. Can we keep these on file for consideration for this year, and/or make other changes to the criteria for

the award? How do we do this? Awards processes are not listed in our constitution or bylaws, only on the awards page. ... Finally, who would like to serve on the awards committee this year?

1. Can we consider offering to keep the nominations or change the criteria?
 - ii. Scholarships (Beth Porter and Judi Khalilallah) –
 1. We will be meeting in the next few weeks to discuss this year's scholarships.
 2. Needing volunteers for this committee:
 - iii. Elections (Evelyn, Sarah, Christa) -
 - iv. 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.
 - a. An email will be sent out today, Sept. 10, to all A/P and CS Staff to recruit volunteers to walk in the Homecoming parade. We need a minimum of ten pre-parade goodie bag passers and 10 parade walkers, or we will cancel the activity. Here is the SignUp Genius [Form](#) to sign up by this Friday, Sept. 13 at 4:30 p.m.
 - v. CS Scholarship Fundraising Committee (Tashaunna Divers).
 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.
 - a. Tashaunna offered to investigate the fundraising program at Chipotle and Krispy Kreme.
 - vi. Winter CSC Service Project (Matt Wing, Monica Elkins) — MW followed up with Troy Ziegler yesterday morning.
 - vii. Spring CSC Service Project (Tashaunna Divers) Beth Porter, Justin Lawson – finding a date to meet
- b. Civil Service Committee Representatives
- i. Academic Senate (Justin Lawson) – At the last meeting, we voted on a tribute Resolution Honoring the Illinois State University service and commitment of the late Dr. Chares E. Morris, Jr. Next meeting is September 11, 2024.
 - ii. Campus Communication (Justin Lawson) –
 1. Any concerns from council members?:
 - iii. AP/CS Staff Council Merger (Beth Porter, Justin Lawson, Christa Lawhun)
 1. We need 2 – 3 more volunteers.
 2. Next meeting: Zoom, Wednesday, September 25, 2024, 11:00 AM-12:00 PM
 3. The 5th Merger Article was discussed and covered Staff Council committees. It is built chiefly on the merger proposal, as we haven't discussed any substantial changes to what was in that proposal. The Staff Merger Committee only wants to frame the proposal and let the first merged council flesh out the details, as they will be elected to perform that function. The article will be published later this week. Derek O'Connell, the author, will share a link when it's available. Justin or I will share it with this council and directly to Lawrence Lair to upload to our website, add to the next OpenLine, and post on the CS Facebook page.
 - iv. Employee Advisory Committee/EAC (Christa Lawhun) – Report of Chair – Jill Odom
July 9th Merit Board Meeting – vacancies have been filled.
System 50 years ago – Nepotism Update 70-year-old rules
EAC proposal – Rule of three, Residency requirements

Next Merit Board Meeting 9/5/2024 @1pm – 10/15 @ 1PM

HB 5547-SB349 retro to July 1

Synopsis As Introduced

Appropriates funds from the General Revenue Fund to the governing board of each public university for personal services and the related costs of increasing the wage rates of university personnel employed in positions covered under the State Universities Civil Service System, beyond the annual cost of living adjustment, adjustments provided for in collective bargaining agreements, and any increases required by the Minimum Wage Law, in a fair and equitable manner so as to close the pay gap between public university workers and other State employees. Effective July 1, 2024.

SB 3667 Higher Pub Act to Senate Committee

Synopsis As Introduced

Amends the Code of Criminal Procedure of 1963, the Stalking No Contact Order Act, the Civil No Contact Order Act, and the Illinois Domestic Violence Act of 1986. Allows a person to file a petition for a protection order, stalking no contact order, civil no contact order, or order of protection either in-person, by email, or online. Requires a court in a county with a population above 250,000 to offer the option of a remote hearing to a petitioner for a protective order, stalking no contact order, civil no contact order, or order of protection.

Senate Floor Amendment No. 1

Removes language allowing a petition for a protection order, stalking no contact order, civil no contact order, or order of protection to be filed by email. Provides that the court has the discretion to grant or deny the request for a remote hearing.

Chicago minimum wage was raised \$16.20

Next EAC Meeting October 2024

- 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 update.
 - viii. University Foundation Board (Evelyn Whitfield) – No report
 - ix. SURSMAC (Kelly Walker, HR) – Appointed by the president – No report
- c. Human Resources (Colette Homan)
- i. Changes are coming this fall that will restrict SURS annuitants to wait 26 weeks until rehire. You may go to the HR website (LINK: <https://hr.illinoisstate.edu/retired/annuitant/>) and the last bullet on the page has a link to a memo that Human Resources sent to Deans, Directors, and Department Heads on 8/13/24 regarding the change along with an explanation as to why this is happening. The change to the period of separation will apply to anyone retiring or taking a lump sum benefit with SURS, including those in the Retirement Savings Plan, on or after December 31,

2024. Example: Anyone retiring on 12/31/24 may not return to employment (in any capacity) until at least July 2, 2025. Updated to Policy 3.1.28 will be made prior to the December 31, 2024, effective date of this change.

- ii. LinkedIn Learning use continues to increase and ISU will continue to partner with LinkedIn Learning for faculty, staff, and student/GA employees this fall.
- iii. Remember the President will give the State of the University address on September 19th.
- iv. Reported in the HR News and Notes – but in case someone did not read them. Approximately one-fourth of staff at ISU participate in either a flexible work agreement or a remote work agreement.

d. Standing Committees

- i. Discounts (Lawrence Lair) - no report
- ii. OpenLine (Lawrence Lair, seeking volunteers) -
 - 1. OpenLine is in progress; we need a Spotlight nominee for next month.
 - 2. Add your suggestions here:
 - a. Afiwa TETE, CCE, Assistant Director of Co-Curricular Programs
 - b. Stephanie Ogden, Business Office
 - c. Lisa Haas, Business Office
 - d. Jennifer Shuck, Purchasing
 - e. Stephanie Zimmerman, Student Accounts
 - f. Matt Kinate, University Risk Management
 - g. Tracy Willet, Student Affairs, Ex. Admin Associate
 - h. Casey Vitaliz, Student Affairs, Bus. Admin Associate
- iii. Webmaster (Lawrence Lair) - no report
- iv. CSC Governing Documents Review (Beth Porter, Christa Lawhun, Justin Lawson, Tashaunna)
 - 1. The first meeting went well on 8/29/24 – A private TEAMS channel has been set up with all the documents for review, and we have begun reviewing and proposing edits.
 - a. Committee members, please continue to review and add notes to our working documents.
 - 2. Next meeting 9/11/24, 3 pm via Zoom.
- v. CSC Marketing (Tashaunna, Lawrence) -
 - 1. Added people to CSC Facebook page (Tashaunna, Justin, and Beth)
 - 2. Working on graphics for the hot cocoa. Will have by 9/20.
- vi. CSC Legislative Committee (?) -
- vii. CSC Listserv Committee (Exec Board) -

V. Old Business

- a. November Staff Appreciation event (Beth Porter) Lawrence, Matt
 - i. The Staff Appreciation Event “Say Hello with Hot Cocoa” is set for Thursday, November 21, 2024, from Noon to 1:30 pm in the BSC Spotlight room. All the A/P Council and CS Council have been invited to an Outlook invite. The room is rent-free. We will split the drinks' cost with A/P council.
 - ii. If we have positions on the council that need to be filled, this would be an excellent time to advertise.
 - iii. Lawrence is creating a Facebook post and event. They are also providing me with an image to create a University Event and 8 x 11 postings to place in staff lounges, and we can send electronic versions of the posters out to all building representatives to post.
 - iv. Matt Wing is creating a story about this for UMC.
 - v. The Staff Merger Council will advertise the progress of the staff merger at this event. I will contact Matt as soon as I know what that looks like.

VI. New Business

i.

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 we contact anyone who volunteers for a committee or to be an Ex. Officio and are appointed, that the council 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

The Illinois State University Office of Equity and Inclusion is proud to launch a new program for the ISU community called "ISU in Conversation." These open forums will give Redbird faculty, staff, and students the opportunity to discuss themes relevant to campus and to share concerns and suggestions with peers and ISU leadership.

Please spread the word with your students and colleagues.

<https://newsevents.illinoisstate.edu/news/2024/09/office-of-equity-and-inclusion-launches-new-isu-in-conversation-events-for-faculty-staff-and-students/>

VIII. Adjournment: 12:59 p.m.

a. Motion: Judi

Second: Beth

Vote: all approve

Minutes submitted by Tashaunna Divers