

ISU Civil Service Council Minutes

September 24, 2024

Link for meeting via [Zoom](#)

Members present

(quorum is 5 as of):

Members absent:

Ex officio Members and guests present:

I. Call to Order:

a. Motion: Second: Vote:

II. Approval of Minutes: [unapproved Civil Service Council Minutes 09.24.2024.docx](#)

a. Motion: Second: Vote:

III. Officer Reports:

a. Chair (Justin Lawson)

- i. We will have guests from the Office of the Provost join us at the start of our next meeting on 10/8 to discuss the Higher Learning Commission site visit on 10/28-10/29.
- ii. Team Excellence Award Selection – 2 CS Volunteers – Monthly meetings between October and December. (seeking volunteers)

b. Vice-Chair (Lawrence Lair) –

- i. Onboarding Tashaunna (Teams, ISUWordpress, Openline Newsletter, CIPD trainings)

c. Secretary (Tashaunna Divers) – no report

d. Treasurer (Beth Porter) – No report

IV. Reports

a. Ad Hoc Committees

- i. CS Awards (Matt Wing) — Same report as last. Rachel Caracci is trying to wrangle the various groups to coordinate award nominations windows, timing, etc.
 1. Can we consider offering to keep the nominations or change the criteria?
- ii. Scholarships (Beth Porter and Judi Khalilallah) – Justin Lawson
 1. The scholarships have been updated in Formstack. An article has been written to be placed on the OpenLine and Facebook. The website has also been updated with the links to this year's applications that run from Oct 1, 2024 – Dec. 31, 2024.
 2. We need five volunteers for this committee to vet the applications in January. Please consider helping with this committee's work. Much of the reading of the applications can be done in your own time. Please place your name here if you can help:
- iii. Elections (Evelyn, Sarah, Christa) -
- iv. Homecoming (Beth Porter) — Revisit this for 2025 in late July and advertise in August 2025.
- v. CS Scholarship Fundraising Committee (Tashaunna Divers, Justin Lawson).
 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. (need a set date to continue)
 - b. Revisiting other ideas
- vi. Winter CSC Service Project (Matt Wing, Monica Elkins) — MW followed up with Troy Ziegler again (third email) today.

- 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 discussed proposed changes to graduation requirements– more to come
 - ii. Jr. Next meeting is September 11, 2024.
 - iii. Campus Communication (Justin Lawson) – Next meeting October 10th
 - 1. Any concerns from council members?
 - Concerns of budget cuts weakening the ability of employees to staff shared governance positions and perform responsibilities while being understaffed
 - Concerns with the consultant/experts
 - Concerns about wage stagnation lasting multiple years
 - iv. 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. Here is the [5th merger article](#) . It was shared with this council on TEAMS on 9/10. Lawrence Lair posted it on the Facebook page and shared it on OpenLine.
 - 4. Lawrence, how are the Council Merger website and articles advertised on the CS Council website?
 - v. Employee Advisory Committee/EAC (Christa Lawhun) Next EAC Meeting October 23 & October 24, 2024, & Council of Councils is October 25, 2024, all at U of I Chicago.
 - vi. ISU Annuitants Association Committee (?) - need volunteers
 - vii. ISU Police Chief Advisory Council (Judi Khalilallah) - No report
 - viii. Parking and Transportation Advisory Committee (Matt Wing Monica Elkin) - No update. Need one more volunteer.
 - ix. University Foundation Board (Evelyn Whitfield) – No report – next meeting Sept 27
 - x. SURSMAC (Kelly Walker, HR) – Appointed by the president – No report
- c. Human Resources (Colette Homan)
- i. iPeople's online form for additional payments (generally for one-time projects, relocation, or awards) was changed mid-month. Communication went out to deans, directors, department heads, and lead staff across the University with information about the new process and features that are available. A complete explanation of the process, the form, and the routing of these requests can be found on the [HR website](#) and the policy on "employment in excess of full-time appointment" can be found on our online policy page under [3.2.11](#).
 - ii. Human Resources Learning and Development is proud to continue partnering with **LinkedIn Learning** as a platform for online development opportunities. Most popular courses over the last 30 days include *Navigating Stress*, *Succeeding in Project Management*, *Unconscious Bias*, and *Microsoft Excel*. Over 1,600 courses are available in bite-sized increments of 3-5 minutes, as

well as larger collections that expand to multiple days. **Coming up in October**, it is **National Learning and Development Month**. Visit [My.IllinoisState.edu](https://my.illinoisstate.edu) for a seamless integration experience, and simply search "Linked" to visit and explore courses when you are ready. Your home page should feature a calendar of learning activities specifically curated for the October month.

- iii. In compliance with the federal Drug-Free Workplace Act, the federal Drug Free Schools and Communities Act, and University policies, Illinois State University reaffirms its commitment to prevent and prohibit the use of controlled substances and misuse of alcohol on property (broadly defined as any property, facilities, and/or vehicles) owned, operated, leased, or controlled by the University, or in association with any University-related duties or activities.
- iv. The [2024 Annual Notice](#), containing all required disclosures related to the University's alcohol and drug education and prevention programs, can be found on the Human Resources [website](#).
- v. Employees who retire from benefit-eligible positions at the University will need to wait to return until at least 26 weeks following their retirement beginning December 31, 2024. Updates to [Policy 3.1.28](#) (Hiring and Employment of SURS Annuitants) are expected to be made prior to December 31, 2024 to reflect this upcoming change.

d. Standing Committees

- i. Discounts (Lawrence Lair) - no report
- ii. OpenLine (Lawrence Lair, seeking volunteers) -
 - 1. I have put in a ticket with IT inquiring about CSC email list including retirees or if there is a way to query that.
 - 2. OpenLine is in progress; we need a Spotlight nominee for next month.
 - 3. 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. We are continuing this work through October. 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. Hot Cocoa graphics distributed.
 - a. Will schedule to post on social closer to the event date.
 - b. Print posters sent to Beth, Tashaunna, and Justin
- vi. CSC Legislative Committee (?) -
- vii. CSC Listserv Committee (Exec Board) - No report

