

ISU Civil Service Council Minutes

October 8, 2024

Link for meeting via [Zoom](#)

Members present (quorum is 5):

Justin Lawson, Tashaunna Divers, Judy Khalilallah, Monica Elkin, Jessica Barrington

Members absent:

Beth Porter

Ex officio Members and guests present:

Colette Homan

I. Call to Order:

a. Motion: Judi Khalilallah Second: Monica Elkin Vote:

II. Approval of Minutes: None

a. Motion: Second: Vote:

III. Special Guest: Susan Hildebrandt & Cooper Cutting – Higher Learning Commission campus visit.

a. <https://accreditation.illinoisstate.edu/>

b. https://illinoisstateuniversity-my.sharepoint.com/:w:/g/personal/jccutti_ilstu_edu/EVQc16rR5d1HvkuuW8z7AVYBMr41MOVBIqykDgb1jrmu4Q?e=2pxdpa

IV. Officer Reports:

a. Chair (Justin Lawson)

b. Vice-Chair (Lawrence Lair) –

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

c. Secretary (Tashaunna Divers) – need our tax id info and foundation bank account. 1:1 with Justin and 1:1 with Beth

d. Treasurer (Beth Porter) – No report

V. Reports

a. Ad Hoc Committees

i. CS Awards (Matt Wing) – Need to open nominations soon. Other groups have opened their nominations, and a consistent deadline of November 15 has been requested. Probably too late at this point to make significant changes to our process, judging criteria, 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) – No report

iv. 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
 - v. Winter CSC Service Project (Matt Wing, Monica Elkins) — Troy Ziegler responded. Bins will be out late October. I'll update the release and schedule it for Nov. 1.
 - vi. 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) – Next meeting 10/8 - [Agenda](#)
 - ii. Campus Communication (Justin Lawson) – Next meeting 10/8 – Review draft of letter to the Board of Trustees.
 1. Any additional 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
 - iii. AP/CS Staff Council Merger (Beth Porter, Justin Lawson, Christa Lawhun)
 1. We need 2 – 3 more volunteers.
 2. Next meeting: Zoom, Tuesday, October 8, 2024, 1:30 PM-2:30 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?
 - iv. Employee Advisory Committee/EAC (Christa Lawhun) - No Report – Next EAC meeting and Council of Councils is October 23-25, 2024.
 - v. ISU Annuitants Association Committee (?) - Need volunteers
 - vi. ISU Police Chief Advisory Council (Judi Khalilallah) – NO report – Next meeting Friday 10/18.
 - vii. Parking and Transportation Advisory Committee (Matt Wing, Monica Elkin) – No meetings scheduled.
 - viii. University Foundation Board (Evelyn Whitfield) –
 - ix. SURSMAC (Kelly Walker, HR) – 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. **October is National Learning and Development Month**. Visit 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. Eligible positions at the University employees who retire from benefit-eligibility 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.
 - iv. The next Merit Board Meeting (SUCSS) is scheduled for October 15, 2024.
 - v. Human Resources attended the Fall 2024 Career Fair held at the BSC on 10/3/24. Excellent turnout by students and some Alumni.
 - vi. Human Resources is scheduled to attend the McLean County Chamber of Commerce Fall Job Fair being held at the Workforce Development Center at Heartland Community College on October 22, 2024. We have contacted several of our larger departments informing them of the job fair so if they would like to provide a flyer specific to their department with current openings they can send to HR, and we will distribute it to potential applicants.
- 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.

- v. CSC Marketing (Tashaunna, Lawrence) - no report
 - 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) -

VI. 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.
 - iv. A print poster will be available shortly for placement in staff lounges, and we can send electronic versions to all building representatives for posting.
 - v. Matt Wing has created a story about this for UMC.
 - vi. A University Calendar event has been created and tagged to CS and AP council websites.
 - vii. The Staff Merger Council will advertise the progress of the staff merger at this event.

VII. New Business

- i. President Tarhule would like to meet with the Civil Service Council to review the university's current financial situation and hear feedback or concerns.
 - 1. Do we want this to be during a regular meeting or hold an off-cycle/special meeting?
- 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 and Volunteers
 - 1. A letter has been drafted to send out to CS staff requesting Volunteers and recruit Ex-Officio Members
 - 2. Please ask co-workers and associates if they are interested in volunteering and serving on the CS Council.
 - 3. 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. – Once the draft is approved.
 - 4. 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.

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

- a. 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.

- b. Justin has taken the list of concerns from the September Civil Service Council meeting and Civil Service Constituents at large to President Tarhule.

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/>

IX. Adjournment:

- a. Motion: Monica Elkin Second: Tashaunna Divers Vote: 12:48pm

Submitted by Tashaunna Divers