

ISU Civil Service Council Minutes

October 22, 2024

Link for meeting via [Zoom](#)

Members present (quorum is 5):

Jessica Barringer
Tashaunna Divers
Monica Elkin
Judi Khalilallah
Lawrence Lair
Beth Porter
Sarah Ryburn
Evelyn Whitfield
Matt Wing

Members absent:

Justin Lawson

Ex officio Members and guests present:

Colette Homan
Christa Lawhun

I. Call to Order: 12:02 p.m.

Motion: Lawrence L

Second: Matt W

Vote: All approved

II. Approval of Minutes:

[10/8/2024 Unapproved Minutes](#) (incomplete minutes*)

a. Motion: Lawrence L Second: Judi K Abstention: Beth P Vote: 8 Approved

[9/24/2024 Unapproved Minutes](#) (incomplete minutes*)

b. Motion: Lawrence L Second: Matt W Vote: All approved

[9/10/2024 Unapproved Minutes](#) (incomplete minutes*)

c. Motion: Lawrence L Second: Matt W Vote: All approved

*There is no Zoom video to go back to make any updates to these minutes.

III. Officer Reports:

a. Chair (Justin Lawson) – (Lawrence L presided in Justin's place)

i. Graduate School Director Search Committee

1. 1 C/S staff member to serve on this committee from a pool of 3.

2. Delay in Interest Form email due to mass email procedure – going out today.

3. Names to be submitted by the end of the week – if more than 3 C/S staff members express interest, I will email a form for the committee to vote.

4. [Graduate School Director Search Committee Interest Form](#)

ii. Dean of Milner Library Search Committee

1. 1 Milner Library C/S staff member to serve on this committee from a pool of 4.

2. Interest Form sent to C/S Milner Library Staff

3. Names to be submitted by the end of the week – if more than 4 C/S staff members express interest, I will email a form for the committee to vote.

4. No issue with Interest Form email – smaller population
 5. The link to the Dean of Milner Library Search Committee Interest Form could not be found during the meeting.
- iii. Children’s Holiday Party – report from Justin L
1. Our A/P colleagues shared similar concerns about holding a Children’s Holiday Party due to the cost and the y. This event will not move forward; we will revisit this topic in the spring. If you have any spring event ideas, please share them.
 - a. Lawrence will reconnect with Justin to elaborate on status.
- iv. Monthly A/P & C/S meeting with The President Wednesday, October 23rd – Lawrence will be attending this meeting – Please let them know if there is anything on your mind or things you have heard from other C/S staff members that you would like to bring to The President. Email Lawrence any thoughts you have.
1. Budget cuts – how will it affect shared governance?
- v. A/P & C/S Council Reception
1. President Tarhule and Dr. Roos Tarhule have invited A/P & C/S Council members and one guest to a reception at the University Residence.
 - a. Wednesday, October 30th from 6:00 PM to 8:00 PM
 - b. RSVP to Universityevents@ilstu.edu by EOD today (October 22nd)
- b. Vice-Chair (Lawrence Lair) –
- i. I will attend the President’s AP/CS Council reception at University Residence on 10/30.
- c. Secretary (Tashaunna Divers) – No Report
- d. Treasurer (Beth Porter) – I do not have access to the Self-Funded/CSC Non-ISU Scholarship fund and have called this issue into the Budget Office. This account balance has been updated to reflect the actual balance reflecting last year’s scholarship payouts. The CSC ISU Scholarship Fund also usually has a small amount of income that I noted stopped in August. I sent an inquiry to find out if the income has stopped or if there is an error in this month’s report. I will be out of town for the President’s reception on 10/30.

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	\$ 4,176.00	\$ -	\$ -	\$ 4,176.00
Foundation CSC ISU Scholarship Fund funded by ?Unsure	\$ 2,955.00	\$ -	\$ (20.00)	\$ 2,935.00
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
Foundation CSC ISU Civil Service Scholarships Fund funds provided by ?	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00

IV. Reports

- a. Ad Hoc Committees
 - i. CS Awards (Matt Wing) – The nomination portal is now open: https://forms.illinoisstate.edu/forms/civil_service_distinguished_service_award_nomination. Deadline is Friday, November 22, at 4:30 p.m. It was shared in a News system post shared by Media Relations as part of this morning’s Report. Please share any way you see fit. I would also

welcome any volunteers to serve on the awards committee. If anyone is interested this committee needs volunteers. Contact Matt

- ii. Scholarships (Beth Porter, Judi Khalilallah, Justin Lawson) – The scholarship applications went live on October 1 and will be open through December 31. Please help spread the word of these scholarships to the staff in your area. We have two Carl Johanson Applications so far, and no student scholarship applications.
 - iii. Elections (Evelyn, Sarah, Christa) – No Report
 - iv. CS Scholarship Fundraising Committee (Tashaunna Divers, Justin Lawson) –
 1. Krispy Kream Donuts has been contacted about fundraising. (Digital Dozens fundraiser)
 - v. Winter CSC Service Project (Matt Wing, Monica Elkins) – I have heard back from Troy Ziegler. News posts will be published as soon as he confirms the drop-off locations and deadline for donations. This is the Annual Toys for Tots Toy Drive that the CS Council helps promote within the University.
 - vi. Spring CSC Service Project (Tashaunna Divers Beth Porter, Justin Lawson) – Beth has sent a request to hold a service day on a Saturday in April at Midwest Foods. As soon as I hear back from Midwest Food, I will let the committee know what our options are.
- b. Civil Service Committee Representatives
- i. Academic Senate (Justin L) – No Report
 - ii. Campus Communication (Justin L) – No Report
 1. Please let Justin know if there is anything on your mind or things you have heard from other C/S staff members that you would like to bring to The Board in our letter.
 - iii. AP/CS Staff Council Merger (Beth P, Justin L, Christa L)
 1. We need 2 – 3 more volunteers.
 2. Next meeting: Zoom, Tuesday, November 7, 2024, 1:00 PM-2:00 PM
 3. The Staff Merger Committee will be looking to send out a non-binding advisory survey to allow all Civil Service Staff to answer if they are still comfortable going forward with the Staff Merger and ask any other questions. The survey will also seek volunteers to help write, plan, and implement the founding documents. It will also clearly state that losing representation in the Academic Senate, which we are not anticipating, would be a non-negotiable issue that would nullify the Staff Council Merger.
 - iv. Employee Advisory Committee/EAC (Christa L) - No Report – Next EAC meeting and Council of Councils is October 23-25, 2024.
 - v. ISU Annuitants Association Committee (?) - Need volunteers
- c. ISU Police Chief Advisory Council (Judi Khalilallah) – **ISU Police Advisory Council** –October 18, 2024

Chief Aaron Woodruff opened with the purpose of the **Demonstration Safety Team**.

- This team is volunteering to serve as an intermediary between those who are planning demonstrations and the University. The group started in 2019 as a partnership between Emergency Management and ISUPD modeled after Indiana University's program.
- The Demonstration Safety Team has a training program. They receive training on free speech, cultural competency and bias, and the Department of Justice provided training on mediation and demonstrations.
- The Demonstration Safety Team is not present to break up a fight.
- Emergency Management and Police have been planning and preparing for the upcoming election. The goal is to prepare for anything that could disrupt voting and voter rights, as well as after-election concerns to keep the University running smoothly. We have

collaborated with the County Clerk, local law enforcement, and experts across the state.

Campus Safety Incidents

Hate Crime

- The hate crime incident had a crime advisory sent out. To be a hate crime there needs to be a crime first. Then there must be a bias against a protected group associated with the crime. The victim does not need to be a member of the protected group for it to be classified as a hate crime. The perceived bias is all that is required.
- The evidence in this case was difficult. With what we had we could not positively identify suspects as described and were far from reaching the burden of proof.

Pop-Up Parties

- Are not new to any campus. Social media has changed the dynamic. The parties are now being broadcast much wider. The parties now have locations/times not announced in advance which prevents public safety from preparing and supporting.
- Normal Police are actively investigating.
- A question is raised whether a large gathering on the quad is a policy violation. There would need to be a violation of the law and then it would be declared an unlawful assembly. The Cubs and White Sox victories were both large gatherings. The White Sox were pretty peaceful except one lamp post getting broken.
- A question was asked about whether there are Flock cameras in town. Normal and Bloomington have Flock cameras. They are not actively watched. There needs to be a reason to search this footage. They cannot be arbitrarily looked at.
- A question was asked about how we are talking about this with communities on campus, particularly with communities of color. There is a process for this, but students are not asking for these events and getting denied. Dr. Craig is having some of these conversations with DIAC. We are still figuring out who is hosting these parties but the ones we have seen are not ISU students, but they are targeting our students to attend. They do not, however, have insurance or safety measures in place.
- A question was asked if we had ISU events that could have provided an alternative to this popup party. We do not know whether there was a lack of options. The marketing appeared to be targeted to external people to just show up and party at ISU and some ISU students attended. University of Illinois and SIU Carbondale have had similar issues.

Department Updates

- A Department of Justice Microgrant was awarded to the ISU Police department (only agency in Illinois to receive it) to support relationships with underrepresented populations: an accreditation from an LGBTQ+ organization Out to Protect and to create a liaison program, and an outreach program with our international students.
- A program with TRIO to open our doors to introduce the profession and opportunities
- Pawfficer Sage will be retiring officially today after being in service with us since 2019. With the advice of her veterinary team and based on her health it is time for her to stop working.
- Next meeting date: Nov. 15th at 10AM, ISU EOC

- i. Parking and Transportation Advisory Committee (Matt Wing, Monica Elkin) – Fall semester meeting is Nov. 4. If anyone has questions, please share them. (Justin’s question – any update on the flat parking lot by the South University Street Garage?) Please send your parking questions to Matt and Monica so they can bring them up at their meeting.
- ii. University Foundation Board (Evelyn Whitfield) – No Report
- iii. SURSMAC (Kelly Walker, HR) – No Report

- d. 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. University employees who retire from benefit-eligible 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.
 - iv. The Merit Board Meeting (SUCSS) was held on October 15, 2024. Scott Jenkins (ISU BOT) was introduced as the new member of the Merit Board representing ISU. Mr. Jenkins replaced Julie Jones whose term on the BOT expires January 2025 so was not eligible to continue on the Merit Board. Nothing covered/voted on specific to impact ISU. Just some minor updates to forms that are required for HR offices to use when submitting information to SUCSS. SUCSS gave an update to the Board on classification plan updates (updates they are working on for various civil service specifications). Next Merit Board meeting will be held January 21, 2025.
 - v. Human Resources is attending the McLean County Chamber of Commerce Fall Job Fair being held at the Workforce Development Center at Heartland Community College today. 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.
- e. Standing Committees
 - i. Discounts (Lawrence L) – No report
 - ii. OpenLine (Lawrence L, seeking volunteers) –
 - 1. IT is not able to email retirees as they do not have a list
 - a. Instead, there will be a list of people who specifically request to be sent the Openline. The list will be housed [here](#) and must be updated whenever requested.
 - 2. OpenLine is in the review stage. End of the day Thursday, Oct. 24, is the last day to add or edit.
 - iii. Webmaster (Lawrence L) - Updated the awards pages past winners and open application.
 - 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 D, Lawrence L) - Had meeting 10/21 about marketing and Openline handoff to Tashaunna, and will continue next week.
- vi. CSC Legislative Committee (?) -
- vii. CSC Listserv Committee (Exec Board) - The Listserv is limited as it seems to be an email channel. It requires an IT ticket to send a mass email.
 - 1. Christa said it was used as a way to communicate to CS staff.
 - 2. Beth reported that this is part of the CS Council Executive Board and Secretary's duties, not a reporting committee, but to oversee the listserv, and not a reporting body for the agenda.

V. Old Business

- a. November Staff Appreciation event (Beth P, Lawrence L, Matt W)
 - 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 scheduled a Facebook post and created a Facebook event.
 - iv. A print poster has been sent to the executive board, and a digital version has been distributed to building coordinators to distribute to all the departments within each University building.
 - 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.

VI. New Business

- a. A/P & C/S Council Reception
 - i. Wednesday, October 30, 2024, from 6:00 p.m. – 8:00 p.m. at the University Residence
 - ii. RSVP by the end of today Tuesday, October 22, 2024. - Universityevents@ilstu.edu
- b. Committees
 - i. Ex-Officio Members and Volunteers
 - 1. A letter has been sent out to CS staff requesting Volunteers and recruit Ex-Officio Members
 - a. Thank you to those who worked on and distributed the letter and to Colette and the HR team for their guidance with this!
 - 2. This has been posted on Open Line
 - 3. Please ask co-workers and associates if they are interested in volunteering and serving on the CS Council.
 - 4. 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.
 - 5. 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

- 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. 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/>

- b. Be sure to have a voting plan. Early Voting is going on in McLean Co. Those who live in Bloomington will need to go to the mall or county office to vote early. All others living in McLean Co. may early vote at the Mall, the county office, or the Bone Student Center. (BSC will be open from 10 a.m. to 5 p.m., M—F, Oct 21 through Nov 1.)

VIII. Adjournment: 12:59 p.m.

- a. Motion: Lawrence L Second: Monica E Vote: All approved

Submitted by Beth Porter on behalf of Tashaunna Divers