

## ISU Civil Service Council Minutes

November 12, 2024

Link for meeting via [Zoom](#)

### Members present (quorum is 5):

Jessica Barringer

Tashaunna Divers

Monica Elkin

Judi Khalilallah

Justin Lawson

Beth Porter

Evelyn Whitfield

### Members absent:

Lawrence Lair

Sarah Ryburn

Matt Wing

### Ex officio Members and guests present:

Colette Homan

#### I. Call to Order: 12:01 p.m.

Motioned: Justin L. Second: Beth P. Vote: Approved

#### II. Approval of Minutes: [unapproved Civil Service Council Minutes 2024.10.22](#)

Motion: Tashaunna D. Second: Monica E. Vote: Approved

#### III. Officer Reports:

##### a. Chair (Justin L.) –

##### i. 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 the status.

- i. Let Justin L. know if you have any other questions. Send them by email.

##### ii. Monthly A/P & C/S meeting with The President – Thursday, November 28 – 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 President. You can add notes below or email Justin

[jmlaws1@ilstu.edu](mailto:jmlaws1@ilstu.edu)

1. Budget cuts – how will it affect shared governance?

##### iii. A/P & C/S Council Reception

1. How was this event? Feedback/information to share?

- a. Monica said it was a nice event with lots of engaging conversations. It was a smaller group of attendees than in previous years.

##### iv. Administrative Closure 11/27

##### b. Vice-Chair (Lawrence L.) –

- i. Attended the meeting with President Tarhule and AP Chair Amy Secretan. Experiencing low morale, feelings of being overworked, and lack of support. Tarhule reinforced the plan to reduce workload through efficiency without compromising mission-critical or strategic plan-aligned tasks. Amy proposed administrative closure on 11/27 to help. The CS AP merger seems more needed than ever.
- c. Secretary (Tashaunna D.) –
- d. Treasurer (Beth P.) – No updates. I will have new monthly financial reports at the next meeting.

#### IV. Reports

- a. Ad Hoc Committees
  - i. CS Awards (Matt W.) – The nomination portal is now open: [https://forms.illinoisstate.edu/forms/civil\\_service\\_distinguished\\_service\\_award\\_nomination](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 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 P., Judi K., Justin L., and recently appointed ex officio committee member Alek McMath) – The scholarship applications went live on October 1 and will be open through December 31. Please help spread the word about these scholarships to the staff in your area. We have three Carl Johanson Applications so far and no student scholarship applications.
    - 1. Beth will review the FASFA language in the scholarship language and will also check with Financial Aid for any updates.
  - iii. Elections (Evelyn W., Sarah R., Christa L.) – No Report
  - iv. CS Scholarship Fundraising Committee (Tashaunna D., Justin L.) –
    - 1. Krispy Kream Donuts has been contacted about fundraising. (Digital Dozens fundraiser)
  - v. Winter CSC Service Project (Matt W., Monica E.)—News posts will be published as soon as Troy Ziegler confirms the Toys for Tots Toy Drive campus drop-off locations and donation deadlines. The facility location will not be part of the drop-offs this year.
    - 1. Monica will check on other posts closer to the deadline and a Facebook post.
    - 2. Colette has passed along a previous flyer that could be updated and sent to the Building Coordinators. Pass along the updated flyer to Beth, and she will get it out.
  - vi. Spring CSC Service Project (Tashaunna D., Beth P., Justin L.) – Beth has sent a request to hold a service day on a Saturday in April at Midwest Foods. I will let the committee know our options as soon as I hear back from Midwest Food.
- b. Civil Service Committee Representatives
  - i. Academic Senate (Justin L.) – Last meeting November 6<sup>th</sup> dd
    - 1. [Agenda](#)
    - 2. [ADA Digital Accessibility Presentation](#)
      - a. [Article on Title II Update](#)
    - 3. OEOA Director named: Ashley Pritts
  - ii. Campus Communication (Justin L.) – No update - 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.
    - 1. Concerns with election and campus environment/action should we see concerns at other universities.
    - 2.
  - 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 19, 2024, 1:00 PM-2:00 PM
  3. The Staff Merger Committee is sending 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.
    - a. The [Staff Merger non-binding survey](#) runs 11/11/2024 - 12/06/2025.
    - b. The Merger Committee will be on hand at the Say Hello with Hot Cocoa Staff Appreciation and will have a poster(s) with the QR code to fill out the [Staff Merger non-binding survey](#).
    - c. The final Merger UMC article has been published: Article 7 (the Q&A) is now live at <https://news.illinoisstate.edu/2024/11/a-p-and-cs-councils-merger-answers-to-questions/>.
    - d. Justin L and Amy from A/P will be sending a direct email to all CS employees about the Staff Merger with the Staff Merger non-binding survey.
    - e. Please email Justin or Beth with any questions about the merger.
  - iv. Employee Advisory Committee/EAC (Christa L.) - No Report
  - v. ISU Annuitants Association Committee (?) - Need volunteers
  - vi. ISU Police Chief Advisory Council (Judi K.) – Next meeting date: Nov. 15<sup>th</sup> at 10 a.m.
  - vii. Parking and Transportation Advisory Committee (Matt W., Monica E.) –
    1. Nov. 4 meeting.
      - a. Spaces on S Parking garage and asked why they are not being utilized. The garage parking lots were still for sale.
        - i. They are slowly removing reserved spaces to garage spaces.
      - b. EMDH staff parking is being pushed away during events.
        - i. Adam said that staff should identify themselves so the parking attendants should let them park. Tashaunna says that the parking attendants are not honoring this.
      - c. Get details from JL on other parking spaces issue near Watterson.
  - viii. University Foundation Board (Evelyn W.) – No Report
  - ix. SURSMAC (Kelly Walker, HR) – no update
- c. Human Resources (Colette H.)
1. iPeople's online form for additional payments (generally for one-time projects, relocation, or awards) continues to evolve in support of multiple efforts on campus. Communication went out to deans, directors, department heads, and lead staff across the University with information about changes to the pay process last month, and additional changes are being made to support the efforts of the RISE campaign. As changes are made to include Vice Presidential approval and/or other routing changes, they will be updated on the [HR website](#); the policy on "employment in excess of full-time appointment" can be found on our online policy page under [3.2.11](#).
  2. The State of Illinois has made a change to the Equal Pay Act, which impacts the manner in which we post career opportunities at ISU, regardless of employment type. Several aspects of the Act are changing but, most relevant to hiring officials on campus will be the addition of pay transparency - a general description of the expected benefits offered with each position, along with meaningful expected compensation information.

Information was sent on 10/24 by email to Deans, Directors, and Department Heads. Also included in the email was beginning December 1, 2024, all new hiring requests must include a salary range. Additionally, posted vacancies that extend beyond 2024 and into 2025 will also be required to include a meaningful salary range and expected benefits. HR has language that covers the benefits available to all employees and is currently working to put on our postings. The Illinois Department of Labor is still finalizing administrative rules and developing frequently asked questions relative to these changes, which may impact our posting requirements. If that is the case, we will communicate additional information to you as soon as it becomes available.

3. As a reminder of information distributed earlier this fall/late summer, employees who retire from 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.
4. "World Kindness Day" is right around the corner, we recognize that there are times when praise of every day work can be appreciated outside of a ceremony or event. If you are interested in giving a "compliment" to a faculty or staff member (anonymously is an option), please visit [our form here](#). The deadline for all nominations for major awards is Friday, November 22 at 4:30 p.m., Kindness Day is November 14<sup>th</sup>, but the compliment page will remain open through fall, and praise and kind words will be passed along to fellow faculty/staff throughout the season and as appropriate.
5. The news article regarding the Administrative Closure Day that was added for November 27<sup>th</sup>, was published on 11/12. The article states basically what the original email stated but does include time reporting information and when payroll will be processed for end of November.
  - a. After careful thought and consideration, President Aondover Tarhule has decided to declare Wednesday, November 27, 2024, an Administrative Closure Day to support campus wellness and mental health.
  - b. Time reporting for this November 27, 2024, Administrative Closure Day will be consistent with the University's standard practice around administrative closures and can be found within the [iPeople resources](#) on the Human Resources webpage. For employees who had pre-scheduled benefit time for this day, timesheets should instead reflect administrative closure time.
  - c. Consistent with the University's practice, payroll will process on November 26, 2024, the last business day of November.

d. Standing Committees

- i. Discounts (Lawrence L.) – No report
- ii. OpenLine (Lawrence L., seeking volunteers) – November OpenLine will be collaborated on with Tashaunna and sent to publish on 11/18.
- iii. Webmaster (Lawrence L.) - No report
- iv. CSC Governing Documents Review (Beth P., Christa L., Justin L., Tashaunna D.)
  1. We are extending this work through December. A private TEAMs channel has been set up with all the documents for review, and we will continue 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.) - No report

- vi. CSC Legislative Committee (?) -

## 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.
    - 1. Set up and tear down?
      - a. It is provided in the rental agreement.
    - 2. Do we want to have any signage for CS for any other volunteer needs?
      - a. If we have positions on the council that need to be filled, this would be an excellent time to advertise.
    - 3. Lawrence scheduled a Facebook post and created a Facebook event.
    - 4. A [print poster](#) has been sent to the executive board, and a digital version has been sent to Beth and was distributed to Building Coordinators.
    - 5. Matt Wing has created [a story about the Staff Appreciation](#) event for UMC.
    - 6. A University Calendar event has been created and tagged to CS and AP council websites.

## VI. New Business

- a. **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!
    - 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. Once the draft is approved, the executive board will contact those who ran but were not elected to see if they are interested in serving a one-year term as an Ex officio Council member.
    - 5. Colette recommended that the council send supervisors a letter of appointment for anyone who volunteers for a committee or to be an Ex. Officio Council member and is appointed. **Holly Johnson is still interested in helping on the CS Council.**
- b. I'm not sure if anyone noticed, but I was told that in the residence halls, there are signs up stating the need for donations to the School Street Pantry for the students to have over the holidays. Maybe encourage everyone to check the [School Street Pantry website](#) to see what staples are needed to help our students who may not go home over the break.
- c. The Building Coordinators received an email today (11/11/24) to send out informing staff of the new directive on Motorized and Non-Motorized Personal Transportation Devices effective 1/1/25. For further details, please read the full directive in this [article on the ISU News site](#).
  - i. Does this new directive include “non-motorized” PTD? Could we store a non-motorized bike in our office?
    - 1. Response received from EHS on the above question:  
It is encouraged to have non-motorized personal transportation devices kept outdoors and secured to bike or skateboard racks which are provided throughout campus. The Directive focuses on these devices posing a fire hazard indoors and states “Storing any non-motorized PTD in hallways, stairwells, public

areas, or any location that obstructs emergency exits or evacuation routes is prohibited. Any PTD found in violation is subject to removal”.

**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/>

**VIII. Announcement:** Tashaunna Divers has decided to step down from her secretarial role but will continue to serve on the council and support the committees she is on. Justin thanked Tashaunna for her service as secretary and her decision to stay on the council to support the committee work, she is contributing to. Justin will review our constitution and by-laws in the next few steps and notify the council.

**IX. Adjournment: 12:47 p.m.**

- a. Motion: Evelyn W. Second: Monica E. Vote: approved

Submitted by Beth Porter\_interim secretary