

## ISU Civil Service Council Minutes

April 9, 2024

Link for meeting via [Zoom](#)

### Present Council Members:

Quanisha Kumi-Darfour  
Beth Porter  
Monica Elkin  
Jessica Barringer  
Justin Lawson  
Evelyn Whitfield

### Present Ex-Officio Members:

Colette Homan

### Absent:

Sarah Ryburn  
Matt Wing  
Lawrence Lair  
Judi Khalilallah  
Christa Lawhun  
Sam Lowry

**I. Call to Order: 12:05 p.m.**

**II. Approval of Agenda:** Justin moved to approve the agenda; Monica seconded. Motion carried.

**III. Approval of Minutes from March 12, 2024, and April 9, 2024:** No minutes to approve at this time. Will be prepared at next meeting.

**IV. Officer Reports:**

- a. Chair (Quanisha Kumi-Darfour)
  - i. Acting Provost Dr. Ani Yazedjian will participate in a targeted search and the open forum will be held in the Old Main Room on Thursday, April 25, 2024. All are encouraged to attend.
- b. Vice-Chair (Lawrence Lair) – no report.
- c. Secretary (Sarah Ryburn) – no report.
- d. Treasurer (Beth Porter)
  - i. The CS Distinguished cash awards still need to be deducted from our account.
  - ii. All accounts were reconciled as of March 31.

Account Name	Beginning Balance	Debit	Credit	Balance
General Revenue   Civil Service Council Operating Costs	\$7,272.00	\$1,082.83	\$(105.51)	\$6,083.66
Agency   CSC Non-ISU Scholarship Fund   self-funded by CS fundraising	\$6,176.00	\$2,000.00	\$-	\$4,176.00
Foundation   CSC ISU Scholarship Fund	\$2,835.00	\$-	\$(95.00)	\$2,930.00
Foundation   CSC ISU Carl Johanson Scholarship Fund   Endowed Scholarship	\$3,177.60	\$1,100.23	\$(1,271.78)	\$3,349.15
Foundation   CSC ISU Civil Service Awards Fund	\$5,000.00	\$-	\$-	\$5,000.00
Foundation   CSC ISU Civil Service Scholarships Fund	\$5,000.00	\$2,000.00	\$-	\$3,000.00

## V. Reports

### a. Ad Hoc Committees

- i. Civil Service Awards (Matt Wing) | No update
- ii. Elections (Christa, Quanisha, Evelyn, Sarah)
  1. A mail merge to provide individual communication about the Civil Service Council nomination has garnered the attention and interest of our civil service colleagues. Nominations close on Thursday, April 25, 2024 and elections open on May 6. More information will be sent via email.
- iii. Scholarships (Beth Porter and Judi Khalilallah) No report

### b. Civil Service Committee Representatives

- i. Academic Senate (Quanisha Kumi-Darfour) – no report
- ii. AP/CS Staff Council Merger (Beth Porter) – Civil Service Council members are asked to review the PowerPoint about the structure of the merged council. The PowerPoint can be found in the Civil Service Council teams site. The yellow sections highlighted below focus on the areas being discussed in the merger meetings at this time.

#### Review of Staff Merger CS member election procedures

1. Election Procedure Review. All the benchmark institutions divide their council seats by area, not having "open" seats, much less a mixed system, as the proposal suggests. Feel free to reach out to Beth or Quanisha to discuss privately if you'd like.

#### a. Options include:

- A. Separate elections for job-class specific and open to both classes. Concern might be that there is less incentive to run for open seats since that involves voters not in your job class.
- B. Open seats go to the top vote-getters for each class, and then the next top vote-getters get open seats, with people voting for those in their job class only (CS vote for CS, AP for AP). The concern is that since CS has 4x of the employees of AP, there is reason to think these would frequently/always go to CS.
- C. Open seats go to the top vote-getters for each class, and then the next top vote-getters get open seats, with people voting for both job classes (everyone votes for both CS and AP). Seems like it could still lead to the same issue as 2 above. One way around this might be requiring everyone to vote for X number of CS and X number of AP but to be effective, that might have to be a hard requirement--i.e., your vote is not counted unless you, in fact, vote for X number of CS and X of AP. This, however, has the consequence that whichever side has fewer candidates running will have an average higher vote count for their candidates.
- D. Two rounds of voting, the first specific to job class and the second for open seats. Concerns include a more complicated process, more likely to be a drop-off in voting for the second stage and might be seen as a sort of "loser's vote."

2. Restrictions on people from the same department/unit.

- A. The proposal does not note that these are different, but according to the HR department, it is a much smaller form of division than a unit, so this must be clarified. Note that the numbers across departments or units are not guaranteed to be similar in size. Do we want to go

with one or the other? Do we want to remove this requirement? We need to come up with our own form of division.

- iii. Campus Communications Committee (Quanisha Kumi-Darfour & Justin Lawson) - next meeting 04/29/2024 \* Add Justin to invites for these meetings\*
- iv. Employee Advisory Committee/EAC (Christa Lawhun) – next meeting scheduled for April 25 at SIU school of medicine.
- v. ISU Annuitants Association Committee (Samantha Lowry) - no report
- vi. ISU Police Chief Advisory Council (Judi Khalilallah) – no report
- vii. Parking and Transportation Advisory Committee (Matt Wing) | Meeting has been rescheduled for 4/30
- viii. University Foundation (Evelyn Whitfield) – no report

c. Human Resources (Colette Homan)

i. Annual CMS Benefit Choice Open Enrollment Period

- 1. Illinois State University benefit-eligible employees will once again participate in the state’s CMS Open Enrollment from May 1 – May 31 this year. Participation will be available on May 1 by navigating to iPeople and through the “Benefits” tile selection where you will find the “State Employee Benefits Portal.” Some highlights to be aware of this year include additional plan options for McLean County residents, additional vision benefits, and an increase in flexible spending caps. Additional information will be sent to employees via email and also available at the [Human Resources Benefit Choice page](#).

- ii. LinkedIn Learning is passing a near 30% adoption rate from Faculty, Staff and Student employees. We encourage everyone to look at all the opportunities available.
- iii. The HR Directors Advisory Committee is scheduled to meet again with SUCSS on May 17 (tentative date). Will provide more information after the meeting.

d. Standing Committees

- i. Discounts (Judi Khalilallah & Lawrence Lair) – no report
- ii. Governing Documents Review (Beth Porter, Matt Wing & Quanisha Kumi-Darfour) No report
- iii. OpenLine (Lawrence Lair) – no report
- iv. Webmaster (Lawrence Lair) – no report

**VI. Old Business** – none.

**VII. New Business** – none.

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

- a. From Matt Wing (not present): I’ve had a couple folks ask about the FY24 holiday calendar that was emailed on 4/1, with specific questions about the day before Thanksgiving and Election Day. We had the day before Thanksgiving off last year, and Election Day off two years ago. It’s been suggested that if PTO days are being “taken away,” there should be some kind of communication about it. Just sharing! (Happy to relay anything back to these folks if anything is known as to why the change.)
  - i. From HR - the Wednesday before Thanksgiving has been a discretionary AC Day, and not a declared holiday.

- ii. From HR - The prior election days were given because the CS Act was changed to make it a holiday for public universities. The changes were specific to the particular year. No statutory changes were made to make the 2024 election day a holiday.

**IX. Adjournment:** Monica moved to adjourn the meeting; Justin seconded. Meeting adjourned 12:46 p.m.