

## ISU Civil Service Council Minutes

May 14, 2024

Link for meeting via [Zoom](#)

### Members present:

Monica Elkin  
Sarah Ryburn  
Lawrence Lair  
Judi Khalilallah  
Beth Porter  
Jessica Barringer  
Justin Lawson

### Members Absent:

Quanisha Kumi-Darfour  
Evelyn Whitfield

### Ex officio Members present:

Sam Lowry  
Colette Homan

- I. **Call to Order:** 12:03p
- II. **Approval of Agenda:** Monica moves to approve, Sam Seconded
- III. **Approval of Minutes from March 12, 2024, April 9, 2024 and April 23, 2024:**
  - a. Tabled until next meeting.
- IV. **Officer Reports:**
  - a. Chair (Quanisha Kumi-Darfour) - absent
    - i. The new strategic plan, Excellence by Design was approved by the Board of Trustees on May 10, 2024 and it will guide Illinois State from 2024 through 2029.
  - b. Vice-Chair (Lawrence Lair)
    - i. Will be running today's meeting.
    - ii. Check/confirm/update/create process and procedures for committees.
      1. Check [here](#) and [here](#) for existing documents on your committee.
      2. Place most accurate and updated procedures and process documents in the appropriate folder [here](#).
  - c. Secretary (Sarah Ryburn) - no report
  - d. Treasurer (Beth Porter) - no report
- V. **Reports**
  - a. Ad Hoc Committees
    - i. Scholarships (Beth Porter and Judi Khalilallah) - no report
    - ii. Elections (Quanisha, Evelyn, Sarah, Christa)
      1. The nomination process is going well with the exception of a few nominees deciding not to pursue an elected position. An extension for each nominee to give a statement of their interest was given and the new election timeline will be shortened and will be communicated by the elections committee this week.

- b. Civil Service Committee Representatives
  - i. Academic Senate (Quanisha Kumi-Darfour)
    - 1. Academic Senate started a new year on May 8, 2024. Dr. Marth Horst is the chair of the senate.
    - 2. With the new academic year looming, please let Quanisha know if you'd still like to represent Civil Service on the different committees. If you have interest in serving on the Academic Senate, please contact Quanisha.
  - ii. AP/CS Staff Council Merger (Beth Porter)
  - iii. Employee Advisory Committee/EAC (Christa Lawhun) - no report (on behalf of Christa, the next EAC meeting is scheduled by Zoom on May 17, 2024.)
  - iv. ISU Annuitants Association Committee (Samantha Lowry) - reviewing committee terms and which seats will be up for election. Barb will be stepping down as President.
  - v. ISU Police Chief Advisory Council (Judi Khalilallah)
  - vi. Parking and Transportation Advisory Committee (Matt Wing)
  - vii. University Foundation (Evelyn Whitfield)
- 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](#).
    - 2. Benefits Fair is today at the Bone Student Center.
    - 3. HRDAC next meeting scheduled with SUCSS on May 17 (tentative date)
- d. Standing Committees
  - i. Discounts (Judi Khalilallah & Lawrence Lair)
    - 1. Made some minor corrections to vendor info.
  - ii. OpenLine (Lawrence Lair)
    - 1. Will be submitted Tuesday May 21 end of day, ahead of schedule to accommodate time off.
    - 2. The CS Spotlight is Julie Neville.
  - iii. Webmaster (Lawrence Lair)

**VI. Old Business**

**VII. New Business**

- Lawrence asked to join community committee for Blue Cross Blue Shield will report back if it concerns civil service employees

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

**IX. Adjournment 12:35**