

Members Present (box checked):

- Jim Anderson
- Sarah Bollman
- Tom Cotton
- Jena Garrett
- Bill Hamann

- Hayley Helpingstine
- Brooke Hermanowicz
- Tony Herter
- Lisa Kelly
- Judi Khalilallah

- Narry Kim
- Bart Lytel
- Juliana Nelson
- Stuart Palmer
- Beth Theobald

Visitors & Ex-Officio Members Present (box checked):

- Jan Cook
- Rachel Hatch

- Colette Homan
- Rick Marr

Narry Kim, Council Secretary of the 2019-2020 academic year, called the meeting to order at 12:01 p.m., in Brown Ballroom II, Bone Student Center. Kim called the meeting to order in place of Palmer who was delayed and Herter who was unable to attend.

Approval of Minutes:

7/2/19 motion made to approve minutes by Theobald, second by Anderson, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Kim said she let Dave Bentlin of the Office of the President know that Palmer was the new Civil Service Council chair. He will contact Palmer and the A/P Council Chair Ron Gifford to set up future monthly meetings with President Larry Dietz.

Start setting committees – Kim had distributed a list with descriptions of the committees and roles that need to be filled for the new fiscal year at the July 2 meeting. Palmer asked council members to please consider the other committee positions that still need to be filled and to let him or Kim know what position they would like to fulfill.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim reported for the August OpenLine, Hatch planned to include the Tip of the Hat, Years of Service, a Q & A with the new council members, announcement of the current executive committee, and an article on the availability of the Fell Arboretum map. Kim asked that if anyone had anything else that needed to be added to the OpenLine, to please email Hatch by July 25.

Secretary: Narry Kim – No report.

Treasurer: Hayley Helpingstine – No report.

Human Resources: Colette Homan – Homan reported that HR has been organizing various job fairs in the community to assist EMDH and other departments in filling current vacancies. They held a job fair on July 11 at Western Avenue Community Center and attended a job fair in Springfield on July 12 sponsored by the American Legion for veterans and their families. Homan said that the following job fairs have also been scheduled: July 23 for the YWCA Labyrinth program; July 24 at YouthBuild; and July 25 for the Normal Township (in conjunction with Bloomington Township and ARC).

Homan also said she would be attending the HR Directors Advisory Committee (HRDAC) on July 26 at the State Universities Civil Service System (SUCSS) office in Urbana and will provide a report at the next meeting.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – At the ISU Annuitants Association (ISUAA) annual meeting on June 19, Cook said bylaw revisions were approved that added three additional members who would either be appointed or elected by the Civil Service Council, the A/P Council, and the Academic Senate so one person from each employment category would serve as representative.

Cook said she would leave it up to the council to determine whether to appoint or hold an election to find someone to serve on ISUAA representing civil service staff. The next ISUAA meeting will take place at 2 p.m. on Sept. 11 at the Alumni Center. Kim will reach out to A/P Council Chair Gifford to see how they will select the A/P member for ISUAA so both councils will be consistent with each other.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – No report.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Theobald met with the Campus Communications Committee on July 15 for a brainstorming meeting on the letter to the BOT. She wrote a draft of the letter based on ideas that came out of that meeting and shared with the committee members for their feedback. Theobald is expecting to receive all feedback by the end of this week and will update the letter. She and the committee will then meet with President Dietz on July 22 to read and discuss the letter, with the final version being read at the BOT meeting on July 26.
- D. University Foundation:** Tony Herter – Not present.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report. Palmer said the next meeting will be scheduled in the fall. He added the faculty chair of the committee had retired so they are working to have a new faculty chair in place by the fall meeting.
- F. SURSMAC:** Vacant.
- G. Discounts:** No updates.
- H. Scholarships (June – August):** Palmer said he will meet with Nelson and Kelly about the Scholarship Committee and reach out to former council member Lois Soeldner to see if she would be able to assist the committee as she did last year with copying and redacting all the scholarship applications before they are reviewed.
- I. Awards (Fall):** Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said she heard back from everyone regarding the joint awards postcards seeking nominations for the Distinguished Service Awards (Civil Service Council and A/P Council), the Emerging Leader Awards (A/P Council), the Team Excellence Awards (University Advancement), and the Strand Diversity Award (Office of Equal Opportunity and Access). All four groups are on board with printing a joint postcard and two email relays sent to all employees on campus. Kim requested a quote from UMC on the estimated cost of updating and printing the postcards from last year based on a quantity of 3,600. According to Mail Services, there are 3,566 employees so she rounded up to 3,600.

The total cost of designing (\$20.00), printing (\$768.31), and mailing out the postcards (\$36.00) is \$824.31 so one-fourth of the total cost paid by each participating committee is \$206.07. Kim requested a motion to approve paying up to \$250 for the Civil Service Council's portion of the postcard cost. Motion was made by Lytel, second by Palmer, all in favor.

Kim is waiting on a proof of the updated postcard and will place the order once she gets approval of the proof by all the other award representatives. Kim said the mail date for the postcards is Sept. 27 and she put in a request with Web Support to have the nomination forms for each award go live on My.IllinoisState under Announcements on the same day. An email relay about the awards will go out on Oct. 18 and Nov. 1. Kim has updated the online nomination form on the Civil Service Council Awards webpage and sent Hamann an updated hard copy of the nomination form to also post on the website.

The deadline for the Strand Diversity Achievement Award will be Dec. 13 and all the other awards will be on Nov. 8.

- J. Homecoming:** Garrett volunteered to serve on the Homecoming Committee to work with the A/P Council on the joint parade entry at the ISU Homecoming Parade taking place on Oct. 26. Helpingstine will also help with the parade. Kim said she would submit the parade entry application to Alumni Engagement.
- K. Chili Cook-off:** Sarah Bollman – Bollman said the first committee meeting took place on July 11 and subcommittees are being reestablished. The ISU Chili Cook-off is scheduled for Oct. 22. The next committee meeting will take place on July 29.
- L. Raffle (Oct – Dec):**
- M. Team Excellence (Fall):** Sarah Bollman – Kim said that University Advancement will be coordinating the next Team Excellence Committee. The contact person is Linda Oseland and Kim will let her know that Bollman will be the representative for the Civil Service Council.
- N. Children's Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim said the first committee meeting took place on July 9. Horton Field House, Gamma Phi Circus, Reggie Redbird, Santa (David Harris), bounce houses by Fun on the Run, face painting by The Zoo Lady and Her Crew, crafts by Michael Vetere and his puppetry classes, and cookies and punch by EMDH have all been booked for the party taking place on Dec. 6.

Kim requested a motion for the Civil Service Council to pay up to \$1,100 to cover its portion of party expenses: 1/3 the rental fee of Horton Field House for the both the party and the Gamma Phi Circus dress rehearsal (\$333 estimate), donation for the Gamma Phi Circus Scholarship Fund (\$150), payment to David Harris for playing Santa (\$250), and reimbursing ISU faculty member Michael Vetere for the purchase of all materials used at the crafts tables he and his students set up for the party (\$300). Motion was made by Lytel, second by Anderson, all in favor.

She said the A/P Council would pay 1/3 of the cost of renting Horton Field House (\$333) and the bounce houses (\$600). The Office of the President would pay for 1/3 the cost of renting Horton Field House (\$333), face painting services (\$600), invitation flyers (\$150), and the cookies and

punch (Kim will find total from last year). Stephanie Duquette of Alumni Engagement will donate crayons and Kim will ask the Alamo II to donate bags for kids to carry their craft projects.

Kim has confirmed that Troy Zeigler will be at the party to set up collection bins for Toys for Tots and he will take the donated toys. Reference to the toy collection will be included in the invitation flyers, email relays, and articles in the Report and the OpenLine on the holiday party.

She has ordered an updated proof of last year's invitation for this year and requested two email relays to go out promoting the party on Nov. 1 and Nov. 15. Kim said the online registration site has been set up and will be open on Nov. 1, with an RSVP deadline of Nov. 29.

Megan McCann, the A/P Council representative, will create an online sign-up form to seek volunteers to help at the party. Kim said the sign-up sheet will go out to both A/P and CS council members in October. She asked council members to please consider volunteering.

O. Fall Drive (Nov-Dec): Bart Lytel volunteered to work on the fall drive benefitting Toys for Tots.

Non-action items (these items will not be discussed unless there is something to be discussed)

- a. Legislative:
- b. Marketing:
- c. Listserv Manager: Bill Hamann
- d. Webmaster: Bill Hamann
- e. Donut Fundraiser: Working with A/P Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships (Potentially Spring)
- f. Spring Drive: (March – April)
- g. Elections (March – May)
- h. Governing Documents review

Old Business: None.

New business: None.

Announcements: None.

Adjournment: The meeting adjourned at 12:43 p.m. with a motion from Lytel and a second from Hamann.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, August 6, 2019, at noon in Brown Ballroom II, Bone Student Center

Reminders: The deadline for submitting materials to the *OpenLine* is the 25th day of each month. – *NOTE: Deadline is subject to change.*

Upcoming CSC Meeting Dates:

2020 Dates – Aug. 6, Aug. 20, Sept. 3, Sept. 17, Oct. 1, Oct. 15, Nov. 5, Nov. 19, Dec. 3, Dec. 17, Jan. 7, Jan. 21, Feb. 4, Feb. 18, March 3, March 17, April 7, April 21, May 5, May 19, June 2, June 16, July 7, July 21

Upcoming CSC Important Dates:

22nd Annual Council of Councils at UIC – Friday, October 18, 2019 from 8 a.m.-4 p.m. (with Meet and greet, Thursday, October 17, 2019)