

Members Present (box checked):

<input type="checkbox"/> Jim Anderson	<input checked="" type="checkbox"/> Bill Hamann	<input checked="" type="checkbox"/> Narry Kim
<input type="checkbox"/> Sarah Bollman	<input checked="" type="checkbox"/> Hayley Helpingstine	<input checked="" type="checkbox"/> Bart Lytel
<input checked="" type="checkbox"/> Tom Cotton	<input checked="" type="checkbox"/> Brooke Hermanowicz	<input checked="" type="checkbox"/> Juliana Nelson
<input checked="" type="checkbox"/> Jena Garrett	<input checked="" type="checkbox"/> Tony Herter	<input checked="" type="checkbox"/> Stuart Palmer
<input checked="" type="checkbox"/> Leslie Green	<input checked="" type="checkbox"/> Judi Khalilallah	<input checked="" type="checkbox"/> Beth Theobald

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

<input type="checkbox"/> Jan Cook	<input checked="" type="checkbox"/> Colette Homan
<input type="checkbox"/> Rachel Hatch	<input type="checkbox"/> Rick Marr

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes:

8/20/19 motion made to approve minutes by Green, second by Herter, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer said he met with ISU President Larry Dietz and A/P Council Chair Ron Gifford last week on August 29. At the meeting, Dietz took the opportunity to get to know Palmer better and talk about the upcoming State of the University Address on Sept. 17. Dietz also mentioned that in his welcome message that was shared with campus at the start of the fall semester on August 26, the most positive feedback he received from civil service staff was the announcement that the ISU Faculty/Staff Chili Cook-off was returning. Palmer said his next meeting with the president and Gifford will be on Oct. 31. He asked council members to let him know if there was anything they wanted him to bring up at the meeting.

New Search (Provost) – Palmer said for the upcoming search for the next Vice President of Academic Affairs and Provost, he sent an initial email and then later a reminder email to the constituent group of civil service employees who are eligible to serve on the search committee. He is gathering names and statements of interest from among the civil service employees he emailed with a response deadline this Friday, September 6. Then on September 9, Palmer will send their names/statements to the Councils' executive committee so they can send Palmer their choice of five names by Friday, September 13.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the OpenLine for September will go out on Sept. 16 because the usual email distribution date of the newsletter on the 15th is a Sunday.

Secretary: Narry Kim

A/P & Civil Service Councils Reception – Kim reminded everyone of the reception taking place from 6 to 8 p.m. Wednesday, Sept. 18 at the University Residence and the RSVP deadline is this Wednesday, Sept. 11.

Treasurer: Hayley Helpingstine – Once she gets the names of this year's Civil Service Council Scholarship winners, Helpingstine said she would work on getting the payments ready.

Human Resources: Colette Homan – Homan said Human Resources (HR) received an update from Central Management Services (CMS) saying that the special enrollment period for benefits has been cancelled by the State of Illinois. Rates will not increase effective January 1, 2020. ISU will have a normal Benefit Choice

period during May 2020 taking effect July 1, 2020. We would expect rates to increase at that time but have no further information. HR is planning on scheduling a Benefits Choice Fair next year due to the number of changes that may occur. Information will be sent out next year closer to the actual dates.

Homan attended both the HR Directors Advisory Committee (HRDAC) meeting on July 26 and the Merit Board meeting on August 29. She reported that the HRDAC is working on revisions to the statute regarding discharge rules. They hope to have their updates ready, so it can go before the Merit Board in December.

She also reported that at the Merit Board meeting, Executive Director Jeff Brownfield gave a budget update and the onboarding of the new members of the Merit Board also took place. Homan said current Board of Trustees Chair Julie Jones is serving as the newly appointed ISU representative on the Merit Board, attended her first meeting on the 29th. There are two remaining vacancies left on the Merit Board, one for Western Illinois State University and Governors State University.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the first meeting of the Academic Senate took place on August 28. The committees for the Academic Senate met briefly to elect their chairs and secretaries. Palmer will be serving as the secretary for the Planning and Finance Committee. Among the welcome remarks, Dr. Dietz mentioned the changes to the Bone Student Center; the new Board of Trustee members Kathy Bohn and Bob Navarro; the housing plan; work toward the future multicultural center; and that ISU currently has its largest and most diverse class of students.

During the meeting, Student Government Association representatives voiced concerns about the lack of student housing on campus. The Senate also went over suggested changes to the Transfer and Proficiency credit policies, Foundation policy as well as the Final Course Grade Challenge policy. These policy mark-ups will be brought back later for Senate approval.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Kim said the next meeting will take place on Sept. 30.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – No report.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said Dimitrios Nikolaou will be the new chair of the committee. He said the next meeting hasn't been set yet for fall.
- F. SURSMAC:** Kelly Walker
- G. Discounts:** Brooke Hermanowicz – Hermanowicz received a discount offer from a translation service and will send to Hamann to add to the Employee Discounts listing webpage.
- H. Scholarships (June – August):** Juliana Nelson – Palmer had reached out to former Civil Service Council member Lois Soeldner to see if she would like assist the scholarship committee by redacting and making copies of all the applications before they are reviewed as she had in the past.

Palmer said he hadn't heard back and will follow up with Soeldner today. If Soeldner is unavailable, he said he'll work with Nelson on getting the scholarship applications ready for review.

I. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said the postcards have been ordered and will be mailed out on Sept. 27 to all ISU employees. She is waiting to hear back from Web Support about the links to the nomination sites for each award being accessible under the Announcements section on all staff members' My.IllinoisState accounts on Sept. 26 so it's ready by the time the postcards go out. Kim said the Civil Service Distinguished Award webpage is updated and she will also follow up with all the awards committee representatives to make sure their nomination registration sites are ready by Sept. 26 too.

J. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz – Garrett said the Homecoming Committee met to work through the details of the council's participation in the Homecoming Parade on Oct. 26. She said she learned from Helpingstine that the council spent \$250 on the candy that Civil Service Council members passed out while walking in the parade last year. Garrett asked if the budget for the candy could be increased this year. Helpingstine recommended increasing the amount for candy from \$250 to \$275. Motion was made by Green, second by Hamann, all in favor.

Garrett also wanted to include an article in the September and October OpenLine newsletters inviting employees to walk in the parade with the Civil Service and A/P Councils. Kim said she would send Garrett the article from last year so Garrett can update it and send it OpenLine editor Hatch.

K. Chili Cook-off: Sarah Bollman – Kim said an email explaining how to compete in the ISU Faculty/Staff Chili Cook-off went out last week to all ISU faculty and staff. She added that another email relay pertaining to attending the chili cook-off and the luncheon will be going to all faculty and staff today. She reminded everyone that RSVPs will not be taken for the luncheon, but everyone attending must bring their UID and they will be scanned at the door so organizers can get an accurate count of attendees.

L. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim said council members have started to request donations for raffle prizes and so far they have 25 confirmed prizes so far. She sent letters to 60 local and area businesses and emailed five union representatives to request prize donations. Kim encouraged council members to seek prize donations and to please let her know if they receive any so she can add them to the prize list. She asked Hamann to please have the prize list on the council raffle website by Sept. 16, the day before she distributes raffle tickets for council members to start selling at the next council meeting on Sept. 17. Kim asked Hermanowicz if she could please get the raffle permit before council members start selling tickets.

As for the grand prize of the \$500 credit card sponsored by the Civil Service Council, Kim asked for a motion for the council to purchase it again this year. Motion was made by Hamann, second by Cotton, all in favor.

Kim said in October, she will pass out a sign-up sheet seeking council members to sell raffle tickets in shifts during the ISU Faculty/Staff Chili Cook-off on Oct. 22 at a designated table set up through Presidential and Trustee Events.

M. Team Excellence (Fall): Sarah Bollman – No report.

N. Children’s Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Garrett – No new updates. Kim is still waiting on the proof of the invitation flyer from UMC. Once she gets the proof, she will share with the committee and order the flyers so they can be distributed on November 1.

O. Fall Drive (Nov-Dec): Bart Lytel, Tom Cotton – No report.

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

- a. Legislative: Beth Theobald
- b. Marketing: Narry Kim
- c. Listserv Manager: Bill Hamann
- d. Webmaster: Bill Hamann – Hamann is working on updates for the council website.
- e. Spring Drive: (March – April) – Hayley Helpingstine, Brooke Hermanowicz
- f. Elections (March – May) – Narry Kim, Leslie Green
- g. Governing Documents review – Narry Kim

Old Business: None.

New business: None.

Announcements: None.

Adjournment: The meeting adjourned at 12:32 p.m. with a motion from Lytel and a second from Hamann.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, September 17, 2019, at noon in the Spotlight Room, 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 – 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:

A/P and Civil Service Councils Reception – Wednesday, September 18, 2019
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)