

Illinois State University Civil Service Council (CSC) Meeting October 15, 2019

Members Present (box checked):

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Sarah Bollman | <input checked="" type="checkbox"/> Hayley Helpingstine | <input type="checkbox"/> Bart Lytel |
| <input checked="" type="checkbox"/> Tom Cotton | <input checked="" type="checkbox"/> Brooke Hermanowicz | <input checked="" type="checkbox"/> Juliana Nelson |
| <input 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 |
| <input checked="" type="checkbox"/> Bill Hamann | <input checked="" type="checkbox"/> Narry Kim | <input checked="" type="checkbox"/> Sean Thornton |

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

- | | | |
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| <input checked="" type="checkbox"/> Jan Cook | <input type="checkbox"/> Colette Homan | <input checked="" type="checkbox"/> Austin Brown, ISU student observing for class |
| <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 12:01 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes:

10/1/19 motion made to approve minutes by Nelson, second by Theobald, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer said his next meeting with ISU President Larry Dietz and A/P Council Chair Ron Gifford will be on Oct. 31.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the OpenLine for October was emailed out today. She said the printed version of the newsletter that goes out to constituents who have requested it will be mailed out later this week.

Secretary: Narry Kim – Kim said that she, Herter and Thornton will attend the Council of Councils Conference this Friday, Oct. 18 at UIC. Helpingstine has rented a university vehicle for the three to use for the trip. She also mentioned that the next social organized by the A/P Council will be a Staff/faculty network bingo social taking place from 4:30-6:30 p.m. on Thursday, Nov. 7 at Jesse’s Grille. All are welcome.

Treasurer: Hayley Helpingstine – Helpingstine collected the raffle money that council members turned in at today’s meeting so she could deposit the money. Kim collected the ticket stubs to save for the drawing.

Human Resources: Colette Homan – Not present.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook shared an insert from the *Chronicle of Higher Education* that included Illinois State University on its list of Best Places to Work. She also talked about an editorial that appeared in the *Chicago Sun-Times* on Oct. 13 about the report that came from the Illinois Pension Consolidation Feasibility Task Force last week. Cook encouraged everyone to check out the State Universities Annuitants Association (SUAA) website to catch the latest legislative updates regarding the pension fund.

Special Committee Reports:

- A. **Academic Senate:** Stuart Palmer – During the Planning and Finance Committee meeting, Palmer said there was ongoing discussion about finding better ways for students to get into their desired

majors, especially for entry into high-demand programs. He said the committee would identify recommendations to make to President Dietz and the cabinet.

Palmer said the full Academic Senate meeting started with a discussion hour where they heard public comments from students and student senators on concerns about diversity concerns not being met. Palmer said the student senators were very vocal on the needs of students. President Dietz will have a meeting tomorrow on Wednesday, Oct. 16 to continue the discussion with various student leaders and administrators.

During the senate meeting the following was discussed: Updates to the Student Transfer policy; Student Leave of Absence policy, particularly how to help students who return to classes after being out for over a month; the engineering program and the new building that was requested in the Capital Funds request; and the University Funding Request that will be made to the state was approved.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the brainstorming meeting about the letter to the Board of Trustees took place on Oct. 7 and they met with President Dietz yesterday to go over the draft. The letter was revised and then Theobald sent the final draft to Chief of Staff Brent Paterson. She received approval on the letter today and it will be read at the next BOT meeting this Friday, Oct. 18. Theobald said in the letter, the president wanted to focus on the current events happening on campus.
- D. University Foundation:** Tony Herter – Herter said there was an advising meeting on Oct. 10. He was unable to attend but will find out what occurred at the meeting and report back. He said the next Foundation Board meeting will be on Oct. 25.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the next meeting for the committee has been scheduled for Nov. 11.
- F. SURSMAC:** Kelly Walker
- G. Discounts:** Brooke Hermanowicz – There has been many offers sent in for the Employee Discounts webpage and Hermanowicz has been going through them. She will send the discounts to Hamann to add to the webpage. Hermanowicz suggested having an online form that businesses could use to submit discounts they are offering to ISU employees. Currently, she receives discount submissions in various formats with either too much information or too little. She thought a form would make it easier to manage the discount offers being submitted and let users know what specific information we need for the webpage. Theobald volunteered to create a submission form in Formstack.
- H. Scholarships (June – August):** Juliana Nelson – Nelson reported that the three off-campus student scholarship winners and the one Carl Johanson Scholarship winner have been notified of their award. She still needs to contact the three on-campus scholarship winners.
- I. Awards (Fall):** Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim hasn't received any nominations yet, but in the past, she has received them closer to the deadline. A reminder email relay about the awards will go out on Oct. 18 and Nov. 1.

- J. Homecoming:** Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz – Helpingstine said Garrett has contacted former Council Chair Bob Blythe about using his truck in the Homecoming Parade on Saturday, October 26 and he will be there with the truck. Garrett will purchase the candy for the parade and Helpingstine said she would reimburse her. Helpingstine asked everyone to encourage others to walk in the parade with civil service and A/P staff members.

- K. Chili Cook-off:** Sarah Bollman – Bollman reported the committee had their final committee meeting today. There are 17 chili cook-off contestants and five judges with Jan Murphy and Chuck Scott serving as emcees. She reminded everyone that the event will be from 11:30 a.m.-1 p.m. on Oct. 22 in the Brown Ballroom. There will be various chilis served with condiments and the Campus Decorating Contest winners will be announced.

- L. Raffle (Oct – Dec):** Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim will email the sign-up sheet to the council members who volunteered to sell raffle tickets during the ISU Faculty/Staff Chili Cook-off on Oct. 22. Kim asked if anyone working during the first shift could possibly arrive early and be at the table by 11:20 a.m. in case anyone who arrives early wants to buy raffle tickets. Both Theobald and Cotton said they could arrive early.

 She also reported receiving more donations for the prize list: 6 passes to Marcus Theatre – Bloomington Cinema, two \$20 gift certificates to Seoul Mama, one \$25 gift certificate to Stave, one Vera Bradley make-up bag from Uptown Normal Boutique, and two tickets to a St. Louis Cardinals game. There are 51 prizes on the list.

 Kim and Helpingstine encouraged everyone to keep selling raffle tickets and to let Kim know if anyone needed more tickets to sell.

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

- N. Children’s Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim ordered the invitation flyer for the party and will get them distributed on Nov. 1 to all departments and offices on campus; EMDH staff; and to Facilities for posting. The email relay about the party with a link to the online registration form will be sent to all employees on campus on Nov. 1 and Nov. 15. A/P Council representative Megan McCann has created an online sign-up form for volunteers to help at the party. Kim will email the list to all council members.

- O. Fall Drive (Nov-Dec):** Bart Lytel, Tom Cotton – No updates, but Cotton said he would talk to Toys for Tots Contact Troy Zeigler about the timeline for the fall drive and ask him more about Zeigler’s idea of offering a reward to whoever donates the most toys.

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
- 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: Theobald said the deadline to register for the Town and Gown 5K Run taking place on the Saturday of Homecoming week on Oct. 26 is next Tuesday, Oct. 22. She also mentioned that registration was open for the Veterans Day 5K in honor of Sgt. Josh Rodgers that is taking place from 9 a.m.-noon Saturday, November 9.

Helpingstine reminded everyone that Event Management, Dining, and Hospitality (EMDH) was offering faculty and staff discounts at Watterson Dining Commons or Marketplace at Linkins every Friday in October.

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

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, November 5, 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 – 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:

ISU Faculty/Staff Chili Cook-off – Tuesday, October 22, 2019

Children's Holiday Party – Friday, December 6, 2019