

Illinois State University Civil Service Council (CSC) Meeting November 19, 2019

Members Present (box checked):

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|---|---|--|
| <input checked="" type="checkbox"/> Sarah Bollman | <input checked="" type="checkbox"/> Hayley Helpingstine | <input type="checkbox"/> Bart Lytel |
| <input checked="" type="checkbox"/> Tom Cotton | <input 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 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 checked="" type="checkbox"/> Colette Homan | |
| <input type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr | - |

Tony Herter, Council Vice Chair of the 2019-2020 academic year, called the meeting to order at 12:10 p.m., in the Hovey Hall 308 conference room, in place of Council Chair Stuart Palmer who was running late.

Approval of Minutes:

11/5/19 motion made to approve minutes by Theobald, second by Cotton, 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 take place this Friday, Nov. 22.

Vice Chair Comments: Tony Herter

Herter was absent for the Nov. 5 meeting, but he shared that when he attended the Council of Councils Conference on Oct. 18 with Kim and Thornton. He attended two different break-out sessions: One on HR classifications and the other on Emergency Management Systems.

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the OpenLine email for November went out on Nov. 15. The printed version will be mailed to subscribers this week.

Secretary: Narry Kim – Kim said everyone on the Civil Service Council was sent an invitation to the Holiday Open House taking place from 5-7 p.m. on Sunday, Dec. 15, at the University Residence. Each person can bring a guest and the RSVP deadline is Friday, Dec. 6. They either RSVP by phone or by emailing University Events, as indicated in the Invitation.

She also said the next social organized by the A/P Council will be a staff/faculty and afternoon holiday social from 2:30-4:30 p.m. on Thursday, December 12, in the Spotlight Room, Bone Student Center. The A/P Council will provide free cookies and cocoa for all faculty/staff to enjoy.

Treasurer: Hayley Helpingstine – Helpingstine said the raffle money council members submitted to her before today’s meeting totaled \$488. She will deposit the money and Kim collected the ticket stubs. Helpingstine will let council members know where we are in raffle sales and urged everyone to keep selling.

Human Resources: Colette Homan – Homan reminded everyone of the earlier deadlines for time reporting with the holidays coming up: Important Dates:

- Nov. 19 – Time Due by Approvers
- Nov. 27 – Pay Day
- Dec. 3 – Time Due by Approvers for 12/13 paycheck
- Dec. 11 – Time Due by Approvers for 12/20 paycheck

Dec. 13 – Pay Day

The time for Dec. 12-15 should be estimated for hourly employees and approved in advance. Changes to that time (swapping out sick for regular, etc.) can be done at any time after Dec. 11. We simply need the time in to calculate pay for that early pay advice distribution.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook said that the State Universities Annuitants Association voted to increase membership rates effective Jan. 1, 2020. The annual dues will go up by \$6, while for payroll deduction, the deduction will go up 50 cents for 12-month positions and up 60 cents for 10-month positions.

Kim attended the ISUAA meeting on Nov. 13. She was only able to attend the first hour of the meeting because she needed to attend another meeting at 3 p.m. At the ISUAA meeting, Tal Parmenter was introduced as a new member representing the A/P Council. There hasn't been a representative from the Academic Senate named yet. Among the topics discussed at the meeting were the following:

- The legislative platform for the State Universities Annuitants Association (SUAA) is available on the ISUAA website for view.
- The ISUAA Holiday Luncheon will be from 11:30 a.m.-1:30 p.m. on Wednesday, December 4, in the Alumni Center, room 118. The cost is \$20. Reservation forms are due by November 22 and is accessible through the newsletter link on the front page of the ISUAA website. All are welcome to register.
- The ISUAA Chapter Directory will be printed and ready for purchase at the Holiday Luncheon. Copies of the directory can be ordered by contacting Jillian Nelson at University Advancement.
- ISUAA is also already planning for their March program on Wednesday, March 18, 2020, and they decided on asking the acapella group Acafellaz to be part of the program.
- Gail Lamb, ISUAA president, said the theme for the upcoming SUAA membership drive will be "Each Chapter Try One New Thing" and there will be a contest on which chapter brings in the most new members. Lamb said last spring, ISUAA recruited 83 new members and were recognized with an award.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Kim attended the Planning and Finance Committee meeting and the Academic Senate meeting on Nov. 6 in place of Palmer because he was at a conference. During the meeting, Kim said the committee shared input on revising the "sense of the committee" statement so it could be prepared for approval during the meeting. The statement focused on two topics that originated from concerns raised by students and faculty members during the Oct. 16 Academic Senate meeting. The first item was about the new Multicultural Center and its planned location in the former ITDC building on Main Street. The second item was the future engineering program. The committee approved the statement. It will also be brought to the Executive Committee and they will ask if the statement could also be made into a "sense of the senate" statement at a future Academic Senate meeting.

Planning and Finance Committee Chair Tracy Mainieri also shared some feedback she received on the committee's policy review of the 4.1.8 Program Priorities in the University's Policies and Procedures from Chief of Staff Brent Paterson and Academic Senate Rules Committee Chair Scott Seeman. Mainieri said she will clarify the committee's point for the policy review and report back.

Dr. Dietz wasn't present at the Academic Senate meeting because he was in China. For chairperson's remarks, Susan Kalter thanked everyone who was able to attend the meet-and-greet with one of the candidates for the Assistant Vice President for Academic Planning position and

reminded everyone that the next one for the other candidate will take place Nov. 7. Student Body President Samiat Solebo announced there were open postings for seats on the Student Government Association (SGA). She asked senators to refer interested students to her. Solebo also said that SGA was focusing on mental health as the semester winds down and making sure students know what resources are available.

Provost Jan Murphy said in her remarks that they are in the middle of recruiting season and that applications are up. She mentioned the following upcoming events: Graduate School Open House on Nov. 8, the Culturally Responsive Campus Community (CRCC) Conference on Nov. 18 and 19, and the Robert G. Bone Lecture on Nov. 14. She also said a survey was sent to students through email about the teaching and classroom environment they've experienced at ISU. Murphy said focus groups will discuss the results and they will use the information for faculty development.

Vice President of Finance and Planning Dan Stephens reported that work began on the new cybersecurity department space at Julian Hall in the former parking lot. Construction will take 15 to 18 months and would be done by Fall 2021. He also mentioned the Town of Normal's new Bicycle/Pedestrian Master Plan and the public could give their feedback at a Nov. 13 town hall meeting.

Vice President of Student Affairs Levester Johnson said meetings have been scheduled for Dr. Dietz and various student leaders and staff to discuss diversity concerns on campus. In the area of Housing Services, Johnson said they are seeking the services of a 3rd party firm to provide mediation training for staff. He reported the P3 Housing Project for the area across from the Student Fitness Center is in the design phase. He will share diagrams when they are ready. Johnson also talked about the competitive esports program that will launch in fall 2020.

Policy revisions were shared and discussed for the following policies: Sabbatical Leave, Naming of University Facilities and Entity, and University and Space Use.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Kim said at the recent meeting of the ECE Steering Committee on Nov. 11, there was an overview of what's occurred since the Sept. 30 meeting: Professor of Agriculture Aslihan Spaulding is the most recent winner of a Living Our Values Award. There was an ECE table at the Faculty/Staff Chili Cook-off and it was successful with 200 journals being given away and when they ran out, keychains were given out. The ECE Annual Report for FY 2019 was delivered at the BOT meeting on Oct. 18.

Along with the current Marketing and Engagement Work Group and the Metrics Work Group, the committee agreed to add a Wellness Work Group. Using the "Live Well with Eight at State wellness program on campus as a foundation, the Wellness Work Group will consider how to implement best practices in each of our areas and expand wellness on campus. The committee will go ahead with forming the Wellness Work Group by putting together a list of people to serve in the group.

The following tools for departments to use as resources for developing their own strategic plans are available on the Resources page of the ECE website: The crosswalk that shows how the current ECE plan correlates with the previous Educating Illinois Strategic Plan and there is also a glossary of terms. In the future, the following resource documents will be added to the webpage: A checklist showing the components of a strategic plan; pre-planning framework; planning process; and common pitfalls and obstacle. There will also be a template for "Strategic Directions/Goals, Objectives, Action" and an "Integration/Contribution Matrix" which is a grid that shows the progress of each ideological contribution added to a strategic plan.

The committee also discussed the idea of having a series of ECE spring showcases at which a

presentation or panel covers a current initiative like esports or the future engineering program, and the public would be invited. It would be a chance to show the ECE in action, showcase ideas, and raise awareness of what is going on around campus. The idea was to have the showcases over the noon hour as a brown bag luncheon or an open forum. There were some suggestions that instead of having the showcases as stand-alone events, it could be something that takes place during the Discussion Hours before the BOT meetings or as part of the letter to the BOT written jointly by the Campus Communications Committee and the president. The idea will be discussed further.

C. Campus Communications Committee: Beth Theobald, Stuart Palmer – Theobald reported that for the Discussion Hour before the next BOT meeting on February 21, 2020, representatives from WGLT will talk about their merger with WCBU in Peoria. She also shared that she wanted to see more of the issues affecting civil service staff to be reflected in the joint letter that will be read to the BOT. Theobald said it was important to raise more awareness of the Civil Service Council and to give civil service staff a bigger voice. What and how can we as a council do more? Palmer said the question merited future discussion.

D. University Foundation: Tony Herter – No report.

E. Parking and Transportation Advisory: Stuart Palmer, Tony Herter – Palmer said he will share his report from the Nov. 11 at the next Council meeting to save time because it was close to 1 p.m.

F. SURSMAC: Kelly Walker

G. Discounts: Brooke Hermanowicz – Not present.

H. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said the awards committee met last week and selected seven winners for the Civil Service Distinguished Service Award. Kim announced the names of the winners and she will contact each winner and nominator about the award by the next day.

Kim said the council still needed to select an Esprit de Corps Award winner. Neither she nor Palmer received any nominations, but Kim said they have two nominees from last year who could be considered. After sharing the two names for the council to consider, she asked if the council could vote on a winner at the next meeting on Dec. 3, after the raffle drawing.

I. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim reported that they received a few more great donations for the raffle prize list, including a \$100 Walmart/Sam’s Club gift card from the AFSME union. There are now 64 prizes on the raffle prize list.

Kim and Helpingstine both encouraged everyone to keep selling raffle tickets and they could keep selling up until the time of the raffle drawing at noon, Tuesday, Dec. 3.

Kim asked Cotton if he could please pick up the spinning barrel from the council office in Hovey Hall and bring it to the Spotlight Room for the raffle drawing. She also asked if Bill would be available to take the list of winners and load them on to the raffle website that same day. Kim will ask ex-office members who are present to draw the raffle winners from the barrel with the ticket stubs.

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

- K. Children’s Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim said the last email relay went out for the Children’s Holiday Party on Nov. 15. As of this morning, 649 kids have been signed up for the party. The committee met last Friday to finalize details and Kim sent the event itinerary to all the vendors and group representative assisting with the party. Kim reminded everyone of the online sign-up sheet requesting volunteers to help at the party and encouraged them to please consider volunteering. Garrett and Megan McCann of the A/P Council will be reaching out to RSOs to recruit more student volunteers.

- L. Fall Drive (Nov-Dec):** Tom Cotton, Bart Lytel – Cotton said the collection boxes for the Toys for Tots drive have been put out and the toy drive will go until Nov. 16. Kim updated the flyer that former Council member Dana Tuttle had created and asked Cotton to look it over. She will email a copy of the flyer to each council member so the flyer can be posted in their work areas.

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
- h. Scholarships: Juliana Nelson
- i. Chili Cook-off: Sarah Bollman
- j. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz

Old Business: None.

New business: None.

Announcements:

Adjournment: The meeting adjourned at 1:05 p.m. with a motion from Herter and a second from Cotton.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, December 3, 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 – 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:

Civil Service Council Scholarship Raffle Drawing – Tuesday, December 3, 2019
Children’s Holiday Party – Friday, December 6, 2019