

**Illinois State University      Civil Service Council (CSC) Meeting      January 21, 2020**

**Members Present (box checked):**

- |   |   |   |
|---|---|---|
| <input 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 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 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):**

- |  |   |   |
|--|---|---|
| <input checked="" 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 12:00 p.m., in the Spotlight Room, Bone Student Center.

**Approval of Minutes:**

12/19/19 motion made to approve minutes and 1/7/20 motion made to approve minutes both by Theobald and 2nd by Cotton, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer his next meeting with President Larry Dietz and A/P Council Chair Ron Gifford will take place on Jan. 24.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim reported that for the February OpenLine, Hatch will include the following articles: Faculty/staff dining discounts for Founders, Spring Drive, Black History Month speaker, Fell Trust apps due in March, Adaptapalooza (Feb. 26), Civic engagement grants available, Tip of the Hat, and Years of Service.

**Secretary:** Narry Kim – Kim reminded everyone the next Faculty/Staff Social organized by the A/P Council will be a Winter Social at 5 p.m. Thursday, Feb. 6, at the Destihl Brewery. All are welcome.

**Treasurer:** Hayley Helpingstine – Helpingstine said she will confirm that all the scholarship checks have been cashed.

**Human Resources:** Colette Homan – Homan and Interim Associate Vice President of Human Resources Janice Bonneville attended the Merit Board meeting on Jan. 17. At the meeting, new officers were elected and ISU Board of Trustees Chair Julie Jones was selected as the Merit Board chair.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – The ISUAA had a meeting on Jan. 8, 2020 and both Cook and Kim attended. The ISUAA Chapter Directory 2019-2020 is completed and has been printed. Kim and Cook each have a copy if anyone wants to look at it. Cook said the cost to purchase a directory is \$5.

An email relay will go out to all ISU faculty and staff to encourage current employees to join ISUAA. The organization will also have an information table set up during the Faculty/Staff Appreciation Luncheon on Feb. 19.

The Spring Luncheon will take place on March 18 in the Old Main Room of the Bone Student Center. The cost is \$17.50 per person and all are welcome to register through the ISUAA website.

SUAA bookmarks with information on the SUAA Foundation on one side and then Survivor Assistance Information for SURS members on the other side have been printed and Kim brought some to give out to council members. Cook said they are currently looking into creating bookmarks with information that pertains to ISUAA.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Palmer said the first Academic Senate meeting of the year will take place on Jan. 22.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Next meeting will be on March 2, 2020.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee will meet on Feb. 10 and Feb. 17 to discuss and prepare the joint letter that will be read at the Board of Trustees meeting on Feb. 21. She said if anyone on the council had any information or comments to add to the letter, to please let her know.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. SURSMAC:** Kelly Walker
- G. Discounts:** Brooke Hermanowicz – No updates.
- H. Team Excellence (Fall):** Sarah Bollman – Not present.
- I. Fall Drive (Nov-Dec):** Tom Cotton, Bart Lytel – Cotton said he will follow up with Toys for Tots contact Troy Zeigler on how the drive went and ask Zeigler to send Kim information to use in the article for the February OpenLine.
- J. Spring Drive (March – April):** Hayley Helpingstine, Brooke Hermanowicz – Helpingstine will find out who is the contact for the School Street Food Pantry and reach out.

**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 – Khalilallah had noticed that several photos on the Civil Service Council website were out of date. Hamann will go through the website and find more recent photos to use.**
- e. Elections (March – May) – Narry Kim, Leslie Green
- f. Governing Documents review: Narry Kim
- g. Scholarships: Juliana Nelson
- h. Chili Cook-off: Sarah Bollman
- i. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz
- j. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton
- k. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz
- l. Children’s Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Garrett

**Old Business:** None.

**New business:** None.

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:19 p.m. with a motion from Hamann and a second from Theobald.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, February 4, 2020, at noon in the Spotlight Room, Bone Student Center

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

**Upcoming CSC Meeting Dates:**

**2020 Dates** – 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:**

Faculty/Staff Appreciation Luncheon – Wednesday, February 19, 2020