

**Illinois State University Civil Service Council (CSC) Meeting March 3, 2020**

**Members Present (box checked):**

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sarah Bollman           | <input checked="" type="checkbox"/> Hayley Helpingstine | <input checked="" type="checkbox"/> Bart Lytel     |
| <input checked="" type="checkbox"/> Tom Cotton   | <input 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 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 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 12:02 p.m., in the Spotlight Room, Bone Student Center.

**Approval of Minutes:**

2/18/20 motion made to approve minutes by Theobald and second by Cotton, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer said his meeting with President Larry Dietz and A/P Council Chair Ron Gifford was moved from Feb. 28 to yesterday, March 2. They talked about the Birds Give Back giving day on Feb. 27 and Dr. Dietz said it was very successful. They also discussed the concerns over the coronavirus. The impact on ISU is low, but Dr. Dietz said the University is keeping an eye on the situation.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the next OpenLine is still planned to be emailed on March 16 since the 15<sup>th</sup> is a Sunday. The March OpenLine will include the following articles: New Provost; Diversity and Inclusion position; Scholarship recipients; Spring Drive; Civil Service Council nomination period; 2020 program planning and budget presentations, March 31-April 1; Annuitants membership drive; Academy of Seniors programs; Level Up at April staff/faculty social; Tip of the Hat; and Years of Service.

**Secretary:** Narry Kim – Kim reminded council members that the March staff/faculty social organized by the A/P Council will be from 4:30-6 p.m. this Friday, March 6, at Medici in Uptown Normal. The next social, called Level up at April staff/faculty social, will take place from 4:30- 6:30 p.m. on Thursday, April 9, at 8 Bit Arcade, 236 E. Front St., Bloomington.

She shared that the Civil Service Council Facebook page that was launched last Thursday, Feb. 27 has 140 Likes and 141 Following so far. Kim said she would add posts at least once a week that were relevant to civil service staff at ISU such as council activities; articles and events from on-campus sources like the Report, Athletics, Alumni Engagement that would be of interest; and announcements from President Dietz’ page.

Kim asked what council members thought about writing down guidelines for administering the Facebook page for future reference. Theobald said she would reach out to A/P Council marketing chair Rachel Kobus to see what they do for their Facebook page and let Kim know. Palmer will also guide Kim on how to add other administrators to the page to serve as back-up and Lytel will send Kim a disclaimer statement to post on the page about acceptable messaging. Hamann suggested monitoring comments to make sure nothing inappropriate is being posted. Garrett also suggested having an article in the April OpenLine to promote the new Facebook page. Kim said she would ask Hatch to include the article.

**Treasurer:** Hayley Helpingstine – The current budget report was shared by Helpingstine showing the Account "A" Shares with \$93.00 and the Account "X" Operating with \$5,658.91.

**Human Resources:** Colette Homan – Homan reported that ISU and AFSME Local 3236 Clerical have reached a tentative agreement and it will be voted on by the union next week. She also said information about the new long-term care insurance benefit was sent to everyone's home addresses.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Cook said she was glad that the next OpenLine was going to include the article about the ISUAA membership drive because it'll help get the word out about the organization. The next ISUAA meeting will be tomorrow on March 4 and Kim will provide a report at the next council meeting. Kim also mentioned that the ISUAA Spring Luncheon will take place from 11:30 a.m.-1:30 p.m. on Wednesday, March 18, at the Old Main Room in the Bone Student Center. It is \$17.50 per person and includes a program featuring the ISU a cappella group Acafellaz. The RSVP deadline is March 7. Registration is available online on the ISUAA website. If it's easier, Kim said anyone who wants to attend could be added to her registration form and she can submit interested council members' names and payment with hers. Please let her know by noon, tomorrow because she planned on turning in her form at the March 4 ISUAA meeting.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Palmer said the Academic Senate met on Feb. 19 and gave the following report: The SURSMAC update was rescheduled; Interim Associate Vice President of Human Resources Janice Bonneville spoke about the long-term benefit insurance being launched, the Dependent Eligibility Verification Audit, the Sick Leave Bank, and the next Open Enrollment period; and the Planning and Finance Committee read its Sense of the Committee statement to the senate. Referring to the issues of racism that was brought up during last year's student protests, the statement urged University administration to include the values of diversity and inclusion when planning policies and programs, especially the new engineering program. Palmer has the full statement if any council member wished to read it.
  
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Kim said the committee met on March 2 and the following updates were provided: There was an ECE table set up at the Faculty/Staff Appreciation Luncheon on Feb. 18 and over 500 cell phone holders with the ECE logo were given out with an information card on how to submit nominations for the Living Our Values Awards (LOV). A video was also shown talking about the LOV Awards and featured highlights from the past year. Coordinating Committee members were asked to encourage their respective constituents to submit nominations for the LOV awards. Kim said any current ISU student, faculty, or staff member, or a group of people working toward a program or initiative, that reflects the core values of ECE can be nominated. Kim passed out information cards on how to submit nominations.

The steering committee currently has two work groups: Marketing, Communication, and Engagement, and Metrics. It was decided at the last meeting in November to add a third group: The Well-being work group that will consider how to expand wellness on campus and foster greater engagement. The work group has been formed with 10 members, including Director of Campus Recreation Dawn Pote serving as chair. The work group's first meeting will be in April.

A review of accomplishments from last year was shared, including creating online tools for departments to use to update their strategic plans; getting the word out about ECE through LOV articles and tabling events; and completion of the annual report last year that served as a progress report on ECE. It had included a list of accomplishments and informational graphics. In the future, a

Formstack form will be created so individuals and departments can submit their accomplishments exemplifying the ECE and core values to be considered for inclusion in the next annual report.

- 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 the next committee meeting hasn't been scheduled yet, but five 3<sup>rd</sup> level appeals were emailed to all the members of the committee to read through and decide to either uphold each one as a valid citation or reconsidered.
- F. Discounts:** Brooke Hermanowicz – Not present.
- G. Spring Drive (March – April):** Hayley Helpingstine, Brooke Hermanowicz – Helpingstine said the bins for the Spring Drive benefitting School Street Pantry have been put out at all the collection sites and will remain until the end of the drive on March 29.
- H. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – The election committee met on Feb. 28 so Kim could go over the council election process with Green and Hamann. Kim also shared screen shots of what the Civil Service Council Elections webpage looked like during the nomination period, elections, and after the elections so Hamann can use it as a guide for updating the page.  
  
Kim contacted Dave Schaafsma at HR requesting him to run the lists of all non-probationary civil service employees both by group and also one list of everyone together in alpha order by last name and group number so users can look up their group number or that of the colleagues they wish to nominate. Kim requested the lists on March 9 she can send the lists to Hamann to put on the elections webpage along with the nomination forms Kim created in Formstack for each group. The webpage will be updated and ready to go during the March 16 to March 27 nomination period. Email relays promoting the nomination period will be sent March 16, March 20, and March 26, with posts on the Civil Service Council Facebook page and an article in the OpenLine.  
  
Later this month, Kim will complete a web request form asking Web Services to set up the election form for each of the five groups on My.IllinoisState and lock down the forms so users can only vote for candidates in their group. She will also contact Schaafsma again to get lists of all civil service employees by group and also one with everyone listed by last name in alpha order and with group number. She will ask him to run the list on April 13 so there is time to send the list to Web Support for the election forms.  
  
Ideally by April 10, Kim will have confirmed the nominees and received their bios so they can be posted on the Civil Service Council election webpage, along with text directing users to go to their My.IllinoisState accounts to vote. The webpage will be updated and the election forms will be live during the April 20-May 1 voting period.  
  
Thornton has designed flyers for the nomination period and the elections that Kim will send to Bollman to copy and post in areas visible for facilities staff and also to Garrett for EMDH staff. Kim will also share with the rest of the council members to please post in areas they see fit.

**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. 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
- m. Team Excellence (Fall): Sarah Bollman
- n. Fall Drive (Nov-Dec): Tom Cotton, Bart Lytel

**Old Business:** None.

**New business:** None.

**Announcements:** Herter said during spring break in the Bone Student Center, Techzone, the ISU Credit Union, and the Redbird Card Office will all relocate from the 2<sup>nd</sup> floor to the 1<sup>st</sup> floor. He also reminded everyone that Timbers Grille will be open in the Bone Student Center after spring break.

**Adjournment:** The meeting adjourned at 12:37 p.m. with a motion from Cotton and a second from Hamann.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, March 17, 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** – 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 Nomination Period – March 16 to March 27, 2020

Civil Service Council Elections – April 20 to May 1, 2020