

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

Members Present (box checked):

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

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

- | | |
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| <input type="checkbox"/> Jan Cook | <input checked="" type="checkbox"/> Colette Homan |
| <input checked="" 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 12:07 p.m. via Zoom.

Approval of Minutes:

4/7/20 motion made to approve minutes by Theobald and second by Thornton, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer said his next meeting with President Larry Dietz and A/P Council Chair Ron Gifford will take place next Thursday, April 30 via Zoom.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The April OpenLine went out on April 14. Hatch said the May OpenLine will go out May 15 and include the following articles: General elections for Civil Service Council; Benefits Choice; Tuition waivers; Scholarship applications available; Annuitants Association membership drive; Adobe webcasts available; School Street Food Pantry – general story regarding COVID-19 response and the need for items; Tip of the Hat; and Years of Service.

Secretary: Narry Kim – Kim said with all summer events and activities held on the University campus being postponed or cancelled through July 31, 2020, the council’s reservations to have its meetings in the Spotlight Room of the Bone Student Center have been cancelled. The rest of the council meetings for this fiscal year will be through Zoom. She also shared that the Civil Service Council Facebook page currently has 191 Likes and she encouraged council members to help spread the word about the page .

Treasurer: Hayley Helpingstine – Helpingstine said the Council’s \$250 donation to the School Street Food Pantry had been sent to support the Pantry’s continuing efforts to assist students in need. The donation was approved at the April 7 council meeting and Homan verified that since the money would come from the Council’s external account and didn’t involve University funds, there would be no restrictions related to the University in making the donation. Helpingstine said she would prepare a budget report this week and email to the rest of the council.

Human Resources: Colette Homan – Homan said HR sent out an email that day to all ISU employees regarding the upcoming Benefits Choice period and she reminded council members to pay attention to the email, as well as the information everyone would be receiving to their home address from Central Management Services (CMS) about benefits because there will be several changes starting July 1 regarding premium and plan changes. She said the CMS Benefit Booklet everyone will be receiving indicates a May 5 Benefits Choice Fair at ISU. This has been cancelled. Homan told council members to let her know if there

were any questions and she also encouraged everyone to use the email contacts that are referenced in the HR email and CMS benefit booklet they will be receiving.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Kim reported the ISUAA membership drive is continuing with the prize drawing for the employees who become new members and any employee/retiree who brings in a new member, being pushed back from April 30 to May 31. The prizes drawn will be one \$100 gift card and two \$50 gift cards.

The June Dinner and Meeting where officer elections will take place and the Distinguished Service Award will be given has been postponed to the fall because of concerns over the coronavirus.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer gave the following report from the Academic Senate meeting on April 8: The following policies were action items and the senate voted to approve them – The Facilities Naming Policy, the Alcohol Policy, and the Religious Accommodations Policy. The following two information items were moved into action items by the Senate and they were both approved at the same meeting – The Academic Planning Committee will create an additional temporary committee with a one-year term to assist with all the academic program reviews that will be coming up over the next year; and the Dress Code Policy was updated covering dress codes such that any faculty that sets a dress code standard should ensure that the dress code is rational and fair, and that the standards do not violate University Policy, practice, and guidelines. Palmer said the Executive Committee decided to cancel the next Academic Senate meeting scheduled for April 22. He said it was still on his calendar so he would verify that the next meeting was cancelled.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – The next meeting will be April 27, 2020.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee was going to meet on April 27 to brainstorm ideas for the next joint letter to the Board of Trustees and then meet with President Dietz on May 4 to go over the letter. The next BOT meeting is on May 8.
- D. University Foundation:** Tony Herter – Herter said the next Foundation Board meeting would be tomorrow on April 22. He shared that the ISU Foundation will donate \$25,000 to the COVID-19 Redbirds Response Fund that will allow the University to help students facing financial difficulties associated with COVID-19.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. Discounts:** Brooke Hermanowicz – Not present.
- G. Spring Drive (March – April):** Hayley Helpingstine, Brooke Hermanowicz – As Helpingstine mentioned in her report earlier in today’s meeting, the council donated \$250 to the School Street Food Pantry.
- H. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – Kim said the nomination period will continue until the end of the day this Friday. The last email relay for the nomination period will be going out tomorrow on April 22. So far Kim has received the following nominations: Two for

Group 1; one for Group 2; two for Group 3; three for Group 5; and none for Group 4. If anyone knows of any worthy candidates in Group 4, please feel free to nominate them or encourage them to self-nominate. Next week Kim will contact all the nominees to confirm they wish to run and if so, to submit their personal statements by May 7, so Kim will have plenty of time to send them to Hamann on May 11 to post on Civil Service Council Elections webpage.

Next week, Kim will also follow up with Web Services on the web request form she had submitted asking them 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 had contacted Dave Schaafsma again on April 13 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 May 11 so there is time to send the list to Web Support for the election forms.

Ideally by May 11, Kim will have confirmed the nominees and received their personal statements so she can send them to Hamann, then he can add it all to 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 May 18 to May 29 voting period.

Email relays promoting the elections will be going out on May 18, May 22, and May 27.

- I. **Scholarships: Juliana Nelson** – Nelson said she has received two inquiries but no applications yet for the Civil Service Council Scholarships. The Council’s Scholarship webpage has been updated for the current application period.

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. Chili Cook-off: Sarah Bollman
- h. Homecoming: Jena Self, Hayley Helpingstine, Brooke Hermanowicz
- i. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton
- j. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz
- k. Children’s Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Self
- l. Team Excellence (Fall): Sarah Bollman
- m. Fall Drive (Nov-Dec): Tom Cotton, Bart Lytel

Old Business: None.

New business: None.

Announcements: None.

Adjournment: The meeting adjourned at 12:37 p.m. with a motion from Lytel and a second from Theobald.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, May 5, 2020, at noon via Zoom.

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 – May 5, May 19, June 2, June 16, July 7, July 21

Upcoming CSC Important Dates:

Civil Service Council Nomination Period – April 13 to April 24, 2020

Civil Service Council Elections – May 18 to May 29, 2020