

**Members Present (box checked):**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Sarah Bollman       | <input type="checkbox"/> Brooke Hermanowicz          | <input 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 type="checkbox"/> Bart Lytel                  | <input checked="" type="checkbox"/> Sean Thornton |

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

- |                                       |   |  |
|---------------------------------------|---|--|
| <input type="checkbox"/> Jan Cook     | <input checked="" type="checkbox"/> Colette Homan | <input checked="" type="checkbox"/> Visitors: Jamie Neville, |
| <input type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr                | Emily Vigneri  |

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12:05 p.m. via Zoom.

**Approval of Minutes:**

5/5/20 and 5/19/20 motions made to approve minutes by Theobald and second by Thornton, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer met with President Larry Dietz and A/P Council Chair Ron Gifford on May 28 via Zoom. They talked about the phased opening of the University, what the various work groups were doing, and what contingency plans may look like for the fall. They will meet again later this month and will reexamine about meeting in July.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim said Hatch plans on sending out the next OpenLine on June 11 so there is time to remind readers of the June 15 deadline for the Civil Service Scholarships, the dependent tuition waivers, and the special football ticket prices. The OpenLine will also include the articles Hatch mentioned at the last meeting: Civil Service Council election results, Fire pump flushing, ISU Archives collecting coronavirus materials, School Street Food Pantry rerun, Tip of the Hat, and Years of Service.

Kim let the council members know that Hatch will be stepping away as OpenLine editor at the end of this council year. After letting Council Chair Palmer and Vice Chair Herter know of Hatch’s decision, Kim volunteered to serve as the next editor. Hatch will train Kim on setting up the email version of the OpenLine starting with June and later go over how to lay out the print version for future OpenLine newsletters. In past years, there wasn’t an OpenLine for July because the campus is quiet in the summers so the next newsletter will go out in August. During the COVID-19 pandemic, the printed version of the OpenLine wasn’t sent out for the past few months, but Kim is planning to resume the printed version in August to send to subscribers.

**Secretary:** Narry Kim – Mary Bahan of EMDH had emailed Kim saying she was able to reserve the Spotlight Room for the majority of the council meetings from August 2020 to June 2020 and in the 1<sup>st</sup> Floor West Lounge for the dates when the Spotlight Room wasn’t available. After concerns about social distancing were raised at the last council meeting, Kim emailed Bahan to ask if the meetings could be moved to space in the Bone where social distancing can be accommodated for future meetings with a possible maximum of around 18 attending (the number of all the council members and ex-officio members). Bahan said she would take a look and see what space would be available for the scheduled dates and let Kim know. Bahan said since she didn’t know where they would be event-wise at this time, she would keep the Spotlight Room and place a

hold on another space for the council meetings to allow for social distancing. Kim said she would follow up with Bahan so spaces that would accommodate social distancing will be reserved by August.

For the Civil Service Council Facebook page this week, Kim today posted the article on the ISU Archives seeking submissions from our campus community about their experiences during the COVID-19 pandemic. Tomorrow she will share the election results and then later in the week, post a reminder about the upcoming June Civil Service Scholarship deadline.

Kim will complete the committee description form for the election committee and save it on the shared drive. She reminded other committee chairs to please submit their description forms if they haven't already.

**Treasurer:** Hayley Helpingstine – Helpingstine said there were no updates since the last budget report. With her term ending on the council, Helpingstine said she would gather all the budget materials and leave instructions for the next treasurer. She said the next treasurer and chair will need to go to the ISU Credit Union to sign the signature card. Helpingstine also added she'd be willing to meet with the next treasurer to go over the role of council treasurer.

**Human Resources:** Colette Homan – No updates. Homan said the ISUJobs – Online Applicant and Position Description System is still in the process of moving to a new platform on July 1. She said if council members had questions about anything, to please let her know.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Not present.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – No report. Palmer said the Academic Senate hadn't met since the last meeting. He said the Executive Committee has met to touch base on plans for the upcoming fall semester.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee will not meet again until July. She said the Civil Service Council ended its year of writing and reading the joint letter to the Board of Trustees and will take the lead again in two years. The A/P Council, represented by A/P Council Member Elizabeth Chupp, will be handling the letter during the next fiscal year. The writing and reading of the joint letter rotate yearly between the A/P Council, the Academic Senate, and the Civil Service Council.
- D. University Foundation:** Tony Herter – Herter said the next meeting will be on June 10.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No update.
- F. Discounts:** Brooke Hermanowicz – Not present.
- G. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – Kim reported that the Civil Service Council elections ended on May 29 and she pulled the results on June 1. The following candidates were elected: Group 1 – Stuart Palmer, Honors Program; Group 2 – Sean Thornton, UMC; Group 3 – Nancy Kerns, Management and Quantitative Methods; Group 4 – Emily Vigneri, EMDH; and Group 5 – Jamie Neville, University Housing Services. Kim notified the winners and their supervisors. She

also informed the other candidates to thank them for their participation and encouraged them to run again next year.

Kim will post the election results on the Civil Service Council Elections webpage and on the Facebook page. (Hamann has trained Kim on updating the website to serve as a backup so she will update the Elections webpage for practice).

Outgoing council members are Hayley Helpingstine, Bill Hamann, and Kim. Palmer is serving a second term and Thornton has been elected to a full term after completing the remaining term of a retiring council member. Kim will stay on as an ex-officio member as the OpenLine editor. Palmer and Kim thanked Helpingstine and Hamann for their service to the council.

Kim said with a new term coming up, the council will need to vote on members of the next executive committee that includes the position of chair, vice chair, secretary, and treasurer. She asked council members to please submit nominations for each post to her or Palmer by June 19. Kim will prepare an email ballot that she will send to all council members on June 24, with a due date of July 2. The plan is to have votes counted and the executive committee members elected on July 6 so they can be announced at the July 7 council meeting and the elected chair can preside.

- H. Scholarships: Juliana Nelson** – Not present. Kim said an email relay will go out June 8 to promote both the Civil Service Council Scholarships and the Carl Johanson Scholarship, with a link to the Civil Service Council Scholarships webpage and a reminder about the June 15 application deadline.

**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
- n. Spring Drive (March-April): Hayley Helpingstine

**Old Business:** None.

**New business:** None.

**Announcements:** None.

**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, June 16, 2020, at noon via Zoom.

**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** – June 16, July 7, July 21

**Upcoming CSC Important Dates:**