

Members Present:

Stuart Palmer	Juliana Nelson	Beth Theobald
Tony Herter	Beth Porter	Jamie Neville
Kacy Rader	Lyndsie Schlink	
Sean Thornton	Judi Khalilallah	

Members Not Present:

Aubrey Henson	Sarah Bollman	Aubrey Henson
Dominique Schauer	Elisabeth Reed	
Leslie Green	Nancy Kerns	

Visitors & Ex-Officio Members Present:

Colette Homan

Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:01 pm via in person and Zoom.

Approval of Minutes:

Minutes for 8/03/21 were updated and motioned for approval by Beth Theobald and seconded by Sean Thornton. All approved.

Chair Comments: Stuart Palmer – Will meet with President Kinsy beginning 8/26. He thanked Juliana for sharing civil service staff feedback about policy/work-life balance that will be shared with Dr. Kinsey. Stuart also brought to the council's attention that we need a volunteer to serve on the Capital Planning and Budget Team that will meet quarterly and if anyone has any interest or questions about this volunteer opportunity to reach out to him if you have questions or would like to volunteer.

Vice Chair Comments: Beth Theobald – No report

OpenLine: Sarah Bollman – No report – transition is in process between Sarah and Narry Kim.

Annuitants: Beth Theobald – Beth met with Debbie Lamb who expressed that she would like the Civil Service Council to be a bigger part of the Annuitants group, Illinois State University Annuitants Association (ISUAA). Sean Thornton discussed the possibly using the CSC social media might be a way to get that word out on what the ISUAA is and how to join.

Secretary: Beth Porter – Beth asked about how to get the CSC meetings on the University Calendar and if it was a task of the secretary to get the meetings on the UC. This process then feeds onto the CSC webpage. Beth Porter and Beth Theobald will get together soon to go over duties and Stuart Palmer is still working to get new executive board members the electronic files, Teams, and email permissions needed.

Treasurer: Juliana Nelson – Balance as of 8/16/2021 was \$3,827.32. The dividend transfer was \$68.41.

Human Resources: Colette Homan – Human Resources is excited to officially announce the implementation of our Search Advocate Program. We have modeled our program after the successful Oregon State University program and are welcoming the OSU program director as the trainer for our initial training workshop series.

Please consider volunteering as a search advocate, supporting your team members who wish to volunteer, and/or using a search advocate for your searches after this September. More information can be found on our website: <https://hr.illinoisstate.edu/managers/hiring/search-advocate/> and questions can be directed to Lisa Mason (lmason@ilstu.edu, 438-7487).

Lyndsie Schlink asked if more information was going to be added to the COVID guidance on the Coronavirus (COVID-19) Response webpage? Colette said there are already a number of questions on the FAQ section of the website covering Testing and Tracing, SHIELD COVID-19 Testing, Quarantine and Isolation, Employment, Housing, Vaccination. general question along with some directly related to Classes and Instruction and others for students. Colette said if the employee does not find a response on the Frequently Asked Questions portion of the website (<https://coronavirus.illinoisstate.edu/faqs/#employment>) they may send an email to coronavirus@illinoisstate.edu and the employee should receive a response within 24 hours. The employee may also contact Human Resources at 438-8848.

EAC: Rick Marr – (not present; no report)

Special Committee Reports:

- **Academic Senate: Stuart Palmer** – Stuart – Academic Senate begins next week.
- **COVID Work Groups:** Sarah reported that the “University Sponsored Travel Covid Group” will meet next week to update processes. No other COVID work groups meeting currently.
- **ECE:** Sean Thornton – Next meeting 9/8/2021
- **Campus Communications Committee:** Beth Theobald – Next meeting 10/5/2021
- **University Foundation:** Juliana Nelson - Next meeting Oct. 2021
- **SURSMAC:** No update
- **Parking and Transportation Advisory: Stuart Palmer, Tony Herter** – No update
- **Discounts:** Sarah Bollman – No Report
- **Awards (fall): TBD Chair,** Judi Khalilallah. A volunteer is needed to lead this group, Judi will stay on as a support person. No Report
- **ISU Police Chief Advisory Board:** Sarah Bollman: No Update
- **Team Excellence:** Sarah Bollman: No Update
- **Elections:** Sarah Bollman: No Update
- **Scholarships:** (June – August) Juliana Nelson (chair), Judi Khalilallah – Juliana reported there are 4 applicants for the (3) Civil Service Scholarships for children of Civil Service employees and 1 applicant for the Carl Johanson Scholarship for current Civil Service employees attaining their undergraduate degree. Juliana mentioned the council might want to restructure and align the two foundation accounts that fund the Civil Service Scholarships in the future and possibly add a scholarship for those Civil Service Employees seeking master and doctorate level degrees. Two needs were expressed: One to get back to the raffle to raise funds and the need to find more ways to advertise and attract scholarship applicants was brought up. It was suggested to advertise the scholarships to financial aid and academic advisors in the future. Any other suggests are welcome.

Special Committees: (Non Active)

- **Marketing/Legislative** – (Sean Thornton) – No Report
- **Webmaster** – (Sarah Bollman) – No Report
- **Governing Documents Review** – (Sarah Bollman) – No Report

- **Homecoming** - (Beth Porter) – Reported the AP council has a Homecoming volunteer, Kara Snyder. She is also new to the AP council and will get the previous homecoming information file at their next meeting. We will get together once we have all the previous files to review.
- **Chili Cookoff** – (Sarah Bollman) – Meeting Canceled - No Report
- **Spring Drive** – (Nancy Kerns, Leslie Greene) – No Report
- **Elections** - (March-May): (Sarah Bollman) – No Report
- **Raffle** – (Juliana Nelson) – No Report
- **Fall Drive** – (Nov-Dec) (Chair), Leslie Green – No Report
- **Children’s Holiday Party** – (Fall–Dec): (Lyndsie Schlink) –

Old Business:

- a. Work Flexibility (WFH Policy): Sharing Feedback from Civil Service Employees about policy/work-life balance.
 - i. Can come off our working business – addressed in Chairs Comments.
- b. Jamie Neville thanked all who helped make Move-In a success!

New business:

- a. How can we better communicate to our Civil Service Employees that we are here to hear them and share their questions and concerns?
 - i. Beth Porter asked about providing more information on the CSC webpage about what the different groups mean and represent. Also, that we could possibly set up email groups based on these groups to target specific coffee/social times.
 - i. Beth Theobald brought up creating a Formstack survey to reach out to all Civil Service Employees to canvas needs and find out what CS employees want to learn about. Sean Thornton. and Beth Theobald offered to work together to create the survey to be utilized through Formstack.
- b. Are there other civil service programming pieces we could do to engage with Civil Service Employees? Socials?
 - i. Tabled until survey has been collected.
- c. I read that AP employees receive a plaque for being on the Council when they step down. I think this is something we should start doing for our members as they exit the council. Start with the individuals that just stepped off?
 - i. Tabled until next meeting.

Announcements:

- a. Next Zoom meeting on August 31, 2021 (Spotlight Room and Zoom)

Adjournment: Beth Theobald motioned to adjourn at 12:49 p.m., Jamie Neville seconded. All approved.

Next Meeting

Tuesday, August 31, 2021

Reminders: The deadline for submitting materials to the *OpenLine* is the 25th day of each month. – *NOTE: Deadline is subject to change. Please ensure you submit any information to Sarah Bollman.*

Upcoming CSC Meeting Dates:

2021 Dates - August 31, September 14, September 28, October 12, October 26, November 9, November 23, December 7, December 21, January 4, January 18

Upcoming CSC Important Dates: