

Members Present:

Stuart Palmer
Tony Herter
Sean Thornton

Juliana Nelson
Beth Porter
Judi Khalilallah

Beth Theobald
Jamie Neville
Aubrey Henson

Members Not Present:

Aubrey Henson
Elisabeth Reed
Nancy Kerns

Sarah Bollman
Kacy Rader
Lyndsie Schlink

Dominique Schauer
Leslie Green

Visitors & Ex-Officio Members Present:

Colette Homan

Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:02 pm via in person and Zoom.

Approval of Minutes:

Minutes for 8/17/21 were updated and motioned for approval by Juliana Nelson and seconded by Beth Theobald. All approved.

Chair Comments: Stuart Palmer – Stuart and A/P Chair, Megan McCann, met with President Terri Goss Kinsy last week. Both chairs expressed members concerns and comments on the Work from Home Policy. A very open and frank discussion was had. President Kinsy said she would take the input into consideration and provide feedback in upcoming meetings with the council chairs. Stuart also provided a letter that will be submitted to the Academic Senate asking for more Civil Service and Administrative Professional representation on the Academic Senate. Both chairs came away with a very positive experience from their first meeting with President Kinsy.

Vice Chair Comments: Beth Theobald – No report

OpenLine: Sarah Bollman – Sent report: Working on September OpenLine Issue.

Annuitants: Beth Theobald – Will attend the Fall-Kick Off on 9/8 but will look for someone to attend the 9/15 SUAA Board Meeting in her absence.

Secretary: Beth Porter – no report

Treasurer: Juliana Nelson – Balance reported was \$3,827.32.

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 (lmmason@ilstu.edu, 438-7487).

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

Special Committee Reports:

- **Academic Senate: Stuart Palmer** – The Academic Senate open house and first working meeting was held to set this year’s committees. Stuart serves as a Planning and Finance Representative. A new chair and secretary were installed on this committee. President Kinsy opened the working meeting. Provost Tarhule addressed the Senate and noted it was his first in person Senate meeting as well. He noted that enrollment is down 2% and that we have the most diverse class we have ever had on campus this year. V.P. Johnson then spoke. It was noted that Student Affairs Housing still needs volunteers to conduct “Student Affairs House Calls”. It was noted that these house calls take 3-5 minutes and the feedback received is turned over to Housing for their data to follow up on with the student. V.P. Stephens then spoke and introduced Associate V.P. for Human Resources, Janice Bonneville, to give updates to the Sick Leave Policy that have been in the works. The two information items of note were 1) to allow for online participate at Senate meetings, and 2) the proposed new IDEAS (Inclusion, Diversity, Equity, and Access in U.S. Society) graduation requirement. The IDEAS graduation requirement, if voted in at a later meeting, will be much like the AMALI graduation requirement and begin this year. There are enough courses already identified that would have the IDEAS designation if the new graduation requirement passes this school year.
- **COVID Work Groups:** Sarah Bollman – Sent report in her absence: University Sponsored Travel group met on 8/18 and we received updates from Risk Management. The biggest take away is anyone traveling overnight must fill out the travel notification form (located on Risk Managements and Comptroller’s websites). If multiple people are going on the same trip, each person must fill out the form (COVID disclosures for individuals). It was brought up that maybe one person could fill out the form for the group and then the COVID disclosure links are sent to the individuals to save time and inbox overflow. The group will meet again in 2-3 weeks if there are more updates that will come out. 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. Stuart announced that Lyndsie Schlink has volunteered to be the chair of the fall awards.
- **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:
 - a. Three applicants were selected for the (3) Civil Service Scholarships for children of Civil Service employees.
 - b. The 1 applicant selected for the Carl Johanson Scholarship for current Civil Service employees attaining their undergraduate degree dropped out due to opting out of classes this semester leaving no applicants for this award.
 - c. One applicant for a non-ISU student of children of Civil Service employees was selected for the award.

- d. Once the final process of verifying those selected are enrolled in school this fall, they will be official announced and award their scholarships.
- e. More discussion was had on the need to advertise these scholarships. The possibility to email or to send a personalized letter via campus mail to new Civil Service employees' information such as the employee discounts and CS scholarships available was talked about and will be investigated in the next month.

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) – Shared that Stephanie Duquette will present at the 9/14 CSC meeting to share about this year's Homecoming activities and updates.
- **Chili Cookoff** – (Sarah Bollman) – Stuart reported that due to COVID large indoor gatherings will not be taking place unless they can be transitioned out of doors. The president's office looks forward to hosting this in future years and President Kinsey's husband, it has been disclosed, is an award-winning chili maker.
- **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) – The event for 2021 has been cancelled due to the size of this event and the focus on children who cannot be vaccinated at this time. Representative from the Civil Service and A/P councils will meet in coming weeks to determine if there will be an alternative activity. The president's office will not be involved for 2021 but will revisit in 2022 with the council's representatives to take up this event or a variation for the future.

Old Business:

- a. How can we better communicate to our Civil Service Employees and share their questions and concerns?
 - i. From the 8/17/21 CS Council meeting it was asked how our CS groupings are determined: Colette worked with Derek Story to find the answer. Archived emails were found recommending sorting the total population and to put them into evenly dispersed groups based on some nominal feature (alpha order, job code order). Then to figure out a breaking point that was agreed upon. A 2014 OpenLine article was found to describe the rationale and process as well: <https://cscouncil.illinoisstate.edu/downloads/openline/2014-08.pdf>. Thank you to Colette for providing this information.
 - ii. (ongoing) 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.

New business:

- a. Are there other civil service programming pieces we could do to engage with Civil Service Employees? Socials?
 - i. Tabled until survey has been collected.
- b. 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 September 14, 2021 (Spotlight Room and Zoom)

Adjournment: Sean Thornton motioned to adjourn at 12:55 p.m., Beth Theobald seconded. All approved.

Next Meeting

Tuesday, September 14, 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 - September 14, September 28, October 12, October 26, November 9, November 23, December 7, December 21

2022 Dates - January 4, January 18, February 1, February 15

Upcoming CSC Important Dates: