

**Members Present:**

Stuart Palmer	Juliana Nelson	Beth Theobald	Aubrey Henson
Beth Porter	Jamie Neville	Nancy Kerns	Sarah Bollman
Sean Thornton	Judi Khalilallah	Lyndsie Schlink	

**Members Not Present:**

Elisabeth Reed	Leslie Green	Tony Herter	Dominique Schauer
Kacy Rader			

**Visitors & Ex-Officio Members Present:**

Colette Homan

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**Stuart Palmer**, Council Chairperson of the 2021-2022 academic year, called the meeting to order at 12:02 pm via in person and Zoom.

**Approval of Minutes:**

Minutes for 9/14/21 were updated and motioned for approval by Sean Thornton and seconded by Juliana Nelson. All approved.

**Old Business: (Moved to the beginning of the meeting to allow time for discussion)**

- a. How can we better communicate to our Civil Service Employees and share their questions and concerns?
  - i. (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 be informed about from the CS Council. The survey questions need to be inclusive of all CS positions, and we need to be strategic on how it is disbursed to CS employees. Many CS employees do not sit at computers and use a paper copy of the OpenLine, so the survey also must be accessible to those who do not use computers in their work. It was also brought up that many CS positions are unfilled at this time and it would be good to think how we can partner and help advertise these open positions using the OpenLine forum. A suggestion was brought up to use QR codes for employees on lunch or breaks to use their phones to take the survey. Others talked about visiting other CS staffers in break and lunch areas over the lunch hour to bring QR code signs and introduce the survey, but Colette brought up some HR policies that would not allow that. Hand delivering the QR code signs is fine but taking time to talk to other department staff would need permissions from supervisors. Also, staff on breaks or lunch might not want to chat about work on their lunch hour. It was suggested to keep the survey short to help get a good response. Possibly even chunking the survey down to a few questions a month. Maybe advertise in the OpenLine in a new 321 section (3 questions/2 CS facts or discount/benefits/1 highlight of a business that offers a discount, or CS position open) Many thought a short, focused survey done at one time would be better to get more information to get a sense of what CS employees want from the council. Then we can focus on educating what the council does. Collette was asked if the CS mass email list is current with the newly added CS staff who within the last year

or so were AP staff. She replied that the list was current and as classifications change the email lists are updated. It was also brought up that the Zoom link to the CS council meetings be in the formstack and the OpenLine. Sean Thornton and Beth Theobald offered to work together to create the survey to be utilized through Formstack. Beth Porter will create the QR code and send it to Sean T who will create the survey QR code flyer.

- ii. This brought up follow up conversation about the possibility of merging the CS and AP council. Will the CS staff be much larger than the A/P staff on campus? Once the HR review of A/P positions is complete this possibility to merge councils will need to be revisited.

**Chair Comments:** Stuart Palmer – Meeting with President –

Stuart and AP Chair, Megan McCann, had another excellent meeting with President Kinzy last week. President Kinzy had updates on last meetings conversation about the Work from Home policy – she gathered a lot of information and is looking into the concerns brought to her at their last meeting. The policy is sound, but the implementation is being called into question. She took our concerns seriously and is working on the implementation details with more information to come.

Stuart was informed of the 11/24 closure day before it was announced recently. All staff were excited with this announcement and President Kinzy said most staff take this day as a vacation day anyway. The president is also looking for ways to be equitable for those that do have to work that day. Collette mentioned there are already policies and contracts in place for this type of compensation for those who must work on these types of days. Stuart, Megan, and President Kinzy also had a conversation about ways staff can better engage this semester with our CS and AP Councils and with all staff across the University. Ideas to come that focus on connecting staff that are easy - not time intensive.

**Vice Chair Comments:** Beth Theobald – No report

**OpenLine:** Sarah Bollman – She successfully completed the print OpenLine version and is waiting for it to arrive from Print Services. Sarah will seek Sean Thornton’s help on the next go around to make further tweaks.

**Annuitants:** Beth Theobald – There was a meeting last week. Not a whole lot going on right now. In spring more meetings to come and the Annuitants will have representatives at the University homecoming parade.

**Secretary:** Beth Porter – We need to discuss our by-laws to match our meeting dates to the by-laws or change the by-laws to match the dates we meet. The by law currently say we meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of the month. Stuart explained that during COVID, the shut-down, and Zoom meetings the CS council began meeting every other week to get business done. Stuart will bring meeting dates up for further discussion at a future meeting.

**Treasurer: Juliana Nelson** – Balance reported was \$3,827.32. There is one outstanding check to a scholarship. She will be in contact with that person soon.

**Human Resources: Colette Homan** – No report – Follow up from last month’s Q: Beth Theobald asked Collette if she knew if we had to record/save our Zoom meetings if we had anyone attended via Zoom. Collette recommended reaching out to legal for a definitive answer. Beth Porter contact legal about Zoom policies for the CS council and this body is not under the Open Meeting Act and does not have to save Zoom meetings.

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

### **Special Committee Reports:**

- **Academic Senate: Stuart Palmer** – No report – Stuart couldn't make the meeting due to quarantine. He reached out via Teams for someone to go in his place and his spot did not get filled. Stuart did receive an email from the Chair on the Academic Senate Rules committee – the email included the letter requesting more representation on the Senate and asked Stuart to attend a meeting next week. It's a day meeting – and we need to give rationale as to what motivated the request. It was mentioned that we are glad to know that this is being addressed.
- **COVID Work Groups:** Sarah Bollman – the COVID TRAVEL working group still meets, but no report.
- **Educate • Connect • Elevate Coordinating Team, ECE:** Sean Thornton – Next meeting in November.
- **Campus Communications Committee:** Beth Theobald – The last meeting was to discuss topics for the coming Board of Trustees meetings since they are back to in person. It was announced that the West Campus will be doing work to mitigate the flooding that keeps happening with heavy rains to those buildings (Tri-Towers, Turner, Redbird Arena, Nelson Smith, etc....)The Multicultural Center also gave a presentation and are excited to open the new building to campus. .
- **University Foundation:** Juliana Nelson – She was placed on the Ewing Advisory board – Ewing Manor is booked for weddings this fall – and is available for meetings. Ewing does not charge for elopements with wedding groups under 10. For wedding groups over 10 in attendance there is a \$250 charge. Parking for events at Ewing Manor have become a concern. Ewing has relied on the church next door, but due to their expansion, Ewing may have less parking available to rent from the church.  
**SURSMAC:** No update
- **Parking and Transportation Advisory: Stuart Palmer, Tony Herter** – No update
- **Discounts:** Sarah Bollman (chair) and Judi Khalilallah – no report
- **Awards (fall):** Lindsey Schlink (Chair), Judi Khalilallah. LS meet with Shelly Jackson and team excellence and will recreate form stack links and send out relays closer to the date. Narry recommended that we don't use email UPDATES and postcards as last year due to COVID it didn't slow down nominations. Narry recommended that we have 4 on the committee to make determinations on award nominations. Lindsay said she and Judi would welcome extra help reading through the nominations, and to let either one of them know if you are interested.
- **ISU Police Chief Advisory Board:** Sarah Bollman: No Update
- **Team Excellence:** Sarah Bollman: No Update – will meet in late Oct./Nov.
- **Scholarships:** (June – August) Juliana Nelson (chair), Judi Khalilallah – No report.

### **Special Committees: (Non-Active)**

- **Marketing/Legislative** – (Sean Thornton) – He is welcoming suggestions and gathering ideas to highlight staff in the upcoming Spotlight articles. Collette asked if she is part of the vetting process? Stuart and Sean said she is.
- **Webmaster** – (Sarah Bollman) – No Report
- **Governing Documents Review** – (Sarah Bollman) – No Report
- **Homecoming** - (Beth Porter) – AP representative, Kara Snyder sent an email that AP council is not going to participate in this year's homecoming parade due to the fluctuating COVID restrictions and concerns. After much discussion CS council also decided not to participate in the parade as well, but

to spend our energy participating in all the other homecoming events going on throughout the week and weekend.

- **Chili Cookoff** – (Sarah Bollman) – Suspended this year. – No Report
- **Fall Drive** – (Nancy Kerns, Leslie Greene) – No Report
- **Elections** - (March-May): (Sarah Bollman) – No Report
- **Raffle** – (Juliana Nelson) – No Report – Stuart mentioned that we should begin to think about this year’s raffle and how we want to go about it. Concerns were expressed about getting the prizes from businesses hit hard due to COVID and that we will need to think creatively.
- **Fall Drive** – (Nov-Dec) (Chair), Leslie Green – No Report
- **Children’s Holiday Party** – (Fall-Dec): (Lyndsie Schlink) – Suspended for this year. Lindsey asked what other alternatives are being considered such as a service type event or program to support a local agency. (School Street Pantry, The Baby Fold, etc.) Stuart asked for ideas to be discussed on the Teams chat since time is running out on for further discussion at this meeting.

**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 October 12, 2021 (Spotlight Room and Zoom)

**Adjournment:** Sean Thornton motioned to adjourn at 1:01 p.m., Beth Theobald seconded. All approved.

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**Next Meeting**

Tuesday, October 12, 2021 (Spotlight Room and 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. Please ensure you submit any information to Sarah Bollman.*

**Upcoming CSC Meeting Dates:**

**2021 Dates** - 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:**