

**Illinois State University      Civil Service Council (CSC) Meeting      January 5, 2021**

**Members Present:**

Sean Thornton              Tony Herter  
Judi Khalilallah  
Beth Theobald  
Jamie Neville  
Juliana Nelson  
Aubrey Henson

**Members Not Present:**

Tom Cotton              Stuart Palmer  
Bart Lytel              Elisabeth Reed  
Sarah Bollman              Nancy Kerns

**Visitors & Ex-Officio Members Present**

Colette Homan

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Tony Herter, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:06 p.m. via Zoom.

**Approval of Minutes:**

Minutes from 12-15-2020 were approved and added to our website. Motioned by Thornton, 2<sup>nd</sup> by Nelson, approved by all.

**Chair Comments:** Tony Herter

Meeting with the President – Herter will be waiting on the invitation for the next meeting with the President. In the absence of council member Palmer, Herter will be taking on these meetings.

**Vice Chair Comments:** Tony Herter – No update

**OpenLine:** Kim stated The next OpenLine is scheduled for January 15, 2021. So far the next OpenLine will include an article on the Civil Service Distinguished Service Award winners and the Esprit de Corps Award recipient; a new feature coordinated by Thornton called the “Civil Service Spotlight” that will be a Q & A with a selected colleague each month; CRCC conference Save-the-Date; the Years of Service; and Tip of the Hat. She is waiting to hear back on a Wellness article. Kim will also start working on the print version and plan on having it sent out to subscribers within a week after the email version goes out.

**Secretary:** Beth Theobald – I will be adding the agenda for CSC meeting into our Teams group in order for all to update their committee reports as well as add anything they would like to discuss to the next CSC meeting.

**Treasurer:** Nelson has also added her documentation to the Teams File as well so you can review our account information via the files in teams.

**Human Resources:** Colette Homan – No updates from HR

**EAC:** Rick Marr – Not present.

**Annuitants:** Kim said the next ISUAA meeting is scheduled for Jan. 13, 2021 through Zoom.

She received a Legislative Mini-Briefing from SUAA for December 21, 2020 and shared the highlights below:

Illinois Senate Calendar shows that there is no lame duck session early in January. The Inauguration is scheduled for Wednesday, January 13<sup>th</sup>. This is also the beginning of the 102<sup>nd</sup> General Assembly. All current legislation remaining in the Senate will be Re-referred to Assignments, Rule 3-9(a).

The Senate President is Senator Don Harmon (D). The new Minority Leader is Senator Dan McConchie (R).

The State of the State and the Budget Address will be on Ash Wednesday, February 17, 2021. The House of Representatives calendar is not available as of this date.

All current legislation remaining in the House will be Re-referred to Rules Committee Rule 19(a).

The Speaker of the House (D) has not been elected as of this date. The Minority Leader is Jim Durkin (R).

The Commission on Government Forecasting and Accountability (COGFA) published a [Special Pension Briefing](https://cgfa.ilga.gov/Upload/1120%20SPECIAL%20PENSION%20BRIEFING.pdf) (<https://cgfa.ilga.gov/Upload/1120%20SPECIAL%20PENSION%20BRIEFING.pdf>) recently

[Secure Online Petitions are Available for Trustee Election](http://www.surs.com/news-article/121820/secure-online-petitions-available-trustee-election) (<http://www.surs.com/news-article/121820/secure-online-petitions-available-trustee-election>). Beginning November 30, SURS members who are eligible to vote in the 2021 Trustee Election are able to sign electronic petitions for their preferred candidates.

### **Special Committee Reports:**

- **Academic Senate:** Stuart Palmer – Beth Theobald will start taking over the Academic Senate as well as the Planning and Finance meetings until we are able to bring our new members up to speed and they have an opportunity to decide what roles they are willing to fulfill.
- **Redbirds Return Working groups:** Juliana Nelson, Sean Thornton, Beth Theobald, Judi Khalilallah are all serving the University in the capacity of the Civil Service Council visions. Updates to these committees will be made after each respective committee meets.
- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – No report.
- **Campus Communications Committee:** Next meeting will be in February. More to come on the dates.
- **University Foundation:** Tony Herter – No Update
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No updates
- **Discounts:** Brooke Hermanowicz, Judi Khalilallah - No update
- **Scholarships:** Juliana Nelson, Judi Khalilallah – All have been processed and just awaiting some mailing addresses for the Non-ISU scholarships to get those mailed. Recipients are asked to send video thank-yous. Juliana will be sending the checks to non-ISU recipients shortly.

- **Awards (Fall): Tom Cotton, Judi Khalilallah, Narry Kim, Bart Lytel**– Kim announced the winners of the Civil Service Distinguished Service Awards. Six nominations were submitted with the Awards committee selecting four award winners and declining two nominees. After emailing the ballot with the names of three nominees for the Esprit de Corps Award to all Civil Service Council members last week, Kim announced the nominee who received the most votes to be selected as the winner.

She will email all the award winners about their selection after today’s Civil Service Council meeting. Since the Nov. 17 council meeting, Kim heard back from Director of Presidential and Trustee Events Julie Barnhill who said it was fine with President Dietz for the award winners to be announced to campus in January and for the Distinguished Service Award winners to have their award payments processed in February like it’s been done in the past. However, the award winners will not receive their plaques until the awards ceremony tentatively being planned for April 14, 2021 during Homecoming Week, where the award winners will be publicly recognized. Kim didn’t have any additional details on the spring ceremony but will share more information when she receives them. When Kim informs the award winners, she will include an award letter outlining when the awards will be announced, when award payments will be processed, how they will receive their plaques, and a heads up that they will receive an invitation to the awards ceremony.

For the Civil Service Distinguished Service Awards, Kim will also notify the nominators of the award winners and also the nominators of the two colleagues who were not selected.

- **Raffle (Oct – Dec): Juliana Nelson, Beth Theobald** – Nelson has diligently looked into ways to raise funds for scholarships via an online platform. It looks at this time, we are unable to utilize these foundation accounts for a hatch account. At this time, until we are back to “normal” campus procedures, it will be difficult to raise funding due to the nature of the
- **Team Excellence (Fall): Sarah Bollman** – A winner has been chosen and Sarah will let us more as they move forward.
- **Non-action items (these items will not be discussed unless there is something to be discussed)**
  - a. Marketing/Legislative: Sean Thornton, Juliana Nelson
  - b. Webmaster: Sarah Bollman
  - c. Governing Documents review: Sarah Bollman
  - d. Chili Cook-off: Sarah Bollman
  - e. Homecoming: Jena Self, Bob Blythe (past council member)
  - f. Children’s Holiday Party (Fall – Dec): Party cancelled for this year
  - g. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler (ISU/Toys for Tots liaison) – Waiting to hear back on the total number of gifts and will give an update as soon as possible.

- h. Spring Drive (March-April): Nancy Kerns, Tom Cotton, Leslie Green
- i. Elections (March – May): Sarah Bollman, Narry Kim

**Old Business:** None.

**New business:** Thonton, Kim, Nelson have all been working on ways to acknowledge individuals who work for the Civil Service Council. The first feature will be on Lyndsie Schlink. She is a photographer for University Marketing and Communications. Theobald will work with Lytel to get a formstack set up for people to recommend a CSC employee, and they will create logic on the back end in order for the person who is recommended to fill out some information about themselves. This will help to showcase our employees, give them a sense of pride, and let them know they are appreciated!

Bart Lytel has created a group in Team for our CSC to be able to communicate ideas and stay in touch with each other in order to have a way to express ideas throughout the weeks we do not have meetings. This will create a new avenue to express ideas, opinions, and create a sense of community even when we are not meeting in person. **If you have not been added to this group, or have questions, please contact Bart Lytel to ensure we have everyone on this thread.**

**Announcements:**

**Adjournment:** The meeting adjourned at 1:02 p.m. with a motion from Theobald and a second from Nelson

**Next Meeting**

Tuesday, January 19, 2021

**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:**

**2021 Dates** –Feb. 2, Feb. 16, Mar. 2, Mar. 16, April 6, April 20, May 4, May 18, June 1, June 15

**Upcoming CSC Important Dates:**