

Illinois State University Civil Service Council (CSC) Meeting October 6, 2020

Members Present:

Sean Thornton	Tony Herter
Judi Khalilallah	Jena Self
Beth Theobald	Jamie Neville
Stuart Palmer	
Aubrey Henson	
Bart Lytel	

Members Not Present:

Tom Cotton	Tony Herter
Sarah Bollman	
Nancy Kerns	
Juliana Nelson	

Visitors & Ex-Officio Members Present

Colette Homan
Narry Kim

Stuart Palmer, 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 9/15/2020 were approved and added to our website. Motioned by Herter, 2nd by Thornton, approved by all.

Chair Comments: Stuart Palmer

Meeting with the President – Next meeting will be in November.

Vice Chair Comments: Tony Herter – No update

OpenLine: Kim plans to have the email version of the October OpenLine sent out to civil service staff on Oct. 15 and the printed version sent out to subscribers the following week. For this month's OpenLine, Kim will include so far: Q & A with newest council member Aubrey Henson, Re-run of the Awards story, CRCC conference, University Service Award nominations, Tip of the Hat, and Years of Service. She received a submission from Nikki Brauer that has a descriptive list of wellness activities open to all faculty and staff this fall. Kim will work with Brauer to get wellness articles in future OpenLine newsletters. The deadline to submit items for the November OpenLine is on Oct. 26 since Oct. 25 is a Sunday.

Secretary: Beth Theobald – If you would like to add your information to the agenda before the meeting, please submit your updates for your respective committees to Stuart or Beth no later than 3 p.m. on the Friday before our next meeting.

Treasurer: Juliana sent an email to the committee for the review of the account information.

Human Resources: Colette Homan – No updates from HR

EAC: Rick Marr – Not present.

Annuitants: Kim said the next ISUAA meeting was going to be on November 11 through Zoom. She said SUAA sends out mini-briefings to members and the main thing she's noticed lately is their continuing support for the Graduated Income Tax Amendments and the organization also scheduled two Q & A Zoom meetings about the tax issue. There was also news that the State Universities Retirement System (SURS) will hold a board election from April 1 – May 3, 2021, to fill four expiring trustee positions: two annuitant seats and two active-participant seats. An impartial election services company will conduct the election. Candidate packets and petition forms are available from SURS. Candidates should contact Kelly Carson at kcarson@surs.org for information. Applications are due Dec. 31, 2020. Completed petitions will be due to SURS on Jan. 31, 2021. All SURS members are encouraged to consider running for a trustee position.

Special Committee Reports:

- **Academic Senate:** Stuart Palmer – Stuart will update us on the next meeting.
- **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. These groups are newly assigned and more information will be forthcoming!
- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – No report.
- **Campus Communications Committee:** Beth Theobald, Stuart Palmer – Meeting was held on 10/5/2020 for brainstorming. Elizabeth Chupp will be crafting the letter to the Board of Trustees. There are new members to this committee so it will be a great new dynamic to help give perspective and incite to create these letters.
- **University Foundation:** Tony Herter – No report.
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- **Discounts:** Brooke Hermanowicz, Judi Khalilallah – No new updates
- **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. Have only received one. This might be something we push for in the spring. Seemed to be a big ask of students at this time and concern of what we would be using them for. They can't be placed on Facebook.

Awards (Fall): Tom Cotton, Judi Khalilallah, Narry Kim – Kim said the article on the call for nominations for the A/P and Civil Service Distinguished Service Awards, A/P Emerging Leader Awards, Team Excellence, and the Strand Diversity Achievement Award appeared in both the September OpenLine and the Report. The article will be included in the October OpenLine and will continue appearing in the Report until the Nov. 6 deadline. The links to the nomination webpages for each award will remain under the Announcements section on

everyone's My.IllinoisState account until the Nov. 6 deadline. The first email relay promoting the awards was sent to all ISU employees on Sept. 25, with follow up email relays going out on Oct. 16 and Oct. 30. Thornton designed a new flyer promoting the call for nominations. Kim emailed the flyer to Bollman (Facilities Management) and Self (EMDH) so they could print and post the flyers in areas where both Facilities and EMDH staff would be able to see and access the information. Kim has received one nomination so far. Palmer said the Council could talk about looking into the AP Emerging Leader Award and how to create/fund an award of the same magnitude for Civil Service. Homan will be looking into this for more information about the stipulations around this award!

- **Raffle (Oct – Dec): Jena Self, Juliana Nelson, Beth Theobald** –The committee has been working on finding an online platform for the raffle for those who are working from home to still be able to participate. This is still in the planning phase and updates will be forthcoming.

- **Team Excellence (Fall): Sarah Bollman** - Kim said she let Erin Thomas know that Sarah Bollman is the Civil Service Council representative

- **Non-action items (these items will not be discussed unless there is something to be discussed)**
 - a. Marketing/Legislative: Jena Self, Sean Thornton, Juliana Nelson - Kim sent committee chair Self an invitation to serve as administrator of the Civil Service Council Facebook page. Kim didn't know how to remove herself as administrator and is willing to stay on as a back-up to continue posting on the group page. If Kim serving as back-up wasn't ideal, Kim is also willing to stay on as administrator, but not do anything further to the group page.
 - 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)
 - h. Spring Drive (March-April): Nancy Kerns, Tom Cotton, Leslie Green
 - i. Elections (March – May): Sarah Bollman, Narry Kim

Old Business: None.

New business: None

Announcements: New Alumni Event featuring Sean Thornton and his amazing skills will be happening on October 27, from 6-8 p.m. Please join if you are able.

Adjournment: The meeting adjourned at 12:57 p.m. with a motion from Lytell and a second from Theobald

Next Meeting

Tuesday, October 20, 2020 via Zoom.

Reminders: The deadline for submitting materials to the *OpenLine* is the 25th day of each month. –
NOTE: Deadline is subject to change.

Upcoming CSC Meeting Dates:

2020 Dates –Nov. 17, Dec. 1, Dec. 15

2021 Dates – Jan. 5, Jan. 19, Feb. 2, Feb. 16, Mar. 2, Mar. 16, April 6, April 20, May 4, May 18,
June 1, June 15

Upcoming CSC Important Dates: