

Members Present:

Sean Thornton	Elisabeth Reed
Judi Khalilallah	Nancy Kerns
Beth Theobald	Tony Herter
Stuart Palmer	Juliana Nelson
Aubrey Henson	
Bart Lytel	

Members Not Present:

Tom Cotton	Leslie Green
Jamie Neville	
Sarah Bollman	

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 12:02 p.m. via Zoom.

Approval of Minutes:

Minutes from 12-1-2020 were approved and added to our website. Motioned by Lytel, 2nd by Herter, approved by all.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer will meet with President Dietz on Thursday December 17, 2020.

Palmer also disclosed the parameters around the new Presidential search. Since he is taking paternity leave, he will be asking for all those interested in being the CSC Committee representative to email him by 4 p.m. today (December 15, 2020) if you are interested in being the liaison for this search in his absence. Stuart also stated there will be the need for one more Civil Service staff representative on the search committee, and that will need to be chosen as well in his absence.

Vice Chair Comments: Tony Herter – No update

OpenLine: The December OpenLine was scheduled to be emailed on Dec. 14 so there's still time to include the Toys for Tots Drive (which ends on Dec. 14, but there would still be time for a last day reminder) and the holiday drawing sessions organized by Alumni Engagement and featuring Sean Thornton (the sessions take place on Dec. 15). The printed version will be sent out this week. 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; Wellness article; the Years of Service; and Tip of the Hat. If anyone else had anything they wished to submit, Kim asked that they send it to her by Monday, Jan. 4, since the usual deadline of Dec. 25 is during the holiday break.

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 Palmer or Theobald no later than 3 p.m. on the Friday before our next meeting. Theobald also stated she was going to reach out to Mary Bahan and release the space the CSC has reserved at the Bone Student Center through March and the committee will then re-assess the COVID-19 situation and make updates as needed.

Treasurer: Nelson 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 received an email from SUAA about the SURS Board of Trustees election taking place. There are two Annuitant terms and two Active-Member terms expiring in July 2021. The candidates who are wanting to be elected to the State Universities Retirement System (SURS) Board of Trustees need to have their petitions signed. The election is currently in the first phase of candidates gathering signatures. The petition circulation started on October 1 and will continue until

January 31, 2021. SURS members may now sign trustee candidate petitions online and need their Member ID Numbers to be able to access those petitions. More information about the SURS Board of Trustees election can be found at <http://www.surs.com/news-article/120120/online-petitions-available-trustee-election>. Kim said the next ISUAA meeting is scheduled for Jan. 13, 2021 through Zoom.

Special Committee Reports:

- **Academic Senate:** Stuart Palmer – Palmer stated 850 faculty have gone through micro-aggression training at the university. It is great to see this type of attendance and he hopes the university will continue to move forward with other trainings as well.
- **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 – Herter stated ISU is ranked 62 out of over 4500 public universities in the state. The Foundation and the *Redbirds Rising* campaign raised a total of \$181 million. Their goal was \$150 million. Herter also stated as long as we can get all the parameters set, saliva-based testing will begin in February here on campus. He also stated the Red and White Scholarship, which was raising funds for the COVID-19 Relief Fund, has given out over **\$NEED to ADD AMOUNT**
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No updates but there have been some third-level tickets which have been reviewed by the committee.
- **Discounts:** Brooke Hermanowicz, Judi Khalilallah - No updates.
- **Scholarships:** Juliana Nelson, Judi Khalilallah – No report.
- **Awards (Fall):** Tom Cotton, Judi Khalilallah, Narry Kim, Bart Lytel – Kim contacted all the award winners and their supervisors. All the award winners accepted their awards and will each send Kim their bios by this week so she can include them in the article announcing their awards in the Report, the OpenLine and on the Civil Service Council Facebook page next month.
- **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. The committee will be looking into alternative ways to raise funds to continue to support scholarships.

Team Excellence (Fall): Sarah Bollman – The group met and discussed our top 3 picks and a winner was chosen. No need for a 2nd meeting.

- **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)
 - 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 CS 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 Lytel and a second from Thornton

Next Meeting

Tuesday, January 5, 2021

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:

2021 Dates –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: