

Members Present:

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

Members Not Present:

Tom Cotton
Jamie Neville
Elisabeth Reed

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 10/20/2020 and 11/17/2020 were approved and added to our website. Motioned by Lytel, 2nd by Nelson, approved by all.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer was unable to make this meeting, but discussion was about the transition of President Dietz retiring and the search that will be taking place.

Vice Chair Comments: Tony Herter – No update

OpenLine: Kim will request to have the December OpenLine emailed out a little earlier 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). So far the next OpenLine will also include the Years of Service and Tip of the Hat. She will contact Nikki Brauer of Health Promotion and Wellness to see if she has an article to include too. Kim will also check the Report for stories relevant to civil service employees to include. If anyone else had anything they wished to submit, Kim asked that they send it to her by Friday, Dec. 4. Kim added the printed version of the newsletter will be sent to subscribers within a week after the email.

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.

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 will give the report on the meeting for the annuitants on December 15, 2020.

Special Committee Reports:

- **Academic Senate:** Stuart Palmer – Palmer will be working with the executive committee to discuss who will take this over while he is on paternity leave over the next 12 weeks.
- **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:** An email was sent stating there would be a BOT meeting on December 17, 2020. Once the committee sets the meetings for the letter writing, Palmer and Theobald will let the committee know.
- **University Foundation:** Tony Herter – No updates.
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Next meeting will be 12/16/2020
- **Discounts: Brooke Hermanowicz, Judi Khalilallah** - With the help of Bollman, the website is up to date and running. These discounts will be displayed on our CSC Facebook and web page.
- **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.
 - a. **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. The committee will be looking into alternative ways to raise funds to continue to support scholarships.

- **Team Excellence (Fall): Sarah Bollman** - Kim said she let Erin Thomas know that Sarah Bollman is the Civil Service Council representative. Palmer said Thomas requested a second Civil Service Council representative and Theobald volunteered.

- **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: The council is asking its representatives to come up with ways to acknowledge the work all CSC employees have put in during this unprecedented pandemic. Each member is asked to come up with ideas on how to make sure our members feel appreciated for all they have done to pivot in this new work environment and explore ways to ensure we are communicating appreciation to each and every employee at ISU who is classified as Civil Service.

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.

Announcements: New Alumni Event featuring Thornton and his amazing skills will be happening on December 15 from 6-8 p.m. Please join if you are able.

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

Next Meeting

Tuesday, December 15, 2020

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 – 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: