

Members Present (box checked):

- Sarah Bollman
- Tom Cotton
- Leslie Green
- Brooke Hermanowicz
- Tony Herter

- Nancy Kerns
- Judi Khalilallah
- Bart Lytel
- Juliana Nelson
- Jamie Neville

- Stuart Palmer
- Jena Self
- Beth Theobald
- Sean Thornton
- Emily Vigneri

Visitors & Ex-Officio Members Present (box checked):

- Jan Cook
- Narry Kim

- Colette Homan
- Rick Marr

- Visitors:

Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:05 p.m. via Zoom.

Approval of Minutes:

7/21/20 motion made to approve minutes by Lytel and second by Thornton, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – The next meeting with the President will be held after the AP Council Chair has been established. This meeting will happen most likely sometime in September.

Staff concerns with Redbirds Return: The All Faculty meeting will no longer be held in person. There is currently an online space for faculty to submit their concerns of the return plan and those will be addressed in house.

Vice Chair Comments: Tony Herter – No Updates

OpenLine: Kim said the August OpenLine will be emailed on August 14 and Kim will also prepare a printed version for subscribers. The newsletter will include the Civil Service Council Members Q&A; a brief announcement of the new council executive committee; Tip of the Hat and Years of Service for June and July; the Redbird Pledge article; the Student Access and Accommodations fund drive for assistive technology equipment and software; the Alumni Engagement virtual webinars; and HR launches and updates online tools article. She was going to rerun the story promoting the Redbirds Response Fund but noticed in all the email newsletters she’s been getting, there is a noticeable link at the bottom for the fund with a button to donate so she wasn’t going to rerun the story since it’s already automatically included.

Secretary: Beth Theobald – Incoming Secretary

At this time, Beth is in discussions with Narry Kim to complete the transfer of duties and gain incite into all the new role will encompass.

Treasurer: Juliana Nelson – Nelson said she would meet with past council treasurer Hayley Helpingstine as soon as time will allow to transfer all documentation and duties.

Human Resources: Colette Homan – No updates from HR

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present. Cook will be unable to attend the Zoom meetings that have been scheduled for the fall semester. She will let Kim know if there is any information she wishes to pass on to the council. Kim said the ISUAA Newsletter came out and was accessible on the ISUAA website if anyone wanted to see it. She reported that current ISUAA President Gail Lamb sent an email last week saying that they got the ISUAA@IllinoisState.edu email set up and they were going to use it to take RSVPs for the Fall Zoom Meeting scheduled at 9 a.m. Wednesday, September 2, and they will send out the Zoom link to those who respond. The newsletter also has an RSVP form that members could use to send in their RSVP with their email address. President and Mrs. Dietz will attend the meeting, with the president providing an update about ISU, including the changes and challenges necessitated by COVID-19. With the cancelation of the June 17 Annual Dinner and Elections because of COVID-19 requirements, the Fall Meeting will also include election of officers for the coming year, general announcements, and presentation of annual awards.

Special Committee Reports:

A. Academic Senate: Stuart Palmer – No Update

A. Redbirds Return Working groups: Juliana Nelson, Sean Thornton – Nelson reported that the Academic Continuity Group went over several areas during their Thursday meetings:
Rooms confirmed being used for classrooms—finalizing network ports/jacks
Bowling & Billiards Center
Escalante Room
Stevenson 401
Prairie Room

Specialized tools pool for Tech are being planned and preparing for quick flip steps outlined; just in case we go 100% online

Working on informational videos to share with faculty regarding zoom and hybrid exceptions and limitations.

BSWs will not be cleaning any IT equipment. They are specified to clean rooms only.

Thornton said the Face Coverings Group had wrapped up a few weeks ago and the procedures the group developed regarding face coverings was presented to the Redbirds Return steering committee and then sent onto the President’s Cabinet for their approval.

B. Educate – Connect – Elevate – Illinois State: Sean Thornton – No report.

C. Campus Communications Committee: Beth Theobald, Stuart Palmer – No Update

D. University Foundation: Tony Herter – No report.

E. Parking and Transportation Advisory: Stuart Palmer, Tony Herter – No report.

F. Discounts: Brooke Hermanowicz, Judi Khalilallah – Brook and other members from the council are working to update the current list of discounts and then will be working through all of the new requests which came in to determine which new ones to add to the list.

G. Scholarships: Juliana Nelson, Judi Khalilallah – No update.

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
- 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. Awards (Fall): **TBD Chair**, Tom Cotton, Judi Khalilallah, Narry Kim
- g. Raffle (Oct – Dec): Jena Self, Juliana Nelson, Narry Kim
- h. Children’s Holiday Party (Fall – Dec): Party cancelled for this year
- i. Team Excellence (Fall): Sarah Bollman
- j. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler (ISU/Toys for Tots liaison)
- k. Spring Drive (March-April): Nancy Kerns, Tom Cotton, Leslie Green
- l. Elections (March – May): Emily Vigneri, Sarah Bollman, Narry Kim

Old Business: None.

New business: None.

Announcements: The council will revisit the suggestion of forgoing the Awards this fall. Narry will contact the AP council rep and work to see if they are planning to do Awards. Narry will provide an update to the council and more discussion on how to move forward will then be discussed by the council.

Adjournment: The meeting adjourned at 12:39 p.m. with a motion from Nelson and a second from Lytel.

Next Meeting

Tuesday, August 18, 2020, at noon in the Old Main Room, Bone Student Center.

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 – Aug. 18, Sept. 1, Sept. 15, Oct. 6, Oct. 20, Nov. 3, 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: