

**Members Present:**

Sean Thornton	Nancy Kerns
Judi Khalilallah	Juliana Nelson
Beth Theobald	Leslie Green
Stuart Palmer	Brandon Wright (guest)
Aubrey Henson	
Bart Lytel	

**Members Not Present:**

Tom Cotton	Tony Herter
Sarah Bollman	Jena Self
Jamie Neville	

**Visitors & Ex-Officio Members Present**

Colette Homan  
Narry Kim

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Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:03 p.m. via Zoom.

**Approval of Minutes:**

Minutes from 8/4/2020 and 8/18/2020 and 9/1/2020 were approved and added to our website.

**Chair Comments:** Stuart Palmer

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

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

**OpenLine:** Kim said the September OpenLine is scheduled to be emailed today, Sept. 15, and the printed version will go out next week to subscribers. This month's OpenLine included: An article about the A/P & Civil Service Distinguished Service Awards, Team Excellence Awards, and the Strand Diversity Achievement Award nominations; a call for faculty/staff to volunteer as RSO advisors; Constitution Day on Sept. 17; the passing of former ISU President Gene Budding; Nominations for the Stan and Sandy Rives Excellence in Undergraduate Education Award; Tip of the Hat; and Years of Service.

Council member Nelson had asked Kim about past OpenLine issues that had included a Potpourri section that featured personal submissions from civil service employees to report milestones such as births, weddings, and deaths; a Classified Ad section where civil service employees could sell products and services for \$2 an ad; the list of activities from the Office of Health Promotion and Wellness; and articles from HR about informational sessions. Nelson asked if these items could be included in the OpenLine again. Kim said she remembered the OpenLine did include these items regularly during the time she worked on the OpenLine from 2001 to 2014 as a proofreader, then council chair Amanda Smith and council member Jacob DeGeal took over the OpenLine because the council decided to change the newsletter from and all printed version, to the electronic version

that is now emailed. By the time Kim rejoined the OpenLine as liaison in 2018, the Potpourri, Classified Ads, and Wellness articles were no longer included. However, Kim said articles from HR had been included when HR sent past editor Rachel Hatch items to add or Hatch would also pull HR articles from the News Hub to put in the OpenLine too.

Kim emailed Amanda Smith to ask why the Potpourri and Classified Ads were removed and she was told that “Short answer, those items are not allowed within the News system at ISU which runs our newsletter” and “We definitely moved to simplify the newsletter with bringing it online and taking load off of the person/people that manage it.” Smith couldn’t recall why the Wellness activities were no longer included so Kim emailed Nikki Brauer to ask if her office would be willing to submit articles on wellness activities to the OpenLine newsletter again because she had been the one who had sent the articles to the OpenLine when Kim had worked on it before 2014. Brauer said she will send Kim lists of Wellness activities to include in future OpenLines and asked for the deadline so she could put it on her calendar. Regarding items from HR, Nelson was referring to the inclusiveness trainings that HR had offered and wanted to see if those type of events could be included in the OpenLine. Homan said announcements on upcoming trainings are emailed to all ISU employees and also available on the HR website. Homan said the next time training information is emailed, she will ask about the possibility of including it in the OpenLine too.

**Secretary:** Beth Theobald – No Updates

**Treasurer:** Nelson stated Checks have been written, not sent, so balance remains the same as last meeting. Will provide statement next meeting when permissions for the account are complete

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

**EAC:** Rick Marr – Not present.

**Annuitants:** **Annuitants:** Kim attended the ISUAA Fall Zoom meeting on Sept. 2. There were 32 in attendance including Dr. Dietz (Mrs. Dietz wasn’t able to make it as planned.)

- During his update, Dr. Dietz discussed the University’s response to the COVID-19 pandemic and thanked the First Lady for her support and the faculty/staff who are working thousands of hours to support the University in continuing its operations and keeping the campus safe and healthy; Despite the current crisis, he said ISU was still staying strong and stable with fall enrollment of over 20,000 students, a successful Redbirds Rising campaign that raised \$30,000 above the goal for a total of \$181 million, and the State Legislature approved a state budget appropriation of \$69.6 million for ISU (which was the same amount as FY 2020), the State continued to invest in MAP funding for ISU students, and various capital projects have been approved; and he also shared positive changes taking place at ISU such as the future Multicultural Center and renaming floors in the Watterson Towers residence hall that are currently named after 10 U.S. secretaries of state who participated in, supported, or continued the system of slavery. He said the decision was

made as a result of active civic engagement by University Housing alumni and residential assistants. He said ISU will continue to honor the names of buildings and programs that do show a commitment to diversity and inclusion such as the Wonsook Kim College of Fine Arts, Julian Hall, and the Julia Visor Advising Center.

- The following slate of officers were elected: Barb Dallinger as secretary for a two-year term and re-elected for a two year terms as directors were Gary Fish and Victoria Harris. Outgoing president Gail Lamb agreed to continue as president for now since the nominated candidate decided not to pursue the position.
- Also at the Fall meeting, Lamb was awarded with the ISUAA Distinguished Service Award for her leadership of the chapter: She filled in as president in the fall of 2107, followed by being elected to a full two-year term for 2018-2020; she led several successful membership drives, added two new board positions (directors representing Civil Service and Administrative Professionals); and increased the visibility of the organization.

Kim attended the ISUAA meeting on September 9 through Zoom. Lamb was officially nominated and then elected to serve as chapter president for now. Lamb talked about the following:

- The Fall Zoom meeting went well and Dr. Dietz's update was well-received. She said the attendance numbers were down from last year: This year's Zoom meeting had 32 attendees, while last year's in-person breakfast had around 100. Lamb observed that several of the members who had attended before had commented that they didn't want to deal with Zoom.
- The [ISUAA@ilstu.edu](mailto:ISUAA@ilstu.edu) email address was running and it worked well in registering attendees for the Fall Zoom meeting. She said the ISUAA president, vice-president, and treasurer will receive the emails sent to this address.
- Information was needed now for the ISUAA fall semester newsletter because it needed to be done by the end of September so it will be printed and sent out on time.
- Work is still being done to update the chapter directory for 2020-2021.
- It was also decided to cancel the December meeting because of the safety guidelines in place for COVID-19 limiting the number of guests at an event and with the December meeting usually being more of a festive and social occasion, they didn't think there would be many participants if it wasn't an in-person event.
- The next SUAA meeting will take place via Zoom on Sept. 30 and the following voting delegates from the ISUAA chapter attending: Roger Cann, Jan Cook, Chuck McGuire, and Gail Lamb, and Larry Alferink (who has a vote as SUAA treasurer) and non-voting members Marie Dawson and Neil Gridley will be attending.
  - For the meeting, Lamb will send in a summary of ISUAA chapter's membership activities during the pandemic
  - Larry Alferink said they would also discuss a possible amendment that allows a Zoom meeting or equivalent to be held to conduct business such as voting on a budget. There have been Zoom meetings taking place, but have an amendment that clearly outlines what can be done through a Zoom meeting in place of an in-person meeting.
- On the Legislative side, Alferink said there won't be much going on until the Fall Veto Session in November. He predicted that if the Graduated Income Tax Amendment doesn't pass, there will be lots of activity during the Veto Session. SUAA supports a graduated

income tax and has sent members information and flyers to outline their reasons and encourage people to vote for the amendment with messages like “SUAA urges voter support of the graduated income tax amendment to provide stronger assurance the State can meet its commitments to Higher Education Employees and Retirees.”

- This fall, Illinois voters will decide if the State Constitution is changed to move from a flat income tax (one rate) to a graduated income tax (increased rates with higher income). The State Legislature approved this ballot question in 2019, and has also voted for a new income tax rate structure that will take effect if the amendment passes on Nov. 3.
- SUAA is saying without an increase in revenue, serious financial repercussions are imminent. The graduated tax is a fair way to address the problem by asking Illinois’ wealthier residents—those making \$250,000 or more—to pay more to replenish the budget. Everyone else (97 percent of taxpayers) will pay less or the same under this State’s amendment. The graduated tax is Illinois’ best hope of restoring fiscal stability and preventing much more dire consequences.

### **Special Committee Reports:**

- **Academic Senate:** Stuart Palmer – 8/26 Academic Senate Meeting - Public comments were made about Spring 20-21 with faculty concerns and campus being open amid the Pandemic. There is a new dashboard out on the ISU site which gives daily updates on number of infections and ISU will be doing contract tracing. Most of the remarks for this meeting were welcome back to campus, mentioning the unrest in the country, and addressing the updates to the Student Code of Conduct.  
9/9/20 meeting was a presentation on the pandemic financial briefing given by VP Stephens. He will be giving another presentation at the next senate meeting. The financial loss to ISU at this time is estimated at \$44 million dollars. Also discussed was the updated withdrawal policy which gives students until November 20 to make that final decision. There will also be new working groups for the Spring and Stuart will send out the list of those asking for volunteers from the Civil Service Council to have a representative for each of these individual groups.
- **Redbirds Return Working groups:** Juliana Nelson, Sean Thornton – Nelson reported on the Updated MyPortal and it has 25,000 users
- Metrics are being developed for physical use and virtual preparing for possibly going all virtual labs.
- Milner is adding labs to the building, there will be a shift in how many students can be in those labs.
- Students are monitored in Milner for masks. It is mandatory to wear masks at all times. The monitors remind students when they have removed their masks to kindly put them back on. It has been seen in a positive light.
- Faculty at this time - some using classrooms due to not having the technologies at home and most of the instructors are using teams
- Training for faculty on IT has been ongoing and a video is being created for faculty as a reference.
- Students were surveyed (4,747) “With many classes online, with an emoji (thumbs up/down) describe your technology. 924 Thumbs up, 214 Thumbs down
- IT is now in the process of creating a “Professor’s Office Hours” pilot program

- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – No report. Next meeting scheduled for late September/early October.
- **Campus Communications Committee:** Beth Theobald, Stuart Palmer – No update
- **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 NonISU scholarships to get those mailed. Recipients are asked to send video thank you. 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** – The article promoting the call for awards nominations appeared in the September OpenLine. The article will also appear in the ISU Report starting on Tuesday, Sept. 29. The email relays are still being planned to go out on Sept. 25, Oct. 16 and Oct. 30; and the links to all the nomination forms will be accessible on every ISU employee's My.IllinoisState accounts from Sept. 25 to Nov. 6. Thornton will create a flyer about the awards, nomination process, and submission deadline that Kim will then send to Bollman (Facilities Management) and Self (EMDH) so they can post copies of it in areas where Facilities and EMDH employees can get easily see and receive the information too.
- **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.
- **Team Excellence (Fall): Sarah Bollman** - Kim said she let 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
  - 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:** Theobald suggested having committees email their reports to send out with the agenda each month for all council members to review before the meeting. This will give the council time to discuss any new initiatives and crucial information and also allow those members who are not able to log into zoom meetings a way to see these reports as well.

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:57 p.m. with a motion from Nelson and a second from Thornton.

**Next Meeting**

Tuesday, October 20, 2020 via Zoom.

**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:**

**2020 Dates** – 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:**