

Members Present (box checked):

- Jim Anderson
- Sarah Bollman
- Tom Cotton
- Jena Garrett
- Bill Hamann

- Hayley Helpingstine
- Brooke Hermanowicz
- Tony Herter
- Lisa Kelly
- Judi Khalilallah

- Narry Kim
- Bart Lytel
- Juliana Nelson
- Stuart Palmer
- Beth Theobald

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

- Jan Cook
- Rachel Hatch

- Colette Homan
- Rick Marr

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:04 p.m., in Brown Ballroom II, Bone Student Center.

Approval of Minutes:

6/18/19 motion made to approve minutes by Palmer, second by Cotton, all in favor.

Chair Comments: Bob Blythe

Elections – Before the election of the executive committee, Blythe welcomed the new council members elected to the Civil Service Council: Beth Theobald, Juliana Nelson, Lisa Kelly, Sarah Bollman, and Bart Lytel. Jena Garrett was seated as the council member to replace Chris Roberts for the remainder of his term.

During the first election by ballot, Palmer was elected as council chair. Blythe turned the meeting over to Palmer as the new chair to finish election proceedings – The following council members were elected to officer positions after a second election conducted by ballot: Tony Herter, vice-chair; Narry Kim, secretary; and Hayley Helpingstine, treasurer.

Start setting committees – Kim distributed a list with descriptions of the committees and roles that need to be filled for the new fiscal year. She also shared a timeline of council activities that take place during the year. Palmer asked council members to look over the list and think about what committees and roles would be of interest so all the committees could be set at the next meeting.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim volunteered to serve as the OpenLine liaison. She said for the next newsletter in August, Hatch planned to compile another Q & A with the new council members and Hatch will email the questions to them later in the summer.

Secretary: Narry Kim – Kim said she had asked Hamann as webmaster to update the Meet the Members webpage with the photos and contact information of the new council members.

Treasurer: Hayley Helpingstine – Helpingstine said she paid the Civil Service Council’s portion for the purchase of the bags which the A/P Council and the Civil Service Council had ordered together to give out at the next Homecoming Parade. The cost was split between the two councils.

Human Resources: Colette Homan – Homan shared the upcoming meeting dates: The Employee Advisory Committee (EAC) will meet on July 18 at Northern Illinois University; the HR Directors Advisory Committee (HRDAC) will meet on July 26 at the State Universities Civil Service System (SUCSS) office in Urbana; and the Merit Board will meet on August 29, also at the SUCSS office in Urbana.

She said the Merit Board currently has three vacant seats, one represents Illinois State University and the others are for Western Illinois State University and Governors State University. She also said the executive director is hoping to have all three vacant seats filled by the August 29 meeting.

She also said that all non-exempt ISU employees received an email today with a memo titled “Hours Worked Audit for Insurance Purposes.” The memo informed employees that beginning June 2019 all State universities will be required to participate in an annual part-time audit conducted by Central Management Services (CMS). She encouraged everyone to read the memo and contact HR (438-8311) with any questions.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

- A. Academic Senate:** No report – Palmer volunteered to serve as representative.
- B. Educate – Connect – Elevate – Illinois State:** No report – Kim will stay on as representative.
- C. Campus Communications Committee:** Theobald will meet with the Campus Communications Committee for two meetings this month: A brainstorming meeting on the letter to the BOT on July 15 and a meeting to read and discuss the letter with President Larry Dietz on July 22, then the final draft of the letter will be presented at the BOT meeting on July 26.
- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – The election for executive committee members was completed at the start of the current meeting with Kim passing out the ballots and Homan confirming the results for both the election of chair, and then the election of vice-chair, secretary, and treasurer.
- E. University Foundation:** Tony Herter – Herter said the Foundation Board met on June 28. He will share his report at the next council meeting.
- F. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- G. SURSMAC:** Vacant.
- H. Discounts:** No updates.
- I. Children’s Holiday Party (Fall – Dec):** Narry Kim – After contacting A/P Council Chair Ron Gifford about their representative on the party planning committee, she was told that Megan McCann would continue to serve as representative. Kim then asked Gifford, McCann, and A/P Treasurer Heidi Verticchio if the A/P Council still wanted to request and pay for the four bounce houses for the party. All three, including their Vice-Chair Nikki Brauer, wanted to continue having bounce houses for the party and the A/P Council would cover the cost. Kim will contact Fun on the Run to reserve the same bounce houses that were set up last year.

Khalilallah and Garrett volunteered to serve as Civil Service Council representatives on the party planning committee. Kim said she would propose a committee meeting this month.

- J. Scholarships (June – August):** Nelson and Kelly volunteered to serve on the Scholarship Committee. Palmer said he would meet with them on how to proceed with the applications that were received for this year. He also said he would reach out to former council member Lois Soeldner and Chris Roberts to see if they are available to assist.

Non-action items (these items will not be discussed unless there is something to be discussed)

- a. Legislative:
- b. Marketing: Holly Sanford
- c. Listserv Manager:
- d. Webmaster: Bill Hamann
- e. Raffle: (Oct – Dec)
- f. Homecoming (Fall):
- g. Awards (Fall)
- h. Fall Drive: (Nov – Dec)
- i. Team Excellence: (Fall)
- j. Donut Fundraiser: Working with A/P Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships (Potentially Spring)
- k. Spring Drive: (March – April)
- l. Governing Documents review

Old Business: None.

New business: None.

Announcements: None.

Adjournment: The meeting adjourned at 12:46 p.m. with a motion from Lytel and a second from Hamann.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, July 16, 2019, at noon in Brown Ballroom II, 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 – July 16, Aug. 6, Aug. 20, Sept. 3, Sept. 17, Oct. 1, Oct. 15, Nov. 5, Nov. 19, Dec. 3, Dec. 17, Jan. 7, Jan. 21, Feb. 4, Feb. 18, March 3, March 17, April 7, April 21, May 5, May 19, June 2, June 16, July 7, July 21

Upcoming CSC Important Dates:

22nd Annual Council of Councils at UIC – Friday, October 18, 2019 from 8 a.m.-4 p.m. (with Meet and greet, Thursday, October 17, 2019)