

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

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12:02 p.m., in Brown Ballroom II, Bone Student Center.

Approval of Minutes:

7/16/19 motion made to approve minutes by Cotton, second by Nelson, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – The meetings haven’t been set yet.

Start setting committees – Kim had emailed a list with descriptions of the committees and roles that need to be filled for the new fiscal year. Palmer had asked council members to please consider the other committee positions that still need to be filled and several council members filled the remaining committee roles.

Milner Library Dean Search – Palmer said the search was initiated for the Dean of Milner Library. He sent out an email to civil service staff in Milner seeking volunteers to serve as representatives on the search committee and for anyone who is interested to send him their statement of interest. Palmer received five names with their statements and sent them to the Civil Service Executive Committee. After receiving feedback from the Executive Committee, Palmer will send four names to the Provost’s Office and from there, they will select two civil service representatives for the search committee.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Hatch said the August OpenLine would go out on August 15. Hatch planned to include the Tip of the Hat, Years of Service, a Q & A with the new council members, announcement of the current executive committee, an article on the Fell Arboretum map, and Redbird Fan Fair.

Secretary: Narry Kim

Council membership update – Newly elected council member Kelly representing Group 3 informed Kim last Friday that she has accepted a new position at U of I and will be leaving ISU on August 12. Kim reached out to Leslie Green of University Housing Services who was the runner-up in the election for the Group 3 council seat to see if she would like to accept the seat being vacated by Kelly. Green agreed and she will attend the August 20 council meeting to be seated as the new council member representing Group 3.

Council member Anderson representing Group 2 will be retiring from ISU on October 1. Kim reached out to Sean Thornton of UMC who was the runner-up in the election for the Group 2 council seat to ask if he would be willing to finish the rest of Anderson’s term and he agreed. Thornton will attend the October 1 council meeting to be seated as the new council member representing Group 2.

Nametags – Kim ordered nametags for the new council members and distributed them. She has ordered a new nametag for Green and will also order one for Thornton.

Old files in A/P & CS Councils Office in Hovey Hall – Former council member Amy Witzig had alerted Kim that there were several plastic file boxes with old files pertaining to the Civil Service Council kept in the space shared by the Civil Service Council and A/P Council in the conference room of the Academic Senate Office on the 4th floor of Hovey Hall. To avoid cluttering the conference room, the files needed to be moved so Witzig and Kim looked through the boxes and found they contained miscellaneous files from 10 or more years ago. It was agreed to send the files to University Archivist April Zorn-Anderson so she can decide what to keep in the archives and discard the rest. Kim will contact Zorn-Anderson and deliver the boxes to her next week.

Treasurer: Hayley Helpingstine – Once the Civil Service Scholarship winners are selected, Helpingstine will work on processing the award payments.

Human Resources: Colette Homan – Homan reported that there may be a second Benefits Choice period and if so, an email from HR will be sent to all employees with dates and options.

Homan also said the next Merit Board meeting would take place on August 29 and said that Julie Jones of the Board of Trustees would serve as the ISU representative on the State Universities Civil Service System (SUCSS) Merit Board. She added that she would be attending the HR Directors Advisory Committee (HRDAC) on August 16 at SUCSS in Champaign.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – No report. Kim volunteered to serve as the civil service representative for ISUAA and Theobald offered to serve as back-up.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the first meeting of the Academic Senate would take place on August 28.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald – Theobald read the final version of the letter written jointly with the A/P Council and the Academic Senate at the BOT meeting on July 26. She said the reading went well and Cotton, who also attended the BOT meeting, commended Theobald on a great job. Palmer thanked Theobald for accepting the role on such short notice.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report. Hermanowicz did raise a question about extra parking spaces in the parking garages on campus. Palmer said he would look into her question and provide her with the correct answer.
- F. SURSMAC:** Nelson volunteered to serve as the SURSMAC representative.
- G. Discounts:** No updates. Hermanowicz volunteered to manage the Discounts listing.

H. Scholarships (June – August): Juliana Nelson – Palmer and Nelson met with former Civil Service Council member Chris Roberts who had chaired the Scholarship committee the past two years. Nelson said she was getting acclimated to the process and the committee would soon meet to go over the scholarship applications that were received so they could select the winners. Palmer added that former council member Lois Soeldner has agreed to assist the committee as she did last year with copying and redacting all the scholarship applications so they are ready for review.

I. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said she received approval on the estimated cost of the postcards by the A/P Council, Office of Equal Opportunity and Access, and the Team Excellence Committee.

She received proof of the updated postcard from UMC and shared with all the awards representatives and members of the Civil Service Council Awards committee. She will place the order once she gets approval of the proof by all the other award representatives.

J. Homecoming: Jena Garrett, Hayley Helpingstine – Hermanowicz joined the committee.

K. Chili Cook-off: Sarah Bollman – Kim said the Chili Cook-off committee met on July 29 and planning is ongoing. She also shared that ISU President Larry Dietz wanted the Civil Service Council and the A/P Council to each submit a memo to him formally requesting the return of the university-wide chili cook-off as documentation to show that the event was something that ISU employees supported. Kim wrote the memo and after getting approval from the Executive committee, she sent the memo to Dr. Dietz.

L. Raffle (Oct – Dec): Kim, Helpingstine and Hermanowicz volunteered to serve on the committee. Kim had asked former council member Bob Blythe who he contacted at the unions about getting donations of gift cards to use as raffle prizes. Blythe said he would send her a list of contacts. Kim also emailed Karen Long of Printing Services to see how many raffle tickets were purchased last year and the cost. Once she hears back, Kim said she would share with the council to get approval to purchase more raffle tickets. Palmer also asked Kim to update the prize solicitation letter for council members to use.

M. Team Excellence (Fall): Sarah Bollman – Not present. Kim said that University Advancement was overseeing the Team Excellence Awards this year. Linda Oseland is the contact and Kim sent her Bollman's name as the Civil Service Council representative.

N. Children's Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Garrett – Kim is still waiting on the proof of the invitation flyer from UMC. Once she gets the proof, she will share with the committee and order the flyers so they can be distributed on November 1.

O. Fall Drive (Nov-Dec): Lytel had volunteered to work on the fall drive benefitting Toys for Tots and Cotton will help too.

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

- a. Legislative: Theobald volunteered to serve in this role.
- b. Marketing: Kim volunteered to work with marketing.
- c. Listserv Manager: Bill Hamann

- d. Webmaster: Bill Hamann
- e. Donut Fundraiser: Working with A/P Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships (Potentially Spring) – The donut fundraiser hasn't occurred in two years so the council decided to remove it from future meeting agendas.
- f. Spring Drive: (March – April) – Helpingstine and Hermanowicz volunteered to coordinate the drive.
- g. Elections (March – May) – Kim volunteered to serve on the committee.
- h. Governing Documents review – Narry Kim

Old Business: None.

New business: Kim said she emailed all A/P Council and Civil Service Council members and ex-officio members an invitation to the A/P and Civil Service Councils Reception taking place at 6 p.m. Wednesday, September 18, at the University Residence. Hosted by President and Mrs. Larry Dietz, Kim said the RSVP deadline is September 11.

Homan reminded Civil Service Council members to start thinking of names of individuals to consider for the Esprit de Corps Award. Palmer said he would add it to the agenda for the next meeting.

Hayley shared that the Faculty/Staff Bowling League is looking for new members and it is open to all ISU employees. The league practices every Wednesday from 4:30 to 6:30 p.m. in the ISU Bowling and Billiards Center. Hatch offered to write a story about the league and include it in the OpenLine.

Announcements: Herter said the first floor concourse in the Bone Student Center will open on August 14.

Cotton reminded everyone to be careful driving because there will be road work on College Avenue and Gregory Street taking place all week.

Hatch invited everyone to attend a panel discussion she will be moderating: "Equal Pay: Behind the Rally Cry" at 5 p.m. Thursday, August 22, in the Circus Room of the Bone Student Center.

Adjournment: The meeting adjourned at 12:50 p.m. with a motion from Theobald and a second from Garrett.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, August 20, 2019, at noon in the Third Floor East Lounge, 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. 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:

A/P and Civil Service Councils Reception – Wednesday, September 18, 2019
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)