

**Members Present (box checked):**

- Jim Anderson
- Sarah Bollman
- Tom Cotton
- Jena Garrett
- Leslie Green

- Bill Hamann
- Hayley Helpingstine
- Brooke Hermanowicz
- Tony Herter
- 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 p.m., in the Circus Room, Bone Student Center.

**Approval of Minutes:**

8/6/19 motion made to approve minutes by Nelson, second by Helpingstine, all in favor.

**Chair Comments:** Stuart Palmer

Welcoming Leslie Green as the new council member – Green attended her first council meeting and was seated as a new council member representing Group 3.

Meeting with the President – Palmer said his meeting with ISU President Larry Dietz and A/P Council Chair Ron Gifford would take place on August 29. He asked council members to let him know if there was anything they wanted him to bring up with President Dietz at the meeting.

New Search (AVP of Facilities Management) – Palmer said for the Associate Vice President for Facilities Management, Planning, and Operations Search, he was asked to submit three names of civil service staff who was interested in serving on the search committee. After sharing the statements of interest Palmer received with the Civil Service Executive Committee and getting their feedback, Palmer sent the three names to the Vice President of Finance and Planning on Monday, August 19.

Palmer also said with last week’s announcement of current Vice President of Academic Affairs and Provost Jan Murphy’s retirement from ISU at the end of the fiscal year in 2020, he had already been contacted about the national search that will be launched for the next provost. Once he gets the list of eligible civil service employees, he will send out an email to seek representatives to serve on the search committee. He will need to submit five names by Sept. 16.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim reported that for the September OpenLine, Hatch will include articles on the Chili Cook-off, University Speaker Series, International Seminar Series, Homecoming, A/P Social, Culturally Responsive Campus Community (CRCC) Conference, Steve and Sandy Adams award nominations, and the State of the University, and also the Tip of the Hat and Years of Service.

**Secretary:** Narry Kim

Old files in A/P & CS Councils Office in Hovey Hall – Kim reported that she delivered the four boxes of leftover council files dating back over 10 years that had been moved to the shared space in the Academic Senate office to University Archivist April Zorn-Anderson so she can decide what to keep in the archives.

Update on ISUAA representation – A/P Council Chair Gifford contacted Kim about A/P representation on the ISU Annuitants Association and said he would appoint an executive officer from the A/P Council to serve as their ISUAA representative.

The Staff/faculty semester kickoff social hosted by the A/P Council - Friday, August 23 from 4:30- 7 p.m. at the Nightshop (517 N. Main St., Bloomington) – Kim reminded council members of the kickoff social and said all were welcome to attend.

**Treasurer:** Hayley Helpingstine – No report.

**Human Resources:** Colette Homan – Not present.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Cook reiterated that she was leaving it up to the Civil Service Council to handle how they elect or appoint a representative to ISUAA. Kim had volunteered to serve as the civil service representative for ISUAA. To make it official, Palmer called for a council vote. Helpingstine nominated Kim and the rest of the council approved the nomination. Kim will serve as the civil service representative.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Palmer said the first meeting of the Academic Senate would take place on August 28 and he will provide a report at the next council meeting.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report. Kim hasn't been contacted yet about upcoming meetings.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – No report.
- D. University Foundation:** Tony Herter – Herter shared that the Redbirds Rising campaign has raised \$161 million so far, surpassing its original goal of \$150 million.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. SURSMAC:** Palmer was contacted by ISU Interim Associate Vice President, Human Resources Janice Bonneville who informed him that at other state universities, the role of SURSMAC representative was filled by an HR employee. It was agreed that Kelly Walker (Interim Director of Benefits) will be the SURSMAC representative for civil service and she will attend the meetings, then share her report at future Civil Service Council meetings.
- G. Discounts:** Brooke Hermanowicz – Hamann said he received some updates that he will make on the Employee Discounts webpage.
- H. Scholarships (June – August):** Juliana Nelson – Nelson said she had received five applications for the Carl Johanson Scholarship and 11 for the Civil Service Dependents Scholarship. Palmer had reached out to former Civil Service Council member Lois Soeldner to see if she would like assist the scholarship committee by redacting and making copies of all the applications before they are reviewed as she had in the past. Palmer said he will follow up with Soeldner.

- I. **Awards (Fall):** Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said all the awards representatives had approved the updated postcard proof she received from UMC and she ordered the postcards with a mail date of Sept. 27 to all ISU employees. Also on the same day the postcards are sent out, links to the nomination sites for each award will be accessible under the Announcements section on all staff members' My.IllinoisState accounts.
- J. **Homecoming:** Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz – Kim heard back from A/P Chair Gifford and he said that no one from the A/P Council has walked in the Homecoming Parade with the Civil Service Council before, but the A/P Council has helped with the bags that are given out at the parade. He said he will give Kim a contact name from the A/P Council of someone who will work with the Civil Service Council Homecoming Committee on the bags.

Garrett said the Homecoming will be meeting to discuss preparations for the parade.

- K. **Chili Cook-off:** Sarah Bollman – Kim said the word about the ISU Faculty/Staff Chili Cook-off is out. President Dietz mentioned the return of the cook-off in his welcome message to campus at the start of the semester on August 19 and there were two articles in the Report today: One about attending the luncheon and the other about how to compete in the cook-off competition. Kim said like the Children's Holiday Party, enough invitation flyers will be printed and distributed to all campus departments and offices to post (150 copies), and also to Facilities and Event Management, Dining and Hospitality (EMDH) because their staff doesn't have as ready access to computers and may not see the email relay going out on the event. Kim will send 35 copies to Facilities to post in areas where staff can see it and she will also send 200 copies to EMDH where they will be placed in each employee's mail box. Bollman informed Kim to please send the copies for Facilities to her and she would make sure they would be posted.

- L. **Raffle (Oct – Dec):** Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim received the following quote on raffle tickets from Printing Services: Last year the council purchased 2,500 tickets for \$95.43 and the price would be the same this year. Kim requested approval to order the 2,500 raffle tickets for this year. Motion was made by Green, second by Hamann, all in favor.

Kim will also update the prize request letter and email it with a list of last year's raffle prizes to all council members this week. She asked council members to please look at the prize list, let her know which prizes they will solicit, and also add any other prizes they will try to get for the raffle.

- M. **Team Excellence (Fall):** Sarah Bollman – No report.

- N. **Children's Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim is 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):** Bart Lytel, Tom Cotton – Not present.

**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 – Hamann mentioned the existence of a Civil Service staff listserv. Kim said she has never used the list to send out email relays, but has always gone through University Marketing and Communications (UMC) to order relays sent to all civil service staff on campus. Hamann said he would look through past campus emails and see if the listserv has been used recently. If not, he was going to save the list in the Archives folder on the Civil Service Council shared drive.
- d. Webmaster: Bill Hamann – Kim sent Hamann a list of updates for the council website and Hamann will work on them this week.
- e. Spring Drive: (March – April) – Helpingstine and Hermanowicz volunteered to coordinate the drive.
- f. Elections (March – May) – Kim volunteered to serve on the committee.
- g. Governing Documents review – Narry Kim

**Old Business:** None.

**New business:** None.

**Announcements:** None.

**Adjournment:** The meeting adjourned at 12:34 p.m. with a motion from Green and a second from Herter.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, September 3, 2019, at noon in the Spotlight Room, Bone Student Center

**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** – 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)