

Illinois State University Civil Service Council (CSC) Meeting September 17, 2019

Members Present (box checked):

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|--|--|--|
| <input checked="" type="checkbox"/> Jim Anderson | <input checked="" type="checkbox"/> Bill Hamann | <input checked="" type="checkbox"/> Narry Kim |
| <input type="checkbox"/> Sarah Bollman | <input type="checkbox"/> Hayley Helpingstine | <input type="checkbox"/> Bart Lytel |
| <input checked="" type="checkbox"/> Tom Cotton | <input type="checkbox"/> Brooke Hermanowicz | <input checked="" type="checkbox"/> Juliana Nelson |
| <input type="checkbox"/> Jena Garrett | <input type="checkbox"/> Tony Herter | <input checked="" type="checkbox"/> Stuart Palmer |
| <input type="checkbox"/> Leslie Green | <input checked="" type="checkbox"/> Judi Khalilallah | <input checked="" type="checkbox"/> Beth Theobald |

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

- | | | |
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| <input checked="" type="checkbox"/> Jan Cook | <input type="checkbox"/> Colette Homan | <input checked="" type="checkbox"/> Bob Blick |
| <input checked="" type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr | |

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes:

9/17/19 motion made to approve minutes will be tabled for the next meeting when a quorum is present.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer said his next meeting with ISU President Larry Dietz and A/P Council Chair Ron Gifford will be next Monday, Sept. 23, but Palmer will not be able to make the meeting due to his move.

New Search – Palmer said for the upcoming search for the next Assistant Vice President of Academic Planning, he received from Homan the list of the civil service employees who are eligible to serve on the search committee. He sent an email to the employees on the list asking that for anyone who wants to serve on the search committee, to send him their statement of interest by this Friday, Sept. 20. Palmer will send their names/statements to the Councils’ executive committee so they can review and send Palmer their choice of four names as soon as possible and Palmer will provide the selected names to the Provost next Thursday, Sept. 26.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Hatch plans the following items for the October newsletter: Chili Cook-off, Homecoming release, Raffle, Toys for Tots (if info available), Tip of the Hat, Years of Service, and A/P Social. The next OpenLine is planned to go out on Oct. 15.

Secretary: Narry Kim

A/P & Civil Service Councils Reception – Kim reminded everyone of the reception taking place from 6 to 8 p.m. Wednesday, Sept. 18 at the University Residence.

She also mentioned that Sean Thornton will begin his term as Civil Service Council representative for Group 2 to complete the term of Jim Anderson who is retiring.

Treasurer: Hayley Helpingstine – Not present, but she emailed a budget report to all council members prior to the meeting. The current balance with the Illinois State Credit Union is \$6,586.85. This money is used for non-ISU Scholarships, Homecoming, Holiday Party, and the \$500.00 raffle prize.

Human Resources: Colette Homan – Homan wasn’t present at the meeting, but sent the following report:

The kick-off meetings for both Milner Dean and the Associate Vice President for Research and Graduate School are taking place next week. HR will be kicking off the Director for Office of Equal Opportunity and Access and the Provost searches the following week.

We are beginning to determine the interview sessions for the Associate Vice President of Facilities candidates we bring to campus. There will be several small group interview sessions broken up by division and/or department. We are not doing public forums for this one.

Homan asked if the Civil Service Council is interested in having a CS Council and A/P Council group interview session. HR just needs to know if CS would want HR to look at scheduling one. After some discussion, the council members agreed that they wanted to have a group session and Kim will let Homan know.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook said the pressure continues for pension reform with continuing coverage in the media such as the Chicago Sun-Times.

Kim attended her first ISUAA meeting on Sept. 11. She learned that to serve on the board, a person must be a member of the organization. Kim submitted her membership form and the \$40 fee to ISUAA in campus mail on Sept. 12. ISUAA President Gail Lamb welcomed Kim to the organization and introduced her to everyone present. Lamb said once she gets the representative for A/P Council and the Academic Senate, she will schedule an orientation meeting.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the Academic Senate met on Sept. 11. During the Planning and Finance Committee meeting, they set the agenda for the year. They are working on a way to address the issue of enabling students to enter their desired major. For instance, Mennonite College of Nursing is so full, they can't accept internal transfers into their program. However, the Insurance program was able to figure out a way to eventually accommodate students who were interested in joining their program. He said representatives will attend the next meeting to discuss ways the better address the issue to the benefit of students.

During the full Academic Senate meeting, the updates to the following policies were approved: the Transfer and Proficiency credit policies, Foundation policy, and the Final Course Grade Challenge policy. The senate is now looking over anti-hazing policies. The Executive Committee will discuss the policy and work with the Student Government Association to see if there should be updates made to the Student Code of Conduct regarding anti-hazing.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Kim said the next meeting will take place on Sept. 30.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – No report.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the next meeting hasn't been set yet for fall.
- F. SURSMAC:** Kelly Walker

G. Discounts: Brooke Hermanowicz – Not present.

H. Scholarships (June – August): Juliana Nelson – Nelson said the scholarship committee went through all the scholarship applications and former council member Lois Soeldner was also available to help. The committee selected the following number of scholarship winners: 1 Carl Johanson Scholarship, 3 Civil Service Scholarships for ISU students and 3 Civil Service Scholarships for students not attending ISU. She said the number of scholarship winners was selected based on what Council Treasurer Helpingstine said was available. Nelson said that if there were more funds available, they would try to award more scholarships. She will submit the names she has so far to Helpingstine so their payments can be processed. Nelson will also prepare the award letters.

I. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim will follow up with Web Support to make sure the links to the nomination sites for each award will be live under the Announcements section on all staff members' My.IllinoisState accounts on Sept. 26 so it's ready by the time the award nominations postcards go out on Sept. 27.

Kim said Hamann has updated the Civil Service Distinguished Service Award webpage for this year with the link to the new online registration form and the current Nov. 8 deadline on the awards webpage itself and on the hard copy of the form that is accessible on the webpage too. Kim also followed up with all the awards committee representatives to make sure their nomination registration sites are ready by Sept. 26 –The A/P site is ready, the Strand Diversity Award will be updated, and Kim will follow up with the Team Excellence Committee to make sure their webpage will be ready too.

J. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz – Not present.

K. Chili Cook-off: Sarah Bollman – Not present.

L. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim submitted the form for the raffle permit and paid the \$10. She was told the raffle permit and the receipt for the \$10 will be sent to her by mail. She will submit the receipt to Helpingstine for reimbursement.

Hamann has updated the Civil Service Council raffle website by adding the current prize list. Kim will send Hamann prizes to add to the list as they are confirmed. Kim brought raffle tickets to distribute to council members to start selling them. She will also give raffle tickets to former council member Amy Witzig and Milner Library employee Sue Rovens who each volunteered to sell raffle tickets too. Kim asked council members to please bring their ticket stubs and raffle money to each council meeting up until the drawing on Dec. 3 so Helpingstine could deposit the money and Kim can collect the ticket stubs to hold until the drawing.

Kim will email the sign-up sheet seeking council members to sell raffle tickets in shifts during the ISU Faculty/Staff Chili Cook-off on Oct. 22 at a designated table set up through Presidential and Trustee Events.

M. Team Excellence (Fall): Sarah Bollman – Not present.

N. Children's Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Garrett – No new updates. Kim is still waiting on the proof of the invitation flyer from UMC. She said UMC is really busy this

time of year so if she doesn't hear back from them this week, she will follow up as a reminder. Once she gets the proof, she will share with the committee and order the flyers so they can be distributed on November 1 – The same day the first email relay will be going out.

- O. Fall Drive (Nov-Dec):** Bart Lytel, Tom Cotton – Cotton talked to ISU employee and Toys for Tots contact Troy Zeigler who told him this year's toy drive would kick off around Veterans Day. Zeigler asked Cotton to share the idea of having a contest where the group that brings in the most toys would win a \$50 gift card. Palmer thought it might need more discussion and wasn't sure if the council would be paying for the prize.

Cotton said Zeigler confirmed that he will have a toy collection set up at the Children's Holiday Party. Theobald suggested also having a toy collection at a 5K run being planned by the ISU ROTC on Nov. 9.

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

- a. Legislative: Beth Theobald
- b. Marketing: Narry Kim
- c. Listserv Manager: Bill Hamann – Hamann said he noticed on the council website that there is place where civil service employees can sign up for the listserv. He said he would talk to Devin Carlson of Administrative Technologies and look into how the listserv has been maintained and used.
- d. Webmaster: Bill Hamann – Hamann completed recent updates to the council website.
- e. Spring Drive: (March – April) – Hayley Helpingstine, Brooke Hermanowicz
- f. Elections (March – May) – Narry Kim, Leslie Green
- g. Governing Documents review – Narry Kim

Old Business: None.

New business: Theobald wanted to know more about what her role for Legislative included. She said she would reach out to past council member Dean Plumadore and ask him because he was last in that position.

Announcements: Palmer reminded everyone about the State of the University Address being given by Dr. Dietz at 2 p.m. today in the Center for Performing Arts.

Adjournment: The meeting adjourned at 12:50 p.m.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, October 1, 2019, at noon in the Spotlight 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 – 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)