

**Illinois State University Civil Service Council (CSC) Meeting October 1, 2019**

**Members Present (box checked):**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Sarah Bollman | <input checked="" 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  |
| <input checked="" type="checkbox"/> Bill Hamann   | <input checked="" type="checkbox"/> Narry Kim           | <input checked="" type="checkbox"/> Sean Thornton  |

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

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Jan Cook     | <input checked="" type="checkbox"/> Colette Homan | <input checked="" type="checkbox"/> Catrina Petersen, WZND reporter |
| <input 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:**

9/3/19 and 9/17/19 motions made to approve minutes by Theobald, second by Cotton, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer said there was a meeting with ISU President Larry Dietz and A/P Council Chair Ron Gifford on Sept. 23, but he was unable to attend it due to his move. Palmer spoke to Gifford who shared that the meeting mostly covered the State of the University Address and the ISU Chili Cook-off. The next meeting with the president will be scheduled later this month.

Sean Thornton was seated as the Civil Service Council representative for Group 2. Thornton will serve out the remainder of Jim Anderson’s term which ends on June 30, 2020.

AVP for Facilities Management, Planning and Operations shared governance interview sessions – Palmer said the following dates, times and locations have been scheduled for the interview sessions. All Civil Service Council members are welcome to attend any or all of the sessions.

- 1:15 – 2 p.m.
- Tuesday, October 1 in HOV 105
- Wednesday, October 2 in HOV 419
- Tuesday, October 8 in HOV 105
- Friday, October 11 in HOV 419
- Monday, October 14 in Room to be determined

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the next OpenLine is planned to go out on Oct. 15. She asked if anyone wanted to submit anything for the newsletter, to please let Hatch or her know.

**Secretary:** Narry Kim – Kim shared that the next Staff/Faculty October Social organized by the A/P Council will take place from 4:30 to 6:30 p.m. Friday, Oct. 11 at Mugsy’s.

**Treasurer:** Hayley Helpingstine – Helpingstine said she reimbursed Kim for the \$10 that Kim had paid for the raffle permit. Helpingstine also reminded everyone to bring their raffle money and ticket stubs to each council meeting so she could deposit the money after the meeting and Kim would hold the ticket stubs.

**Human Resources:** Colette Homan – No report.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Not present.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Kim attended the Planning and Finance Committee meeting and the Academic Senate meeting on Aug. 25 in place of Palmer who was unable to attend.

During the Planning and Finance Committee meeting, there was a panel discussion with the following representatives from high-demand programs: Ted Branoff (Department of Technology chair), Domingo Castelo Joaquin (Department of Finance, Insurance, and Law interim chair), Scott Jordan (Department of Psychology chair), Cooper Cutting (Department of Psychology faculty), Barbara Schlatter (School of Kinesiology and Recreation interim chair), Diane Zosky (College of Arts & Sciences interim dean), Ajay Samant (College of Business dean), Judy Neubrandner (Mennonite College of Nursing dean), and Todd McLoda (College of Applied Science and Technology dean). They shared their thoughts on the advantages and the disadvantages they experience with high-demand majors and programs. Committee Chair Tracy Mainieri said the committee would discuss the matter of high-demand programs further and the next step would be for the committee to reach out to other institutions to get their thoughts on dealing with high-demand programs.

During the full Academic Senate meeting, Vice President of Finance and Planning Dan Stephens gave an overview of the Operating and Capital Funding Request they will be making to the State of Illinois.

President Dietz shared highlights from his State of the University Address and Provost Jan Murphy said they were accepting applications for the Assistant Vice President for Academic Planning. Vice President Levester Johnson of Student Affairs shared that the inaugural Student Affairs Week was taking place that week (week of Sept. 23) and the University was also taking part in the nationwide Healthy Campus Week. He also reminded faculty and staff that the flu shot clinic would be open and taking appointments for Oct. 2, Oct. 3 and Oct. 4.

The updates made to the anti-hazing policy (5.1.13) was approved by the Senate. Once President Dietz signs off, the changes will be incorporated and then the Student Code committee will look at both the Student Conduct Code and this policy at the same time for the changes that were suggested but couldn't be incorporated.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Kim attended the ECE Coordinating Committee meeting on Sept. 30. At the meeting there was an overview of the marketing efforts done over the past year to promote the Educate – Connect – Elevate Strategic plan. Promotional pieces like brochures, posters, coasters, and banners were created to spread the word about the ECE strategic plan at tabling events such as at last year's Founders Day STATE Showcase, this year's New Faculty Orientation, and during the past two State of the University Addresses. The Living Our Values Awards have also provided publicity for ECE where nominated colleagues receive recognition for embodying one of the values outlined in the strategic plan. The most recent winner was Bruce Stoffel of the Provost's Office.

The criteria used to measure the success of the strategic plan was narrowed down to the following measurements: Access, Affordability, Student Success, Faculty and Staff, and Resources.

The Annual Report will be completed this week and will be shared with University administration

and at the next BOT meeting later this month. The report includes more infographics and thumbnail pictures, and outlines notable accomplishments.

There was also positive feedback from AVPs (associate vice presidents) who said the Planning Integration Tool that was created to help departments integrate their plans with the ECE strategic plan was helpful in planning for the future. The tool hasn't been distributed widely yet.

The rest of the meeting was spent brainstorming ideas to further promote the ECE on campus and to departments needing to update or create their strategic plans so it aligns with ECE. Ideas such as organizing workshops or lunch-and-learns about the new strategic plan, establishing awards to honor departments for their strategic plans, and creating more accessible resources like PowerPoint presentations and packets of information available were shared.

- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the brainstorming meeting about the next letter that will be read at the Board of Trustees meeting will take place on Oct. 7 and the meeting to go over the draft of the letter with President Dietz will be Oct. 14. The next BOT meeting will be on Oct. 18.
- 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, but she sent an email saying the Employee Discounts website was up to date.
- H. Scholarships (June – August):** Juliana Nelson – No report.
- I. Awards (Fall):** Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – Kim said the award nomination websites for the A/P Distinguished Service Awards and the A/P Emerging Leader Award, the Civil Service Distinguished Service Awards, the Team Excellence Awards, and the Strand Diversity Achievement Award were all updated and links were sent to Web Support so they could be included with the call for nominations that was added to the Announcements section of all faculty and staff's My.IllinoisState accounts on Sept. 26. The postcards seeking award nominations were sent out on Sept. 27.  
  
Kim also reminded everyone to think of colleagues to nominate for the Esprit de Corps Award and to submit names to either her or Palmer. The criteria is as follows:
  - Recipients will not currently serve as members of the Council
  - Recipients will be selected by their respective Councils for extraordinary work on behalf of the membership
  - Recipients may receive this award one time only
- J. Homecoming:** Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz – Helpingstine said an article appeared in the recent OpenLine with details about Civil Service and Administrative/ Professional employees walking together in the Homecoming Parade on Saturday, October 26. She said they were hoping for good weather and a great turn-out for the parade.

**K. Chili Cook-off:** Sarah Bollman – Bollman reported the committee met on Sept. 27 and were finalizing judges and other details for the upcoming Faculty/Staff Chili Cook-off. So far there are 18 entries for the overall cook-off. The deadline for departments who had preliminary chili cook-offs to submit the names of their winners to compete in the overall cook-off was Sept. 30. For individuals who wanted to participate in the cook-off, but were in a department that didn't have a preliminary cook-off, also had until Sept. 30 to sign up for a Miscellaneous Chili Cook-off Category. That cook-off will take place on Oct. 3 and the winner will move forward to participate in the overall cook-off too. The last email relay about attending the Faculty/Staff Chili Cook-off will be sent out on Oct. 15.

**L. Raffle (Oct – Dec):** Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – Kim received the raffle permit and a receipt for the \$10 fee she paid. She submitted the receipt to Helpingstine and was reimbursed.

Kim emailed the sign-up sheet seeking council members to sell raffle tickets in shifts (11:30 a.m. to 12:15 p.m. and 12:15 to 1:30 p.m.) during the ISU Faculty/Staff Chili Cook-off on Oct. 22 at a designated table set up through Presidential and Trustee Events. Several council members had signed up and Cotton added that he would volunteer to sell raffle tickets during both shifts.

She also said that the \$100 gift card for the raffle was approved by the UA99 - Plumbers and Pipe Fitters Union and by the Local 197 - International Brotherhood of Electrical Workers Union, and she received both checks in the mail. She gave the checks to Helpingstine so she can purchase two \$100 gift cards from the ISU Credit Union as raffle prizes. Kim also heard back from former council chair Bob Blythe who let her know that the Electrical union and the Carpenter's union have also approved donating to the raffle prize list. The Electrical union will donate a check for a gift card, but she didn't know what the Carpenters were donating, but Blythe said they were sending something.

Kim encouraged everyone to keep selling raffle tickets and to let her know if anyone needed more raffle tickets to sell.

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

**N. Children's Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim received the updated the proof for the invitation flyer, then shared with party committee members and Troy Zeigler with Toys for Tots to make sure the new text added for the collection boxes at the party sounded accurate. Once Kim hears back from everyone, she will order copies of the flyer that will be distributed on Nov. 1 to all departments and offices on campus; the mailboxes of all EMDH staff; and to Facilities so it can be posted in areas where staff members can see it.

**O. Fall Drive (Nov-Dec):** Bart Lytel, Tom Cotton – No updates, but Cotton reminded everyone the toy drive would kick off around Veterans Day. He hasn't heard any more about Zeigler's idea of having a contest where the group that brings in the most toys would win a gift card.

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

- a. Legislative: Beth Theobald – Hamann will ask former Civil Service Council member Dean Plumadore about what he did as the legislative contact and let Theobald know.
- b. Marketing: Narry Kim

- c. Listserv Manager: Bill Hamann – Hamann said talked to Devin Carlson of Administrative Technologies about the Civil Service listserv and he is continuing his research to see if it would be possible to have the listserv set up by group so council members could send messages to their respective groups and see if constituents would want to opt into the listserv. He will find out more.
- d. Webmaster: Bill Hamann
- 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 if there was more that could be done to increase awareness of the Civil Service Council among civil service staff at ISU. Kim and Helpingstine said that anyone can contact the council through the email address that is on the council website ([CSCouncil@IllinoisState.edu](mailto:CSCouncil@IllinoisState.edu)) and Homan pointed out that the council meetings were also open to the public. Palmer also added that current council members could also share the word about the Civil Service Council with their colleagues and he said that if there was anything that a council member hears from constituents that he or she would like to bring up the president, Palmer said to let him know and he would be happy to share it during his meetings with the president. Theobald thought that the council could possibly have a forum or other event where colleagues could learn more about the Civil Service Council. Palmer said the idea of increasing awareness of the council is definitely something that could be discussed further.

**Announcements:** Helpingstine mentioned that Event Management, Dining, and Hospitality (EMDH) was offering faculty and staff discounts at Watterson Dining Commons or Marketplace at Linkins every Friday in October when lunch will be \$6.50 and dinner for \$8, with an Illinois State ID.

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

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, October 15, 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** – 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)