

**Members Present (box checked):**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Sarah Bollman           | <input checked="" type="checkbox"/> Hayley Helpingstine | <input type="checkbox"/> Bart Lytel               |
| <input checked="" type="checkbox"/> Tom Cotton   | <input checked="" type="checkbox"/> Brooke Hermanowicz  | <input type="checkbox"/> Juliana Nelson           |
| <input type="checkbox"/> Jena Garrett            | <input checked="" type="checkbox"/> Tony Herter         | <input checked="" type="checkbox"/> Stuart Palmer |
| <input checked="" 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 checked="" type="checkbox"/> Jan Cook     | <input type="checkbox"/> Colette Homan |
| <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 12:00 p.m., in the Spotlight Room, Bone Student Center.

**Approval of Minutes:**

2/4/20 motion made to approve minutes by Theobald and second by Thornton, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer said he will meet with President Larry Dietz and A/P Council Chair Ron Gifford on Feb. 28. He asked council members to let him know if there was anything they wanted him to bring up at the meeting.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Hatch said for the March OpenLine she is planning to include the following articles: Scholarship recipients, Spring Drive, Civil Service Council nominations, Diversity and Inclusion position, 2020 program planning and budget presentations, March 31-April 1, Annual retirement recognition event announcement, Academy of Seniors programs, Tip of the Hat, and Years of Service. She said the OpenLine would go out March 16 since the 15<sup>th</sup> is a Sunday. Kim hadn't heard anything more from Troy Zeigler about the results of the Toys for Tots Drive last December so that information will be included in the article promoting Toys for Tots later this November.

**Secretary:** Narry Kim – The March Faculty/Staff Social organized by the A/P Council will be from 4:30-6 p.m. on Friday, March 6, at Medici in Uptown Normal.

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

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

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – No report. Helpingstine shared that she did receive the letter from ISUAA encouraging current ISU employees to join and the rest of the council did too. Cook did ask if Palmer could suggest if retired ISU employees could also attend the Faculty/Staff Appreciation Luncheon in the future too.

**Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Palmer said the Feb. 5 Academic Senate meeting was cancelled because of the weather. The Academic Senate will next meet on Feb. 19.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – Next meeting will be on March 2, 2020. Hatch also serves on the ECE committee and shared that at tomorrow’s Faculty/Staff Appreciation Luncheon, a video produced by UMC will be shown talking about the Living Our Values Award and featuring highlights from the past year. The video will encourage viewers to continue to nominate worthy students and colleagues on campus.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee met with President Dietz today to discuss the draft of the joint letter and he made a few updates. She said the letter is ready and will be read at the Board of Trustees meeting on Feb. 21.
- D. University Foundation:** Tony Herter – Herter said the Redbirds Rising campaign has raised \$172 million so far, further surpassing the original \$150 million goal.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. Discounts:** Brooke Hermanowicz – Hermanowicz is working with Hamann to add a generic contact email address that she can access to read and respond to email inquiries regarding the Discounts webpage. She said the submission form that Theobald created for her has been working great.
- G. Team Excellence (Fall):** Sarah Bollman – Not present. Kim reminded everyone that the Team Excellence Award winners will be announced at the Faculty/Staff Appreciation Luncheon.
- H. Fall Drive (Nov-Dec):** Tom Cotton, Bart Lytel – No report.
- I. Spring Drive (March – April):** Hayley Helpingstine, Brooke Hermanowicz – Helpingstine said she received from School Street Pantry the list of needed items and they will go on the collection bins. There will also be an additional bin placed at the Office of Residential Life. Helpingstine said the bins will be put out for the collection on March 2.
- J. Elections (March – May):** Narry Kim, Leslie Green – The council decided not to print postcards promoting the nomination period and the elections, but to instead rely on email relays and print nomination flyers and election flyers to be sent to Bollman, who works in Facilities Management, to post in areas where facilities staff can see them. This decision was made to save on printing costs, promote sustainability, and it also seemed that the email relays got a greater response. Cotton also said that posting flyers was more visible to facilities staff than individual postcards being sent. Kim will order an extra email relay for both the nomination period and the voting period.

Based on past dates, Kim said that for this year’s Civil Service Council elections: The nomination period will be from March 16 to March 27. Kim has ordered email relays for all ISU civil service staff to go out March 16, March 20, and March 26 (March 25 was unavailable and the relay system wouldn’t let Kim order on this day so the reminder is a 2-day advance reminder and not 3 days). The relays will inform everyone the nomination period is open and direct them to go to the Civil Service Council elections webpage to make a nomination. The online nomination forms will go live on the elections webpage on March 16.

The election period where civil service employees will cast their vote will be from April 20 to May 1 with email relays about the voting period going out on April 20, April 24, and April 30 (April 29 was unavailable and the relay system wouldn’t let Kim order on this day so the reminder is a 2-day advance reminder and not 3 days). The relays will promote the elections, encourage civil service

employees to vote, and direct everyone to vote by accessing the election ballot through My.IllinoisState. Kim will contact Web Support to get the election forms set up. There is an election form for each civil service group and Web Support will set the forms where users can only vote for colleagues in their own civil service group.

Kim will create the nomination forms in FormStack because they don't need to be locked down since civil service employees can nominate any non-probation civil service employee. The online forms will go live and be accessible through My.IllinoisState on April 20.

Kim has contacted David Schaafsma of HR to get the list of all non-probationary civil service employees for the nomination period. She will contact Schaafsma next month to get the list of all civil service employees by group for the election forms. Kim will also meet with council members Green and Hamann next Friday to discuss the elections process since Green is also on the Election committee and will assist as back-up and Hamann will be updating the council elections webpage several times during the elections: Once for the nomination period with the nomination forms and group lists; then during the voting period, the webpage will need to have all the candidates' bios and a link to My.IllinoisState where users can cast their ballots; and then after the elections, the results and names of the newly elected council members will be added to the webpage and remain until next year for the next elections.

**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
- d. Webmaster: Bill Hamann
- e. Elections (March – May) – Narry Kim, Leslie Green
- f. Governing Documents review: Narry Kim
- g. Scholarships: Juliana Nelson
- h. Chili Cook-off: Sarah Bollman
- i. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz
- j. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton
- k. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz
- l. Children's Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Garrett

**Old Business:** None.

**New business:** None.

**Announcements:** Palmer thanked the council members who attended the Provost Finalists Shared Governance meetings that took place on February 10, 11, 13, and 17. Herter shared that Timbers Grille will be open in the Bone Student Center after spring break. Kim also reminded everyone that at the Faculty/Staff Appreciation Luncheon tomorrow, all seven Civil Service Distinguished Service Award winners will be recognized, including Rachel Hatch with the Esprit de Corps Award, and the scholarship winners will be announced. Palmer and Cotton will also be among the employees celebrating their years of service at ISU, with 10 years of service for Palmer and 25 years of service for Cotton.

**Adjournment:** The meeting adjourned at 12:40 p.m. with a motion from Green and a second from Hamann.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, March 3, 2020, 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** – March 3, March 17, April 7, April 21, May 5, May 19, June 2, June 16, July 7, July 21

**Upcoming CSC Important Dates:**

Civil Service Council Nomination Period – March 16 to March 27, 2020

Civil Service Council Elections – April 20 to May 1, 2020