

Illinois State University Civil Service Council (CSC) Meeting April 7, 2020

Members Present (box checked):

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Sarah Bollman | <input checked="" type="checkbox"/> Brooke Hermanowicz | <input checked="" type="checkbox"/> Juliana Nelson |
| <input type="checkbox"/> Tom Cotton | <input checked="" 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"/> Jena Self |
| <input checked="" type="checkbox"/> Bill Hamann | <input checked="" type="checkbox"/> Narry Kim | <input checked="" type="checkbox"/> Beth Theobald |
| <input checked="" type="checkbox"/> Hayley Helpingstine | <input type="checkbox"/> Bart Lytel | <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 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 12:01 p.m. via Zoom.

Approval of Minutes:

3/3/20 motion made to approve minutes by Theobald and second by Thornton, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer said his March 26 meeting with President Larry Dietz and A/P Council Chair Ron Gifford was conducted via Zoom. They mostly discussed current issues over the coronavirus (COVID-19) crisis and the work of the planning groups managing the University response and preparations being made. They also talked about the virtual Q & A session the Academic Senate conducted with University administrators on March 25.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim said Hatch plans to have the next OpenLine sent out by email on April 14, one day earlier than usual to further promote the nomination period for the Civil Service Council elections. The email with the March OpenLine didn't go out last month because at the time the newsletter was going to be sent, there was a block on mass emails as the University was sharing vital information with the campus community about preparations and plans in response to the coronavirus pandemic. The April OpenLine will include the following articles: The Civil Service Council nomination period; Spotlight on essential employees; Coronavirus update; Civil Service Scholarship winners; New Provost; Diversity and Inclusion position; Annuitants membership drive; February/March Tip of the Hat; and February/March Years of Service. There will be a hold on the print version of the OpenLine being sent out until the campus resumes regular operations.

Secretary: Narry Kim – Kim shared that the Civil Service Council Facebook page currently has 189 Likes and 188 Following so far. She has added one to two posts a week and recently had shared articles that were in the Media Relations Report and posts on President Dietz's Facebook page regarding the decisions made and actions taken by ISU in response to the coronavirus. She said she would add a post this week on supporting the School Street Food Pantry and also the upcoming Nomination period for the council elections. Thornton said he could create a graphic to use with the nomination post. Homan also suggested adding a post about the University launching the Redbirds Keep Thriving - Faculty/Staff website (<https://hr.illinoisstate.edu/keepthriving/>) that provides tools and resources for ISU employees to utilize for managing this current time. Kim said she would post it on the council's group page next week.

Treasurer: Hayley Helpingstine – With the council's Spring Drive benefitting the School Street Food Pantry being cut short last month because of the coronavirus pandemic, Helpingstine made a motion for the

council to donate \$250 to the pantry because they continue to serve students in need by giving out pre-packaged bags of food every Friday and they are accepting monetary donations to help purchase more food. Kim second the motion, all in favor. Homan said she would check to make sure it was OK for the council to make a monetary donation and let Palmer know before any money is donated.

Human Resources: Colette Homan – Homan reminded council members to pay attention to the emails HR has been sending about the work measures the University is taking in response to coronavirus and to let her know if anyone has any questions.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present

Kim and Cook both attended the March 4 ISUAA meeting. Kim reported the ISUAA membership drive is ongoing with an article on it being included in the ISU Report and the April OpenLine. The prize drawing for the employees who become new members and any employee/retiree who brings in a new member, was pushed back from March 31 to April 30. The prizes drawn will be one \$100 gift card and two \$50 gift cards.

The new survivor cards geared toward ISUAA with information on survivors' benefits were printed and shared at the meeting. They are shaped like bookmarks and modeled after the current SUAA card. Kim will give out the ISUAA cards at the next in-person council meeting.

Kim also answered questions about the OpenLine and several members were interested in also receiving it. She said if any of the ISUAA members wanted to receive the OpenLine, either in electronic or paper format, to please let her know and she'd get them added to the list. Kim also shared the new Civil Service Council Facebook page and encouraged everyone to LIKE it.

The June Dinner and Meeting where officer elections will take place and the Distinguished Service Award will be given will take place from 5:30 to 7:30 p.m. June 17. The location is TBD and will depend on the parking information the group receives for the Bone Student Center. The ISUAA Spring Luncheon scheduled for March 18 was cancelled following the cancellation of other campus events because of precautions the University is taking concerning the coronavirus.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer gave the following report from the Academic Senate meeting on March 4 that he wasn't able to provide to the Civil Service Council until today because the March 17 meeting was cancelled: At that time, everyone was wished a Happy Spring Break; there was discussion over concerns about the coronavirus, but no decisions had made yet about the University's response; the Grants and Contracts policy and the Withdrawal policy that had each been under review and revised with updated language were made into action items and both were approved; and the Facilities Naming Policy is still under review and discussion was tabled for later.

During the virtual Q&A session that was held through Zoom on March 25, Palmer shared that Academic Senate members were able to take turns asking University administrators questions about their concerns over the coronavirus crisis and the steps being taken to safeguard the campus community. Many questions were asked about the Pass/Not Pass policy, the temporary closing of Milner Library, and what was being done to sanitize the campus. Palmer said the next Academic Senate meeting will take place on April 8 via Zoom.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – The next meeting will be April 27, 2020.

- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – No report.

- D. University Foundation:** Tony Herter – No report. Last month’s meeting was cancelled.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the committee will not be meeting the rest of the semester and will correspond via email.
- F. Discounts:** Brooke Hermanowicz – Hermanowicz is still receiving submission forms from vendors and working with Hamann to get them on the Employee Discounts webpage. She asked Hamann about the contact email address to have available on the webpage and Hamann said he will make the request to get the email set up.
- G. Spring Drive (March – April):** Hayley Helpingstine, Brooke Hermanowicz – Helpingstine made a motion to donate \$250 to the School Street Food Pantry during her treasurer’s report earlier during this council meeting.
- H. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – With the University taking steps to safeguard the campus community from the spread of coronavirus and departments adjusting to sending many staff members to work from home, the nomination period was pushed back to April 13 to April 24 with email relays going out on April 13, 17 and 22. The elections will take place from May 18 to May 29, with email relays going out on May 18, 22 and 27. Thornton has designed flyers for the nomination period and the elections that Kim will send to Bollman to copy and post in areas visible for facilities staff and also to Self for EMDH staff.

Kim received the lists of non-probationary civil service employees from Dave Schaafsma in HR. She formatted the lists and updated the online nomination forms, then sent everything to Hamann to use to update the Civil Service Council elections webpage. Hamann will update the webpage this week so it’s ready for the nomination period that starts on Monday, April 13.

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 Self, 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 Self
- m. Team Excellence (Fall): Sarah Bollman
- n. Fall Drive (Nov-Dec): Tom Cotton, Bart Lytel

Old Business: None.

New business: Nelson said the application period for the Civil Service Dependents Scholarship and the Carl Johanson Scholarship is open from April 1 until the application deadline of June 15 and asked if Hamann could please update the scholarship webpage to reflect the current year and update the applications

accessible on through the webpage. Kim said it may be too late to get the story in the OpenLine for April and asked if it could go in the May OpenLine. Nelson said it was fine and she and Helpingstine suggested adding a blurb about the current application period in the article that announces the scholarship winners for 2019-2020 that will be in the April OpenLine. Kim said she will ask Hatch to please add the blurb.

Announcements: Khalilallah reported that construction on the new Multicultural Center has been placed on hold but plans continue to be made internally regarding staffing and programs.

Adjournment: The meeting adjourned at 12:41 p.m. with a motion from Nelson and a second from Hamann.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, March 17, 2020, at noon via Zoom.

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 – April 21, May 5, May 19, June 2, June 16, July 7, July 21

Upcoming CSC Important Dates:

Civil Service Council Nomination Period – April 13 to April 24, 2020

Civil Service Council Elections – May 18 to May 29, 2020