

Illinois State University Civil Service Council (CSC) Meeting May 5, 2020

Members Present (box checked):

- | | | |
|---|--|--|
| <input 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 type="checkbox"/> Jena Self |
| <input type="checkbox"/> Bill Hamann | <input checked="" type="checkbox"/> Narry Kim | <input checked="" type="checkbox"/> Beth Theobald |
| <input checked="" type="checkbox"/> Hayley Helpingstine | <input checked="" type="checkbox"/> Bart Lytel | <input checked="" type="checkbox"/> Sean Thornton |

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

- | | |
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| <input type="checkbox"/> Jan Cook | <input checked="" 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 12:03 p.m. via Zoom.

Approval of Minutes:

4/21/20 motion made to approve minutes by Lytel and second by Theobald, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer met with President Larry Dietz and A/P Council Chair Ron Gifford on April 30 via Zoom. Palmer said they talked about the upcoming virtual commencements taking place this weekend, phasing ISU employees back to campus once we are able, and planning for the fall semester. He shared that President Dietz was pleased how University faculty, staff, and students were able to keep moving forward despite what was going on with the COVID-19 pandemic.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Hatch said the May OpenLine will go out May 15 and include the following articles: General elections for Civil Service Council; Benefits Choice; Tuition waivers; Scholarship applications available; Annuitants Association membership drive continuing; School Street Food Pantry’s continuing need for donations, what items are most essential and how to drop off donations; Tip of the Hat; and Years of Service. Theobald also suggested adding a story about the COVID-19 Redbird Response Fund and Hatch said she would add the story that is in the Report encouraging everyone to support it.

Secretary: Narry Kim – Kim shared that the Civil Service Council Facebook page currently has 197 Likes and 198 Following. This week she planned on posting about Giving Tuesday Now and the Civil Service Council scholarship applications.

She also brought up committee description forms. Past council member Amy Witzig had thought of the idea of having someone from each committee complete a committee description form that would describe the purpose and function of the committee, along with a timeline, guide, and other helpful information on the committee’s activities so future members could use it as a reference. Kim said she has completed committee descriptions for the Awards Committee, Children’s Holiday Party, and the Raffle Committee for the 2019-2020 fiscal year. She said she would complete one for the Election Committee after the elections. Kim asked the chairs of the other council committees to please complete a report form by the end of the current fiscal year. She said she would send the template for the committee report that Witzig had created and Kim has been using to all the other committee chairs. Once she gets the completed reports, Kim said she would put them on the shared drive.

Treasurer: Hayley Helpingstine – Helpingstine emailed all the council members the current budget report

yesterday showing the "A" Shares Account has \$93.04 and the "X" Operating Account has \$6,586.85. She said the School Street Food Pantry has cashed the \$250 check the council sent as a donation.

Human Resources: Colette Homan – Homan said HR sent out an email on May 1 to all ISU employees regarding the Benefits Choice Period taking place from May 1 through June 1. The email contained a link to the CMS Information Guide for the Benefit Choice Period and also a link to the Benefit Choice Virtual Fairs. Homan suggested posting information about the virtual seminar sessions on the Civil Service Council Facebook page and Kim said she would add it this week.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Kim said it's still not too late to join the ISU Annuitants Association and the membership drive is continuing with the prize drawing for the employees who become new members and any employee/retiree who brings in a new member, taking place on May 31. The prizes will be one \$100 gift card and two \$50 gift cards.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the April 22 Academic Senate meeting was cancelled. Instead there was an orientation for new Academic Senate members. Even though he has been serving on the senate as a representative for the Civil Service Council during the current fiscal year, Palmer still attended the orientation in case he isn't re-elected to the council next year and he could share the information he received during the orientation with the next council member who serves as the Academic Senate representative. Palmer said the next Academic Senate meeting will take place tomorrow on May 6.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – The committee met on April 27 via Zoom. By the end of that week, a list of metrics that was created in Dashboard will be available to access through a link on the Educate • Connect • Elevate website. The metrics will show the progress ISU is making toward reaching the goals of ECE so far. The Dashboard of metrics was shared with the President's Cabinet on May 4 for feedback, then will be presented at the Executive session of the Board of Trustees meeting this Friday, May 8.

There was a review of the process for putting together the FY2020 Annual Report for ECE. This summer, the committee will start getting lists of accomplishments from the divisions on campus based on each of their own review processes. The ECE Steering Committee will usually get around 100 items and will select which to include in the annual report. The items that are selected are things like new accomplishments, highlights, and major goals reached. During late summer, the report will be drafted. In September, the report draft will be shared with the ECE committee and the President's Cabinet, with an updated draft being sent to the President. The completed annual report will be presented at the October BOT meeting.

Work is also currently being done to create an Illinois State Contribution Survey that users can utilize to submit the contributions and achievements of their departments and units for consideration to be added to the Annual Report. The goal of the survey is to gather other great work that is being done on campus to advance the ECE strategic plan, but it may not be recognized through the current review or budget planning processes being conducted at ISU. The draft of the survey was shared at the meeting with suggestions to make the language more readable and make it clear that the accomplishments that will be considered need to be substantial where the activity or project is clearly explained on how it advances ECE and with results shown.

- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee met yesterday on May 4 to go over the letter to Board of Trustees with President Dietz. Theobald will read the letter at the next BOT meeting via Zoom on May 8. She said the BOT meeting will be available to watch on YouTube and she would send the link to all council members. If anyone wanted to participate in the meeting, Theobald said they would need to contact the President’s assistant Dave Bentlin. Theobald said the letter recognizes and thanks the many people on campus and in the community who are helping the University, employees, and students navigate through all the changes taking place in response to the COVID-19 pandemic. Among the people being thanked include the Cabinet, the Emergency Operations Center, Administrative Technologies, deans, chairs, Facilities staff, and many other essential personnel who are keeping the University going during these times.
- D. University Foundation:** Tony Herter – Herter said the Foundation Board meeting took place on April 22 and they discussed strategic planning and ideas to reach out to new donors. They also talked about their goals for the Giving Tuesday Now fund drive taking place today (May 5) and how they were focusing ISU’s giving day on the COVID-19 Redbirds Response Fund that has been set up to help students facing financial hardships associated with the COVID-19 pandemic.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – The Civil Service Council received two emails asking if ISU employees will get partial refunds for faculty/staff parking permits that were purchased for the year, but not being used with many working from home. Herter brought the question up with Nick Stoff, the director of Parking, Transportation and Fleet Services. Stoff said they are not refunding partial permit money at this time.
- F. Discounts:** Brooke Hermanowicz – No updates.
- G. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – On April 27, Kim emailed the civil service staff members who were nominated to run for council seats to inform them of their nomination and if they accepted the nomination, to send Kim their candidate statements by this Thursday. Two people from Group 3 declined their nomination so Group 3 has one nominee with the groups having the following as of today: Two for Group 1; one for Group 2; one for Group 4; and three for Group 5. Kim has received three bios so far. She will follow up with the nominees who don’t send their bios on Thursday.

Kim also sent a follow-up email to Web Services on the web request form she had submitted asking them to set up the election form for each of the five groups on My.IllinoisState and lock down the forms so users can only vote for candidates in their group during the election period. On May 11, she is also expecting to receive from Dave Schaafsma of HR the list of all ISU civil service employees in alpha order by last name with ulids and group numbers.

By May 11, Kim will send personal statements of all the candidates to Hamann so he can add it all to the Civil Service Council election webpage, along with text directing users to go to their My.IllinoisState accounts to vote. The webpage will be updated, and the election forms will be live during the May 18 to May 29 voting period.

Email relays promoting the elections will be going out on May 18, May 22, and May 27. She will send a pdf of the flyers about the elections to Bollman to print and post in areas for Facilities staff to see and to Self to also print and post in areas for EMDH staff. Kim will post about the elections on the Council’s Facebook page.

H. Scholarships: Juliana Nelson – No updates.

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. Chili Cook-off: Sarah Bollman
- h. Homecoming: Jena Self, Hayley Helpingstine, Brooke Hermanowicz
- i. Awards (Fall): Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton
- j. Raffle (Oct – Dec): Narry Kim, Hayley Helpingstine, Brooke Hermanowicz
- k. Children’s Holiday Party (Fall – Dec): Narry Kim, Judi Khalilallah, Jena Self
- l. Team Excellence (Fall): Sarah Bollman
- m. Fall Drive (Nov-Dec): Tom Cotton, Bart Lytel
- n. Spring Drive (March-April): Hayley Helpingstine

Old Business: None.

New business: None.

Announcements: None.

Adjournment: The meeting adjourned at 12:47 p.m. with a motion from Nelson and a second from Thornton.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, May 19, 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 – May 19, June 2, June 16, July 7, July 21

Upcoming CSC Important Dates:

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