

Illinois State University Civil Service Council (CSC) Meeting May 19, 2020

Members Present (box checked):

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|--|--|--|
| <input type="checkbox"/> Sarah Bollman | <input 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 type="checkbox"/> Bill Hamann | <input checked="" type="checkbox"/> Narry Kim | <input type="checkbox"/> Beth Theobald |
| <input 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 12:05 p.m. via Zoom.

Approval of Minutes:

5/5/20 motion to approve minutes tabled until next meeting when there is a quorum present.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer will meet with President Larry Dietz and A/P Council Chair Ron Gifford on May 28 via Zoom. He also shared that Doris Groves, the community engagement coordinator for the School Street Food Pantry, sent him an email today thanking the Civil Service Council for the \$250 donation. Groves also said the pantry continues to remain open where instead of allowing students to "shop" in the pantry, volunteers are packing and distributing bags of groceries for the students who visit the pantry on Friday afternoons. Students can also select cleaning and personal care items, along with some refrigerated/frozen food items and produce and bread items.

Groves also shared that in addition to the council's donation, the pantry also received a \$500 grant from the "synod" of the First United Methodist Church and will hopefully receive an additional \$250 gift soon. With these funds, they plan on purchasing \$10 gift cards from Normal-based restaurants to include in the bags in an upcoming Friday distribution as a "change of pace" from the usual PBJ, tuna, mac & cheese, pasta, etc. for students, as well as a boost for the local economy. The bags will also include a note with the gift card indicating where the funding came from and there will be a shout-out for the ISU Civil Service Council.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Hatch said the June OpenLine will go out a little earlier on June 10 or 11 so there is still time to remind readers of the June 15 deadline for both the Civil Service Scholarships and the dependent tuition waivers. The June OpenLine will include the following articles: Civil Service Council election results, CS Scholarship applications due June 15, Dependent tuition waivers due June 15, Redbird special football ticket price (also due June 15), Fire pump flushing, ISU Archives collecting coronavirus materials, School Street Food Pantry rerun, Tip of the Hat, and Years of Service.

Secretary: Narry Kim – Kim planned to post on the Civil Service Council Facebook page this week about the current elections and the Benefits Choice story from the Report since the deadline for benefits changes is coming up in less than two weeks.

After the elections, she planned on completing the committee description form for the election committee and save it on the shared drive. She asked if any other committee chairs had questions about completing the committee description form, to please let her know.

Treasurer: Hayley Helpingstine – Not present, but Helpingstine sent an email saying there were no updates.

Human Resources: Colette Homan – Homan said the Benefits Choice period was still ongoing through June 1 and she reminded everyone to review the benefits booklet that was sent to all ISU employees in email and to their home addresses. She hoped employees had attended the Benefit Choice Virtual Fairs that were held last week. Homan reported ISUJobs – Online Applicant and Position Description System would be moving to a new platform on July 1 that would provide better function on mobile devices. She also said that HR was rolling out the Redbird Return Plan to schedule when ISU employees will be returning to campus. The plan is being shared with supervisors, deans, and department chairs. Each supervisor will be informing their employees when they will be returning to work. Homan said the return dates won't be the same for everyone. She said employees may view a FAQ on the main ISU home page or the HR home page. You may also email questions to COVID-19_HRquestions@ilstu.edu.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Kim said the May 14 ISUAA Board meeting was cancelled. The next meeting is still being scheduled for July 8 through Zoom. In place of the cancelled May 14 meeting, ISUAA President Gail Lamb sent out a list of announcements to all the board members and asked us to contact her with any additions or updates. Among the announcements: The membership drive is continuing until May 31 and as of May 13, 48 new members have joined ISUAA since September 1, 2019. The prize drawing for the new members and referrals is also still planned for May 31.

The summer ISUAA newsletter is completed with the email version being sent out May 7 and the print version mailed out the same day. The fall newsletter is currently in process.

The ISUAA Board agreed to cancel the Annual June Dinner and Election meeting on June 17 because of the current closure of most buildings on campus and the general stay-at-home recommendations. The elections for ISUAA will be rescheduled and take place during the Annual Fall Breakfast meeting on September 2. ISUAA Vice President Roger Cann has arranged for President Dietz to be the keynote speaker at the breakfast meeting, assuming all activities on campus can continue.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the Academic Senate meeting that took place on May 6 included elections where Susan Kalter was re-elected as chair and Martha Horst was re-elected as secretary. He said Executive Committee chairs were also elected.

The Senate acted on two items during the meeting: There was an advisory item concerning the Senate calendar where it was suggested that rather than having the committee meetings take place before each Academic Senate meeting, the committee meetings could be scheduled on dates separate from the Senate meetings and the Senate meeting would be held at 6 p.m. rather than at 7 p.m. The advisory item failed, and it was decided to keep the traditional calendar where on the nights of the Academic Senate meetings, the committee meetings would take place at 6 p.m. and the Senate meeting at 7 p.m. The Senate also voted to make the Indirect Cost Distribution plan for handling budget funds into a pilot program.

Palmer added that Interim Associate Vice President of Human Resources Janice Bonneville discussed the Benefits Choice period, went over some of the changes, and mentioned the Benefit Choice Virtual Fairs taking place that week.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Palmer said Theobald read the joint letter to the Board of Trustees at their quarterly BOT meeting on May 8 via Zoom. He wanted to thank Theobald immensely for taking the lead on drafting, editing, and reading all the joint letters to the BOT during the current fiscal year and working with representatives from the A/P Council and the Academic Senate, as well with President Dietz. Next year, the A/P Council will be taking the lead on the BOT letter because it rotates on a yearly basis between the A/P Council, the Academic Senate, and the Civil Service Council.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No update.
- F. Discounts:** Brooke Hermanowicz – Not present. Hermanowicz emailed that Hamann completed the steps in getting an email address set up for businesses to use if they have questions about the Employee Discounts webpage and Hamann has also added the email link to the webpage too.
- G. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – Kim reported that the Civil Service Council elections are currently underway after starting yesterday on May 18 and will continue until next Friday, May 29. Web Support got the online voting forms ready and accessible through all civil service employees' My.IllinoisState accounts and Hamann updated the council's Elections webpage by adding all the candidates' statements and directions on getting to the voting forms. There are the following number of candidates for each group: One in Group 1; one in Group 2; two in Group 3; two in Group 4; and three in Group 5.

The first email relay promoting the elections went out yesterday on May 18, with two more going out on May 22 and May 27. Kim also sent an electronic copy of the flyer 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 added an advanced post about the elections on the Council's Facebook page last Saturday on May 16 and will post again this week and next week.
- H. Scholarships: Juliana Nelson** – Nelson said she had received two scholarship applications so far. Kim said she would post about the scholarships on the council's Facebook page next week.

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 – Kim said Hamann has made many updates on the Civil Service Council website including adding the current award winners on the Scholarship webpage and the Awards webpage; adding the May newsletter link on the OpenLine webpage; posting the minutes from recent council meetings on the Minutes webpage; getting the contact email set up and placed on the Employee Discounts webpage; and continuously updating the Elections webpage for every stage of the council election process. Kim has already thanked Hamann through email for all his work on the website, but also wanted to share her gratitude with the council too.

- 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 12:37 p.m. with a motion from Nelson and a second from Lytel.

Respectfully submitted,
Narry Kim

Next Meeting

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

Upcoming CSC Important Dates:

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