

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 checked="" 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 checked="" type="checkbox"/> Visitors: Nancy Kerns, |
| <input type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr | Jamie Neville, Emily Vigneri |

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12:04 p.m. via Zoom.

Approval of Minutes:

6/2/20 motion made to approve minutes by Lytel and second by Thornton, all in favor.

Chair Comments: Stuart Palmer

Meeting with the President – Palmer’s next meeting with President Larry Dietz and A/P Council Chair Ron Gifford will be on June 25.

Palmer mentioned that two civil service staff members copied the Civil Service Council on an email each person had directed to the CoronaVirus@ilstu.edu email regarding their concerns with the Redbirds Return plan. Also copied on the email were President Dietz, Interim Associate Vice President of Human Resources Janice Bonneville, and the Board of Trustees. Palmer said the council received only the two emails, but more could have been sent to the Coronavirus email address or to the administration. He responded to each staff member with a thank you for including the council in the email and that if there was anything else now, or in the future that they wanted the council to be aware of or discuss, to please let the council know. Palmer also said someone with more information would respond to their specific concerns. Palmer shared that each person replied that they appreciated his email and felt they were being heard. He said Bonneville had also responded to their emails too.

Palmer said Bonneville reached out to him and A/P Council Chair Gifford to invite the Civil Service Council and the A/P Council to representation on two new temporary committees being formed as part of the Redbirds Return plan. Committee members would be needed to serve on the Academic Continuity Group and the Face Coverings Group. Palmer asked the council members if anyone was interested in serving and Nelson volunteered to serve on the Academic Continuity Group and Thornton on the Face Coverings Group. Palmer thanked them both for their service and will share their names with the chair of each new group.

Vice Chair Comments: Tony Herter

OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the next OpenLine will be for August. The email will be sent out August 14 since the 15th is a Saturday and Kim will prepare a printed version for subscribers. If anyone had items for the OpenLine, the deadline is July 24, since the 25th is a Saturday.

Secretary: Narry Kim – About reserving meeting space for Civil Service Council meetings from August 2020 to July 2020, Mary Bahan of EMDH is waiting for more information from EMDH Director Bill Legett in regards to fall bookings but, she currently has the original booking for the Spotlight Room and has held a larger room on all dates when one is available. She said if the State of Illinois is moved to Phase 4 when everyone returns to campus, she will need to move the meetings out of the Spotlight Room since that space only

accommodates 6-8 people based on social distancing guidelines. Kim said even after her term as secretary is done on July 1, she will stay on track of future meeting space and get the council meetings with locations scheduled by the end of July so it can be shared with Civil Service Council members and ex-officio members.

Kim will also send the council a list of committees and roles that will need to be filled. She will send the list out next Monday with the minutes to review for today's council meeting so members can consider what committees and roles they are interested in before the July 7 council meeting.

Treasurer: Hayley Helpingstine – Helpingstine emailed council members a budget report showing a current record of monies in the Illinois State Credit Union account. She reported no new activity and the balance for the Account "X" Operating is \$5,258.91. This money is used for the scholarship fund and incidental expenses (Spring Drive, Raffle Sales, and Holiday Party expenses). The Account "A" Shares has \$93.10.

Human Resources: Colette Homan – No updates.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – Palmer said the Academic Senate has scheduled all the senate meetings through Spring 2021. The next senate meeting will be in August.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – No report.
- D. University Foundation:** Tony Herter – Herter said the Foundation Board met on June 10 and he reported that the company, SIMIO LLC, donated \$840,000 in software to the College of Business, and that the current Redbirds Rising fundraising campaign will end on June 30.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said Parking and Transportation Services sent an email to all employees about the annual parking permits going on sale next month. He referred everyone to the email for information about dates and ordering.
- F. Discounts:** Brooke Hermanowicz – No report.
- G. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – Kim has ordered Civil Service Council nametags for the new incoming council members, Nancy Kerns, Jamie Neville, and Emily Vigneri. She also received each new council member's photo and contact information and will add it to the Meet the Members webpage by the start of the new fiscal year on July 1. Council members Palmer and Thornton who were elected to another term were ordered nametags before and their photos and contact information will remain as is on the Meet the Members webpage.

Kim said for electing the next executive committee, she has been gathering nominations for chair, vice chair, secretary, and treasurer, with a deadline of June 19 to submit nominations. After confirming all the nominations, Kim will prepare an email ballot that she will send to all council members on June 24, with a due date of July 2. The plan is to have votes counted and the executive committee members elected on July 6 so they can be announced at the July 7 council meeting and the new chair can preside.

H. Scholarships: Juliana Nelson – Nelson reported that so far, she has received three Carl Johanson Scholarship applications and six Civil Service Scholarship applications, out of which four are students attending ISU and two from outside ISU. She also said the application deadline for the scholarships was pushed back to June 30. An email relay promoting the new application deadline went out on June 12 and a second reminder relay will go out on June 23.

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

Old Business: None.

New business: Self suggested brainstorming new ideas to promote the Civil Service Council so more ISU employees would be aware of what the council is and what it does. She thought going beyond the OpenLine, if there could be a way for the representatives of each constituency group to reach out to the employees in the same group through a “Meet Your Civil Service Council Representative” message. Nelson thought it would also be a good idea to create a video where a council member like Palmer could talk about the council and its mission. Thornton thought the video could be something that could be posted on the Civil Service Council Facebook page too. Palmer thought more ways to promote the council is an ongoing discussion worth having. Self and Nelson will discuss ideas together and share with Palmer to bring up at a future council meeting.

Announcements: None.

Adjournment: The meeting adjourned at 12:38 p.m. with a motion from Lytel and a second from Theobald.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, July 7, 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 – July 7, July 21, Aug. 4, Aug. 18, Sept. 1, Sept. 15, Oct. 6, Oct. 20, Nov. 3, Nov. 17, Dec. 1, Dec. 15

Upcoming CSC Important Dates: