

Members Present (box checked):

- Sarah Bollman
- Tom Cotton
- Leslie Green
- Brooke Hermanowicz
- Tony Herter

- Nancy Kerns
- Judi Khalilallah
- Bart Lytel
- Juliana Nelson
- Jamie Neville

- Stuart Palmer
- Jena Self
- Beth Theobald
- Sean Thornton
- Emily Vigneri

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

- Jan Cook
- Narry Kim

- Colette Homan
- Rick Marr

- Visitors:

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12:05 p.m. via Zoom.

Announcement of Executive committee elections and seating of new Council members: Kim announced that the following council members were elected to officer positions after the in-council election that was conducted by email: Stuart Palmer, chair; Tony Herter, vice-chair; Beth Theobald, secretary; and Juliana Nelson, treasurer. Re-elected as council chair, Palmer continued to preside over the meeting and welcomed newly elected council members Nancy Kerns, Jamie Neville, Emily Vigneri, and Sean Thornton.

Approval of Minutes:

6/16/20 motion made to approve minutes by Theobald and second by Thornton, 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 June 25. He reported that they discussed concerns about the fall semester, the campus reopening plan, and updates on the working groups dealing with the University’s response to the COVID-19 pandemic. Palmer shared that representatives from the Civil Service Council are welcome to join any of the current working groups. He said the list of working groups was located at the end of the Redbirds Return Plan document. If any council member would like to join a working group, he or she could either let Palmer know so he can inform the chair of the specific working group or email the chair of the working group directly and copy Palmer on the email. Palmer’s next meeting with President Dietz will be in August.

Staff concerns with Redbirds Return: Meeting of Faculty on July 16 – Palmer and A/P Chair Gifford were approached by WGLT to give an interview about the reopening of campus and the Redbirds Return plan, and to share their thoughts on how feedback was provided, employee concerns, and questions they have before students return. However, on the day of the interview, news came out about a letter that had been circulated and signed by over 150 faculty members regarding their concerns about fall planning. The interview that aired on WGLT focused more on the letter but still included quotes from Palmer and Gifford. As a result of the letter, Academic Senate Chair Susan Kalter called for an all-faculty meeting to take place at 6 p.m. July 16, through Zoom. Palmer said he would attend the meeting as representative of the Civil Service Council and a member of the Academic Senate, then report back at the next council meeting.

Vice Chair Comments: Tony Herter

OpenLine: Narry Kim, Editor – Kim said the August OpenLine will be sent out by email on August 14 since the 15th is a Saturday and Kim will also prepare a printed version for subscribers. She reminded council members that if they had items for the OpenLine, the deadline is July 24, since the 25th is a Saturday.

Secretary: Narry Kim – Mary Bahan of EMDH emailed Kim and said the council meetings in the fall have been relocated to the Old Main Room of the Bone Student Center on all the requested dates with the exception of September 15 and November 3, where the meetings will be held in Prairie Room II & III. These rooms are large enough to allow for social distancing during the meetings. All the upcoming council meetings in the spring will remain in the Spotlight Room of the Bone Student Center as of now, but Bahan will let the council know if that needs to change. Kim sent Outlook proposals yesterday on July 6 for this fiscal year’s council meetings to all current council members and ex-officio members. She will add the meetings on the University Calendar this week.

Kim went over the list of committees and roles that need to be filled for this fiscal year. She had emailed the list to council members last month so they could consider what committees and roles they would be interested in before today’s meeting. Kim went down the list and signed up council members for the committees they wanted to join. For roles that remained vacant, Palmer asked council members to please consider filling them and let the council know at the next council meeting on July 21.

Kim also brought up two changes for the list of committees. She was informed that Presidential and Trustee Events would not be organizing the ISU Children’s Holiday Party this year in December because of the State of Illinois guidelines that doesn’t allow large event gatherings in order to safeguard against the spread of COVID-19. Kim wouldn’t be forming the party planning committee this year. She informed Megan McCann as the most recent A/P Council representative on the committee and Ron Gifford as the current A/P Council chair. Kim also cancelled the tentative arrangements for the party she had made with Athletics (Horton Field House reservations, Reggie Redbird booking, and Reggie’s Kids Club table), Gamma Phi Circus, and David Harris (Played Santa).

She also talked about the role of “Legislative” that is on the list of committees. Kim said she had seen it listed with council committees throughout her term on the council, as well as before when she had to refer to it. However, the role didn’t seem to have a clear function and council members Theobald and past council member Dean Plumadore had also wondered what the exact role meant in the past. Kim said she looked in the by-laws and saw that the role was actually written as “Marketing/Legislature” and she proposed adjusting the current list of committees by deleting the “Legislative” role that’s written on its own and make it part of the Marketing role so it reads as “Marketing/Legislature” on the list so it follows the by-laws. The council acknowledged that if the Legislative role meant staying on top of procedural, legal, and political issues affecting civil service staff and informing the council, then that role has already been accomplished jointly by the Annuitants liaison (Jan Cook), HR liaison (Colette Homan), EAC representative (Rick Marr), SURMAC representative (Kelly Walker), and Academic Senate Representative (Stuart Palmer). It was decided to add Legislature with the Marketing role (Marketing/Legislature) on the committees list so directing the marketing efforts of the council would be the main goal of the committee and informing the council on the legislative aspect that’s not already covered by existing representative roles would be secondary.

For the position of Employee Discounts Contact, council member Hermanowicz was willing to continue in the role but proposed making it a committee where she would work with other council members on evaluating and accepting submitted ads and get them posted on the Discounts webpage. The Council agreed to update the contact role and make it a committee with more than one person working with ads. Kim said she would update the committees list to reflect the update.

Treasurer: No report.

Human Resources: Colette Homan – Homan was unable to attend the council meeting, but emailed the following information to Palmer: Minimum wage increases became effective on July 1 to \$10.00/hour, and it

has been updated in iPeople for anyone who was earning below \$10 per hour, including students and extra help staff who are working. Homan added that if there are any questions for HR, to please email them to her and she will respond.

EAC: Rick Marr – Not present. Kim said Marr will provide a report at the next council meeting on July 21.

Annuitants: Jan Cook – Not present. Kim said the next ISUAA meeting will be tomorrow, July 8, via Zoom.

Special Committee Reports:

- A. Academic Senate:** Stuart Palmer – No report. The next senate meeting will be in August.
- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report. Thornton volunteered to serve as the Civil Service Council representative on the ECE committee. Kim said she would let Cheryl Fogler with ECE know so future meeting information will be sent to Thornton.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald said the committee will meet on July 13.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. Discounts:** Brooke Hermanowicz – No report.
- G. Elections (March – May):** Narry Kim, Leslie Green, Bill Hamann – At the start of today’s council meeting, Kim announced the results of the in-council election that was conducted by email to select the members of the executive committee for this fiscal year.
- H. Scholarships: Juliana Nelson** – Nelson reported that at the end of the application period with the extended deadline of June 30, she received 16 Civil Service Council Scholarship applications and three Carl Johanson Scholarship applications.

(This list to be updated for current fiscal year)

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:
- d. Webmaster:
- e. Governing Documents review: Narry Kim
- f. Chili Cook-off: Sarah Bollman
- g. Homecoming: Jena Self
- 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: Nelson, who had volunteered to join the Academic Continuity Group, said the meeting schedule was set up and as a member of both the planning committee and the steering committee, she would be meeting with the group every Thursday during the fall. Thornton had volunteered to join the Face Coverings Group. He reported that the group presented the script they developed for faculty and staff to use when informing students on the procedures and rules of using face masks to the Redbirds Return steering committee. The script integrated the suggestions that had previously been offered by the steering committee. The updated version of the script was going to be presented to the President's Cabinet for their consideration.

Announcements: Herter reminded everyone that ISU Faculty/Staff permit sales began on July 6.

Adjournment: The meeting adjourned at 1:05 p.m. with a motion from Thornton and a second from Nelson.

Respectfully submitted,
Narry Kim

Next Meeting

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

2021 Dates – Jan. 5, Jan. 19, Feb. 2, Feb. 16, Mar. 2, Mar. 16, April 6, April 20, May 4, May 18, June 1, June 15

Upcoming CSC Important Dates: