

**Members Present (box checked):**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Sarah Bollman | <input checked="" type="checkbox"/> Nancy Kerns      | <input checked="" type="checkbox"/> Stuart Palmer |
| <input type="checkbox"/> Tom Cotton               | <input checked="" type="checkbox"/> Judi Khalilallah | <input checked="" type="checkbox"/> Jena Self     |
| <input type="checkbox"/> Leslie Green             | <input checked="" type="checkbox"/> Bart Lytel       | <input type="checkbox"/> Beth Theobald            |
| <input type="checkbox"/> Brooke Hermanowicz       | <input checked="" type="checkbox"/> Juliana Nelson   | <input checked="" type="checkbox"/> Sean Thornton |
| <input checked="" type="checkbox"/> Tony Herter   | <input checked="" type="checkbox"/> Jamie Neville    | <input checked="" type="checkbox"/> Emily Vigneri |

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

- |   |  |                                    |
|---|--|------------------------------------|
| <input type="checkbox"/> Jan Cook             | <input type="checkbox"/> Colette Homan | <input type="checkbox"/> Visitors: |
| <input checked="" type="checkbox"/> Narry Kim | <input type="checkbox"/> Rick Marr     |                                    |

Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:05 p.m. via Zoom.

**Approval of Minutes:**

7/7/20 motion made to approve minutes by Nelson and second by Herter, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer’s next meeting with President Dietz will be in August.

Staff concerns with Redbirds Return: Meeting of Faculty on July 16 and 20 – Palmer attended the all-faculty meeting on July 16, through Zoom, that was called by Academic Senate Chair Susan Kalter. Palmer said there were 24 action items on the agenda for the meeting, but due to time spent dealing with technical issues on how to conduct voting via Zoom, only three resolutions were approved: 1) Creating a Resolution of the Faculty containing motions passed at all-faculty meetings that would be forwarded to the Academic Senate, Faculty Caucus and the ISU President, 2) Resolution seeking assurances from the University that instructors will have the autonomy to decide whether they will teach, attend meetings, or hold office hours remotely, in-person, or a hybrid, and 3) Resolution affirming that ISU administration will ensure faculty play a central role in all decisions related to academic planning. Palmer said many faculty members left the meeting before it ended, as it ran to almost three hours, but after questions were presented to the Chair about maintaining a quorum, they were notified that a quorum had been maintained.

A second meeting was scheduled for July 20 to go over the remaining resolutions left on the agenda, but Palmer said it was postponed because of a potential violation of the Open Meetings Act. After a complaint was filed in State’s Attorney Don Knapp’s office, Knapp contacted the University and informed them that if a certain percentage of the Faculty present at an all-Faculty meeting were also Senators, the Zoom assembly would likely fall under OMA requirements. Palmer said he would let the council know if/when the meeting is rescheduled.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Narry Kim, Editor – Kim said the August OpenLine is still being planned to be sent out by email on August 14 and Kim will also prepare a printed version for subscribers. So far she will include the Meet the new Civil Service Council Members Q & A; a brief announcement of the new council executive committee; Tip of the Hat and Years of Service for June and July; run the most current story regarding the Redbirds Return Plan that is out in August; the virtual webinars that are available through Alumni Engagement; the HR launches and updates online tools article; and rerun the story promoting the Redbirds Response Fund since the need is ongoing. She asked that if anyone had anything else to add, to please let her know by Friday, July 24.

**Secretary:** Narry Kim (Outgoing secretary) – Kim had sent Outlook proposals for this fiscal year’s council meetings to all current council members and ex-officio members and placed all the meetings on the University Calendar. She also said Mary Bahan of the Bone Student Center reminded her that the University will be closed for Election Day on Nov. 3, which is the same day as a future council meeting. Kim proposed cancelling the meeting and she will remove it from Outlook and the University Calendar. The council agreed since the University will be closed that day. Nelson and Bollman asked if there would be an option to attend future council meetings via Zoom. Kim will ask Bahan how much it would cost to have a computer and screen set up in the meeting room to allow for Zoom access. She will provide the council with an estimate and Palmer said they would figure out how to set up meetings so they are in-person and also allow for council members to attend via Zoom. If needed, Nelson and Palmer suggested a member could bring a laptop so members not in the room could tune into the meetings.

Since the July 7 council meeting, Kim said several council members volunteered to fill the remaining vacant committee roles. She said the only role that still needed to be filled was that of Awards Committee chair. Palmer and Kim asked council members to please consider chairing the Awards Committee and to let either of them know by Friday, July 24, if they are interested. If not, Kim said she was willing to serve as “acting chair” for this year.

**Treasurer:** Juliana Nelson – Nelson said she would meet with past council treasurer Hayley Helpingstine on July 24 to go over the duties of treasurer.

**Human Resources:** Colette Homan – Not present.

**EAC:** Rick Marr – Not present. Kim will email Marr to follow up on when he will be available to give his report to the council.

**Annuitants:** Jan Cook – Not present. Kim said she attended the ISUAA meeting that took place on July 8, via Zoom and that Cook called in to the meeting. ISUAA President Gail Lamb reported that the membership drive had continued until May 31 and the prize drawing was held on June 20, with the following winners of the Amazon gift cards: \$100 – Richard Hughes; \$50 – Christie Martin; and \$50 – Beth Porter. From September 2019 to June 2020, there were 50 new members and several rejoined members of the ISUAA, with total membership increased to 1,165. Lamb credited the increase with the two membership drives.

The Fall ISUAA Newsletter was going to be finalized after the July 8 meeting and distributed at the end of July. Lamb said planning for the annual Fall Meeting with Elections on September 2 is ongoing. The meeting will take place via Zoom and President and Mrs. Larry Dietz will also be in attendance, with President Dietz providing an ISU update. Lamb said the slate of candidates for the election will be sent out to members prior to the meeting in the fall newsletter and will be voted on at the meeting. The award for Distinguished Service will still be announced. Lamb added that plans for the Holiday Luncheon in December remain on hold due to the guidelines regarding COVID-19. The ISUAA will keep apprised of State and University guidance for activities and plan accordingly. She said they will need to confirm by late August to mid-September if there will be a Holiday Luncheon or not so it can be included in the next newsletter.

#### **Special Committee Reports:**

- A. Academic Senate:** Stuart Palmer – Palmer said the Academic Senate met for an emergency meeting on July 17 to pass items that needed to be on the books before the fall semester. The Senate started the meeting by welcoming the new Provost, Aondover Tarhule who started on July 1.

The following items were moved from information items to action items, and then were approved: 1) The updated Holiday Calendar with Election Day on November 3 becoming a university-closure holiday, 2) The Student Excused Absence policy concerning students with communicable diseases who need to be absent to self-quarantine, and 3) The decision to temporarily waive the ACT/SAT requirement for undergraduate admissions during the current pandemic due to unavailability of testing centers and other pandemic related logistics.

- A. Redbirds Return Working groups:** Juliana Nelson, Sean Thornton – Nelson reported that the Academic Continuity Group went over several areas during their Thursday meetings:
- The group was working on a playbook for dealing with COVID-19 in case such an outbreak happens again
  - Classrooms were being prepared for the fall to maintain social distancing and safety by:
    - Providing cameras so faculty could be seen if teaching online
    - Desks being marked as not to sit so there is safe distance between students in the classroom
    - Putting more spaces between desks
    - Hand sanitizer would be in every room
    - Labs would be set up so they could be used by appointment
  - The results of a survey were shared where faculty and students had many of the same concerns about returning to campus
  - 455 laptops were ordered for students to use as loaners
  - Work is being done to improve the Zoom experience for users
  - All rental space on hold on campus until all classes have solid locations
  - Coming up with plan for meeting locations for RSOs and other groups
  - Two buildings have completed IT updates – Cook Hall and Williams Hall
  - Faculty receiving training on new IT plan
  - Creating an exam software for exams
  - Bowling and Billiards Center will be utilized for classrooms
  - Milner Library holds 1,600 students and has now decreased to usage to 500+

Thornton said the Face Coverings Group had wrapped up a few weeks ago and the procedures the group developed regarding face coverings was presented to the Redbirds Return steering committee and then sent onto the President’s Cabinet for their approval.

- B. Educate – Connect – Elevate – Illinois State:** Sean Thornton – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Palmer said the joint letter was done and the draft was approved by President Dietz. A/P Representative Elizabeth Chupp will read the letter at the Board of Trustees meeting this Friday, July 24, via Zoom.
- D. University Foundation:** Tony Herter – No report.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. Discounts:** Brooke Hermanowicz, Judi Khalilallah – No report.
- G. Scholarships:** Juliana Nelson, Judi Khalilallah – No update.

**Non-action items (these items will not be discussed unless there is something to be discussed)**

- a. Marketing/Legislative: Jena Self, Sean Thornton, Juliana Nelson
- b. Webmaster: Sarah Bollman
- c. Governing Documents review: Sarah Bollman
- d. Chili Cook-off: Sarah Bollman
- e. Homecoming: Jena Self, Bob Blythe (past council member)
- f. Awards (Fall): **TBD Chair**, Tom Cotton, Judi Khalilallah, Narry Kim
- g. Raffle (Oct – Dec): Jena Self, Juliana Nelson, Narry Kim
- h. Children’s Holiday Party (Fall – Dec): Party cancelled for this year
- i. Team Excellence (Fall): Sarah Bollman
- j. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler (ISU/Toys for Tots liaison)
- k. Spring Drive (March-April): Nancy Kerns, Tom Cotton, Leslie Green
- l. Elections (March – May): Emily Vigneri, Sarah Bollman, Narry Kim

**Old Business:** None.

**New business:** None.

**Announcements:** None.

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

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, August 4, 2020, at noon in the Old Main Room, Bone Student Center.

**Reminders:** The deadline for submitting materials to the *OpenLine* is the 25<sup>th</sup> day of each month. – *NOTE: Deadline is subject to change.*

**Upcoming CSC Meeting Dates:**

**2020 Dates** – 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:**