

Members Present:

Sean Thornton	Tony Herter
Judi Khalilallah	Elisabeth Reed
Beth Theobald	Nancy Kerns
Jamie Neville	Juliana Nelson
Sarah Bollman	
Aubrey Henson	

Members Not Present:

Tom Cotton	Stuart Palmer
Bart Lytel	Leslie Green

Visitors & Ex-Officio Members Present

Colette Homan
Narry Kim

Tony Herter, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:03 p.m. via Zoom.

Approval of Minutes:

Minutes from 1-19-2021 were approved and added to our website. Motioned by Lytel, 2nd by Thornton, approved by all.

Chair Comments: Tony Herter

Meeting with the President – Herter will be meeting with the president on 1/25 & 1/26 respectively.

Vice Chair Comments: Tony Herter – No update

OpenLine: Narry Kim – The February OpenLine will be emailed out on February 15, 2021. The printed version will be sent out within a week after. The next OpenLine will include the Spotlight on Dave Bentlin, Cook with a Redbird Chef, Safe(ish) sessions, Wellness article, Black History Month keynote speaker, Virtual tour of Ewing Cultural Center, Tip of the Hat, Years of Service, and adding articles on the upcoming Spring Drive and Campus Decorating Contest if details get nailed down by the time Kim submits the newsletter link to AT on Feb. 8. She needs to submit the link to the online newsletter to AT a week before the email date on Feb. 15 in order for it to be emailed out on time.

Secretary: Beth Theobald – I will be adding the agenda for CSC meeting into our Teams group in order for all to update their committee reports as well as add anything they would like to

discuss at the next CSC meeting. Thank you to all who have done this. It is a great way to review quickly as well as continue to ensure we have everything we need.

Treasurer: Balance on account at the ISU Credit Union \$ 5,258.91

Checks will be written for Non-ISU scholarships recipients in February

Human Resources: Colette Homan – A few weeks ago Homan reported ISU would be holding a second open enrollment for the Long-Term Care benefit through Genworth. The enrollment was set to start on 2/19. HR heard from Genworth that there are some issues with a merger that was set to take place. Because of this, all actions must be paused. We will not be able to start the open enrollment on 2/19 as expected. The open enrollment may now take place in the fall. There is absolutely no concern regarding the validity of the policies that ISU employees signed up for last spring.

EAC: Rick Marr – Not present.

Annuitants: Narry Kim – No Report. The next meeting is scheduled for March 3 with location currently TBD.

Special Committee Reports:

- **Academic Senate:** Beth Theobald - The Academic Senate meeting was very interesting to Theobald. She was not aware of the processes and was asked to vote on items that she had little background in. She has reached out to Susan Kalter who she will be meeting with tomorrow to get a little background of the Senate and more clarity and understanding of how to prepare for the meeting so she can effectively make decisions in the voting process. At the recent meeting, the Academic Senate discussed the Engineering Program proposal, made small updates to the student absences policies by adding language surrounding communicable disease, as well as the language surrounding the sick leave policy. They also discussed the listening session with WittKieffer on the presidential search.
- **Redbirds Return Working groups:** Juliana Nelson, Sean Thornton, Beth Theobald, Judi Khalilallah are all serving the University in the capacity of the Civil Service Council visions. Updates to these committees will be made after each respective committee meets.
- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – Please view Sean's report [here](#).

- **Campus Communications Committee:** There was a meeting on 2/8 to discuss the upcoming letter which will be read by the AP Council. The brainstorming meeting was successful, and the committee will be editing this week for the final version when they meet with President Dietz next week to review.
- **University Foundation:** Tony Herter – No Update
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No Update
- **Discounts:** Brooke Hermanowicz, Judi Khalilallah - No Update
- **Scholarships:** Juliana Nelson, Judi Khalilallah – No Update
- **Raffle (Oct – Dec):** Juliana Nelson, Beth Theobald – Nelson stated the raffle is on hold until we have people on campus when we are able to start soliciting donations.
- **Spring Drive (March-April):** Nancy Kerns, Elisabeth Reed, Aubrey Henson – Chairman Nancy Kerns presented to the CS Council a “think outside of the box” idea to change how the CS Spring Food Drive could be handled this semester. Due to the pandemic and so many working remotely, many of the buildings are almost empty. Kerns proposed that we bypass the usual bins in buildings and instead have a drive-by drop-off Food Drive at the School Street Pantry. Volunteers would work 9 a.m.-Noon taking food donations from the cars to the pantry. Kerns saw that other organizations and departments did this in the Fall20. It seemed to be very successful. We would need to get volunteers and do a lot of publicity. The CS Council was very receptive to the idea. There was a lively discussion with many members participating. Members were very excited and said: this sounds like a great idea and way to showcase the Council’s work across the campus.
- **Elections (March – May):** Sarah Bollman, Narry Kim, Sean Thornton - One council seat from each of the five groups will need to be filled for FY 2022. Kim said the usual nomination period would be the last two weeks in March so this year it would be Monday, March 22 to Friday, April 2. Next week she will ask Dave Schaafsma of HR if he could please run and send her the list of all non-probationary civil service staff, both by group and also by all groups with each name in alpha-order on March 17 so she can get the nomination forms ready and then ask webmaster Sarah Bollman to post the nomination forms and the group lists on the Civil Service Council Elections

webpage by the start of the nomination period on March 22. For the nomination period, civil service staff can submit nominations for any civil service employee no matter what group they are in. The reason why Kim is requesting a list of all non-probation civil service staff is because only staff who have completed their probation period can run for a council seat.

For the Election period, it usually takes place during the last two weeks in April. However, Kim is proposing to push the elections back to the first two weeks of May so this year it would be from Monday, May 3 to Friday, May 14 for the following reasons:

1. During the nomination period, at least two or three groups end up with no nominees, or after contacting the nominees to confirm their candidacy, they decline to run for a council seat. Kim feels there needs to be a little more time between the end of the nomination period and the start of the elections so there's time to recruit colleagues to run for council.
2. Kim checked the by-laws and the only time requirement she saw for the elections was that they had to be held by mid-May so the first two weeks of May would still be within the timeframe.
3. Pushing the deadline back also gives Kim more time to get the list of all civil service staff from HR (because all civil service staff are eligible to vote whether they are on probation or not) and work with Web Support to get the web forms ready for the election. She would also have more time to get the bios for each candidate to post on the CSC Elections webpage during the elections.

If the council was OK with the new election date, Kim will fill out a Web Request form early in March so Web Support can set up the election forms for each of the five groups and have them accessible through My.IllinoisState for the May 3-May 14 election period. She will also contact Dave at HR mid-March to ask that he run and send a list of all current civil service staff, both by group and also by all groups with each name in alpha-order, on April 26 so Kim can send the lists to Web Support. The election forms are set up so users can only see the ballots for their respective group since everyone can only vote for candidates in their group.

Like last year, Kim also proposed not printing nomination or election postcards and relying on email relays for the following reasons:

1. There are still many staff who are working from home and may not be checking their on-campus mailboxes.
2. By not printing postcards again, the council saves around \$300 and it's environmentally friendly to save paper.

3. For staff who do not have regular access to email in EMAS and Facilities, Kim can send copies of the flyer so they can be posted in visible areas and the information is still being shared.

If the council is OK with just sending out email relays, Kim will order the following email relays:

Nomination period email relays -

March 22 (First day of nomination period)

March 26 (One week before last day of nomination period)

March 31 (Three days before the last day of nomination period)

Election period email relays –

May 3 (First day of elections)

May 7 (One week before the last day of elections)

May 12 (Three days before the last day of elections)

The nomination period will be promoted ahead of time in the **OpenLine** and on Facebook in March, with the elections promoted in April.

- **Homecoming: Juliana Nelson, Bob Blythe** (former council member who was willing to help) -
 - Juliana—A spring homecoming will take place the week of April 5 – 11, 2021
 - 1. All will be virtual
 - 2. Encourage all to participate in the “Campus Decorating Contest”
 - a. This will take place the week prior to homecoming, asking F/S to decorate their unique spaces and sending 3-5 pictures of the space and individual decorating.

- **Non-action items (these items will not be discussed unless there is something to be discussed)**
 - a. Marketing/Legislative: Sean Thornton, Juliana Nelson
 - b. Webmaster: Sarah Bollman
 - c. Governing Documents review: Sarah Bollman
 - d. Chili Cook-off: Sarah Bollman
 - e. Children’s Holiday Party (Fall – Dec): Party cancelled for this year
 - f. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler (ISU/Toys for Tots liaison)
 - g. Awards (Fall): Tom Cotton, Judi Khalilallah, Narry Kim, Bart Lytel
 - h. Team Excellence (Fall): Sarah Bollman

Old Business: None.

New business: None.

Announcements: None.

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

Next Meeting

Tuesday, February 16, 2021

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:

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

Upcoming CSC Important Dates: