

Members Present:

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

Members Not Present:

Tom Cotton Stuart Palmer
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 2/2/21 as well as 3/2/21 will be approved at our next meeting.

Chair Comments: Tony Herter

- Meeting with the President – Herter stated the following update: The Board of Trustees will be looking at the College of Engineering Program. ISU is excited about this Program. With the research that has been done, it was found there is a need for engineers and ISU is looking at filling this need.
 1. President Dietz mentioned in the future a Student Success Center would be great for the students and would complement all the work that has been going on at the Bone Student Center.
 2. Wonsook Kim College of Fine Arts project is being developed.

The other thing Dietz talked about was the COVID mitigation being discussed by groups in the next month or so and work on plans to bring students, faculty, and staff back to the campus. There will be more to come on issue as plans develop. The intent is to have face-to-face classrooms and what extent that will be safe to do so.

Vice Chair Comments: Tony Herter – No report

OpenLine: Narry Kim – The February OpenLine went out on February 15, and the print version was mailed to subscribers within the same week. The next OpenLine will be emailed on March 15, with the print version being sent out within a week after the email. So far the March OpenLine will include the Tip of the Hat, Years of Service, March Spotlight on Sonny Garcia of Building Services, Upcoming nomination period for Civil Service Council elections, Wellness article, Plans set for 2021 Faculty/Staff Appreciation article, 12MonthsIn6words project, rerun the Homecoming workspace decorating contest article, and also the accompanying article: How to decorate for Homecoming. If the planned Spring Drive Drop-off event is set up and takes place after March 15,

she will also include an article promoting it. Kim will also check the Report to see if there are any other articles pertinent to civil service to add to the newsletter. The submission deadline for the March newsletter was on February 25, but if there is something urgent that needs to be included in the March OpenLine, Kim asked that it please be sent to her by noon on Friday, March 5 at the latest so she has time to format it and add it to the article lineup for the email version of the newsletter. She usually plans to have the email version of the OpenLine set up and sent to AT a week before the day the newsletter goes out. For example, Kim would need to send the link to the built newsletter to AT on Monday, March 8 at the latest so the email can go out on time Monday, March 15.

Secretary: Beth Theobald – Theobald said thank you to all of you who are submitting your updates via teams or email before the meeting. It has been great to streamline this process and Theobald said she truly appreciates it.

Treasurer: Juliana Nelson - Balance on account at the ISU Credit Union is \$3,758.91

Human Resources: Colette Homan - Janice Bonneville has set the first meeting for the Work from Home working group. The first meeting is scheduled for March 4.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook, Narry Kim - No Report. The next ISUAA Board Meeting will be on March 3, with location TBD. Highlights from the SUAA Mini Briefing Kim received February 10: At the State Legislature, the formation of committees and introduction of bills is going a bit slow, but the SUAA mini-briefing says the pace should pick up soon. Clues as to what is in the Governor's State of the State and Budget Address is not readily available yet, but more information is coming. SUAA is thus far pleased with those chairing committees and the minority leaders in both the House and the Senate. Changes to the February Legislative Schedule – After the Lame Duck Session (or during) four people came down with COVID-19. This caused legislators to be hesitant to return to Springfield for the 102nd General Assembly normal schedule. The House and Senate has cancelled February session days, except for the 10th when the House will be returning to Springfield to vote for changes to the House rules. These changes will most likely mirror the Senate rules. The Senate can meet remotely for its committee meetings and vote to pass legislation out of their respective committees. The Representatives will meet at the Capitol and rotate in and out of the House chambers to vote. House is in today – February 10th at 12:30 p.m. Senate is beginning to hold virtual committees.

Special Committee Reports:

- **Academic Senate:** Beth Theobald – The next meeting will be Wednesday March 3, 2021. Information will follow in our next meeting
- **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.
 - a. ISU Police Chief Advisory Council: **Sarah Bollman**
Meeting on 2/24 - This was one of the few dates that Bollman could not attend so she is waiting for the meeting minutes to share with the group. She does know that the student group – Anti-Black ISU (ABISU) spoke at this meeting and have been invited back to the meeting in March (date TBD).

- b. Summer/Fall Calendaring Planning Group – Beth Theobald
At this time, the group has been in discussions with faculty and what they are comfortable with. It is apparent the staff wants to know how to create their curriculum for fall, and what to base any changes which may happen during that semester on. President Dietz did address the fact that any courses under 50 people will be expected to be in person with the remaining via hybrid. Working to create language around that which will then be presented to the Cabinet to approve.
- c. OEOA Search Committee – James Neville – New committee as of 3/2/21

- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – Please view Sean’s report [here](#).
- **Campus Communications Committee:** Next meeting will in April
- **University Foundation:** Tony Herter – No Update
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No updates
- **Discounts: Brooke Hermanowicz, Judi Khalilallah -** No update
- **Spring Drive (March-April): Nancy Kerns, Aubrey Henson, Elisabeth Reed, Tom Cotton, Leslie Green -** Kerns stated she has been in contact with the A/P Council to discuss collaboration of our committees and coordinate a donation day for the School Street Food Pantry. Kerns will reach out to the council via Teams to decide on a date for the event and Thornton and Kim will work with Kerns to help promote the event. Once we have a date nailed down, we will be able to move forward with more planning and collaboration aspects as well as what the marketing procedures will be. The council discussed creating a small note for each of those who are dropping off items with links to the A/P and CSC websites to stay engaged, but also as a thank you for their donations.
- **Elections (March – May): Sarah Bollman, Narry Kim, Sean Thornton –** Kim met with Bollman and Thornton to go over the election process. Kim will work with Dave Schaafsma at HR to get the lists needed for the nomination period and again with Schaafsma to get lists and with Web Support to set up the online ballots for the elections. Bollman will update the Civil Service Council Elections webpage to reflect each phase of the election (nomination period, elections, and post-elections). Thornton will design the flyers promoting the nomination period and the elections, as well as update the Facebook group page. Thornton will also serve as back-up for Kim. In all correspondences, Kim will cc Thornton and Bollman so everyone knows what is happening with each step.

Kim emailed Schaafsma on Feb. 8 to request that he pull and send lists of all non-probationary civil service staff, both by group and also by all groups with each name in alpha-order, on March 17. She has also updated the online nomination forms for each of the five constituency groups. Kim will send the links to the online nomination forms and lists to Bollman by March 18 at the latest so she can have the CSC Elections webpage ready for the nomination period going from Monday, March 22 to Friday, April 2.

All email relays have been ordered for the following dates:

Nomination period email relays -

1. March 21 – Kim had originally tried to order the relay for Monday, March 22, which is the first day of the nomination period, but UMC has that day blocked off so she ordered the relay for the day before on a Sunday so it would be in every civil service employee's email when they came to work on Monday.
2. March 26 (One week before last day of nomination period)
3. March 30 – Again, Kim had originally tried to order the relay for Wednesday, March 31, which is three days before the last day of the nomination period, but UMC has that day blocked off too so she ordered the relay for the day before instead.

Election period email relays –

1. May 3 (First day of elections)
 2. May 7 (One week before the last day of elections)
 3. May 12 (Three days before the last day of elections)
- 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 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.

Thorton has created flyers to promote the nomination period and later for the elections. Bollman will print and post copies of the flyers for each period and post them in areas where facilities staff can see them and access the information and Henson will do the same for EMDH staff. The flyers will be posted by March 22 through April 2 for the nomination period and by May 3 through May 14 for the elections. Kim will also share with council members to please post the flyers in their areas too.

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
- All will be virtual
- Encourage all to participate in the “Campus Decorating Contest”
- 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. Scholarships: Juliana Nelson, Judi Khalilallah – No Update

- c. Awards (Fall): Tom Cotton, Judi Khalilallah, Narry Kim, Bart Lytel–
- d. Raffle (Oct – Dec): Juliana Nelson, Beth Theobald –
- e. Team Excellence (Fall): Sarah Bollman –
- f. Webmaster: Sarah Bollman
- g. Governing Documents review: Sarah Bollman
- h. Chili Cook-off: Sarah Bollman
- i. Children’s Holiday Party (Fall – Dec): Party cancelled for this year
- j. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler

Old Business: None.

New business: The March Spotlight is Sonny Garcia of Building Services and Grounds Management. If you happen to see Sonny, let him know how much we all appreciate him!

Announcements: None

Adjournment: The meeting adjourned at 12:58 p.m. with a motion from Theobald and a second from Thornton.

Next Meeting

Tuesday, March 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. 16, April 6, April 20, May 4, May 18, June 1, June 15

Upcoming CSC Important Dates: