

**Members Present:**

|                  |                    |
|------------------|--------------------|
| Sean Thornton    | Tony Herter        |
| Judi Khalilallah | Brooke Hermanowicz |
| Beth Theobald    | Juliana Nelson     |
| Stuart Palmer    | James Neville      |
| Nancy Kerns      |                    |

**Members Not Present:**

|               |               |
|---------------|---------------|
| Tom Cotton    | Jenna Self    |
| Sarah Bollman | Aubrey Henson |
| Bart Lytel    |               |
| Leslie Green  |               |

**Visitors & Ex-Officio Members Present**

Colette Homan  
Narry Kim

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Stuart Palmer, Council Chairperson of the 2020-2021 academic year, called the meeting to order at 12:02 p.m. via Zoom.

**Approval of Minutes:**

Minutes from 10/20/2020 were unable to be approved due to no quorum.

**Chair Comments:** Stuart Palmer

Meeting with the President – Stuart met with the President on 10/27/2020.

Jena and Bart: Jena has resigned from the Council (due to schedule) and will need to replace for the remainder of her term. Bart is retiring in June 2021 and will need someone to fill last year of his term starting in June 2021.

**Vice Chair Comments:** Tony Herter – No update

**OpenLine:** Kim said the November OpenLine was emailed to civil service staff on Nov. 16. The newsletter included the following articles on the Toys for Tots Drive, the Civil Service Council's Employees Discounts webpage, the Holiday Helper program, Wellness activities, Safe(ish) sessions organized by the Multicultural Center, Reggie's Holiday Pick (Promoting the sale of socks with the Redbird in Flight logo with proceeds benefitting the Illinois State University Excellence Fund), Years of Service, and the Tip of the Hat. The printed version for subscribers was mailed out a little early on Nov. 13 because the article about the Safe(ish) sessions had their first session on Nov. 17 and Kim wanted the newsletter to be mailed out before that date. The deadline for the December OpenLine will be Nov. 25 with the newsletter being emailed out on Dec.

**Secretary:** Beth Theobald – If you would like to add your information to the agenda before the meeting, please submit your updates for your respective committees to Stuart or Beth no later than 3 p.m. on the Friday before our next meeting.

**Treasurer:** Juliana Nelson - Nelson has been working diligently on trying to determine all of the accounts listed under our CSC. She has provided a list of accounts we were unaware of before now. She is also working on determining if we are able to utilize these accounts to pay for scholarships for students who are not attending

ISU and how we can continue to raise funding for our CSC scholarships utilizing these accounts we now understand more about. The accounts are listed below:

- Foundation Accounts
  - #1 Carl Johannsen – funded by donor
  - #2 Payroll gift fund—funded by employees—not utilized since 2009
  - #3 Civil Service Awards Fund—Funded by Foundation board of directors
  - #4 Civil Service Scholarship Fund—Funded by Foundation board of directors (Dispersed only to ISU students)
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- ISU Account—Funded by Raffle Ticket sales for Non-ISU students scholarships and our expenditures only

This has been intact for 36 years

**Human Resources:** Colette Homan – No updates from HR

**EAC:** Rick Marr – Not present.

**Annuitants: Jan Cook/Narry Kim** - Kim attended the ISUAA meeting that took place on November 11 through Zoom. She reported the following: Acting ISUAA President Gail Lamb said the State Universities Annuitants Association (SUAA) had meetings on Sept. 30 and Oct. 28 and several delegates from ISUAA, including herself, attended by Zoom. Lamb congratulated ISUAA member and SUAA Board of Directors member Larry Alferink for being re-elected as SUAA treasurer. She shared that SUAA continues to be concerned about membership numbers, but said that ISUAA's membership numbers are holding up well because of their membership drives. ISUAA had 137 new members join over the past two years, increasing its membership total to 1,156. As of September 2020, SUAA has a total membership of 13,935 with ISU being the fourth highest behind U of I (1,657), Northern Illinois University (1,650), and UIC (1,412). Lamb said the theme for the next membership drive will be "Each one, reach one." Alferink said in his SUAA Board of Directors report that last year, they had passed two versions of their legislative platform for next year, one that included the graduated income tax and one without. Since the Graduated Income Tax Amendment didn't pass during the Nov. 3 election, Alferink said the legislative platform without the graduated income tax will become effective on January 1, 2021. If anyone wanted to read SUAA's legislative platform, the link is available on the ISUAA homepage under Legislative News at: <https://annuitants.illinoisstate.edu/>. He also reported that with so many meetings and events being cancelled or taking place on Zoom, SUAA's budget is doing well because of less spending. There is a budget surplus so SUAA will put more money into its Reserve Fund and also approved establishing a new investment account. On the legislative side, Alferink said he had nothing to report because the Fall Veto Session had been cancelled.

Lamb said the ISUAA newsletter was sent out last month and they are currently working on the spring newsletter. Alferink reported that the 2020-2021 ISUAA Chapter Directory will go to print after final edits are made this month.

Lamb reminded everyone the annual ISUAA Holiday Luncheon has been cancelled for this year. The next ISUAA meeting is scheduled for Jan. 13, 2021, probably through Zoom. .

### **Special Committee Reports:**

**Academic Senate:** Stuart Palmer – St P & F Committee: Discussed questions to ask administrators about our priority, online education. Senate:

- Career Services moving to Bone. Connect Transit contract extension through June 2021. Will briefly discuss other notes in meeting. Religious Accommodation Policy to add more language to align and passed as an action item.
- Info Items: sound amplification policy. How groups use amplified sound on campus. This is still in the information stage.
- Library Committee Blue Book Changes – changing the structure of the committee from 5 students to 3-5 students. They will lock in 3 ex-officio members. Deliberate to diversify committee members to many faculty, staff, etc.
- **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. These groups are newly assigned and more information will be forthcoming!

**Juliana Nelson: Meetings and Gatherings Group** - This group makes recommendations for locations for Covid testing—Saliva Based

Suggested Locations as of now to Steering Committee:

- Rosa Parks—Students Only
- Old Fire Station on Gregory St
- Activity Room at the BSC
- MCN Trailer – in and out only
- Health Services—only systematic student
- South Street Parking garage, ease of in and out testing
- Pop-Up tent on Quad
- Motorcycle Safety

They have suggested to have this available to staff/students/faculty—the plan is to also increase internet services

ISU plans to hire additional staffing to cover the additional locations, managed by Julie Barnhill

The Saliva Based tests Agreement requires us to cover 10,000 tests.. (ISU is partnering with U of I with this program)

**Judi Khalilallah —Student engagement for this semester:** on-line attendance decreasing; students disengaging; attention dying down; graduate courses attendance is high, but lower in undergraduate level. Some faculty reported that they have an attendance policy, while others do not. Some students getting fatigue, dropping off. Question: has provost offc suggest syn-chro-nous vs a-syn-chro-nous? Provost prefers synchronous, but understands faculty use best method for their students. Faculty conducted survey—students prefer asynchronous. Fewer students have camera on during class, they tend to be more

active in the Chatroom. Faculty reported students having time mgmt. problems-problem keeping assignments up. Extended Withdrawal deadline is Nov 20, offers students longer time. Going back to the camera issue, some faculty voiced cameras off and on policy shouldn't be made a policy due to some students' background may not be nice enough, therefore, uncomfortable in showing. Suggestion: conduct poll survey from students on-line experience regarding synchronous/asynchronous having it being department specific. Question: who or how to conduct survey, i.e. by major, by dept; and who should receive the results? Faculty reported that a significant number of students and parents aren't happy. Students want face to face interaction with faculty. Students barely use offc hours. Suggestion from faculty to other faculty: "put yourself out there", and have small group meetings.

2—**Add'l support for the spring semester:** faculty should use calendar and use it more by putting everything on it using Reggie-bird. Suggestion for spring semester is to have smaller groups meet face to face in classrooms; there are many empty classrooms available. More faculty should consider meeting face to face if have small class; would make better experience for students. Problem with face-to-face is when any student test positive and numbers drop. Faculty suggested CHAT sessions for students who want to just "chat" on zoom for students who feel like talking. Suggestion: marketing for support for mental health at Student Counseling. Non-tenure track faculty voiced extra work load—much Mental Health has been put on non-tenure track faculty. Conversation ventured back to best way to market info to students such as the Food Pantry, Student Counseling Services? FB?

3—**Fall Planning:** it is unlikely there will be a vaccine for covid by the fall, therefore, we will probably still be social distancing, and wearing masks. Some Faculty suggested utilizing more hybrid ideas for classes because too many on-line classes causing burn-out, warning about making sure we have good ventilation before we can conduct hybrid classes. We have to consider what other institutions are doing. We should be trying to figure out what we'll be doing to appeal to other students for retention and recruitment. We're working with University of Illinois to get ready to use saliva base test.

### **Sean Thornton – COVID 19 Finance and Planning Review Team**

Below is a general overview of cost reimbursement initiatives and cost reporting applicable to COVID-19.

**CARES Act** (Coronavirus Aid Relief and Economic Security Act) – this is a federal fiscal relief bill valued at \$2.2 trillion, of which \$12.6 billion is directed to colleges and universities nationwide. Illinois State University's share of the funds is \$16.1 million. By statute, half must go directly to students in the form of aid. The second half is allowed to cover administrative costs and student refunds.

As of 09/30/20 – Illinois State University:

#### Student aid

\$ 5.7 million (Approximately 9,000 students)

#### Administrative Costs

\$2 million Activity Fees of \$3 million spring refunds.

\$2 million Housing; of \$8 million spring refunds. (Fall revenue loss is additional)

\$1.7 million Dining; of \$7 million spring refunds. (Fall revenue loss is additional)

\$5.7 million

**GEER Fund** (Governors Education Emergency Relief Fund) – A sub-section of the CARES Act -makes available \$3 billion in emergency aid nationally for education, with an emphasis on remote teaching and learning.

\$1.9 million Illinois State University

- Laptop loan program for students with financial need and other technology solutions for successful online education.

**FEMA** (Federal Emergency Management Agency) **Cost Reimbursement** – The University has applied for federal funds in the form of an emergency assistance grant through FEMA/IEMA. FEMA aid applies after institutions account for other assistance, including insurance. Reimbursement is a maximum of 75 percent of validated, permissible expenses. For example, if ISU submits \$100 of expenses, \$75 (or 75%) have the potential for reimbursement.

Departments track expenses directly related to the COVID-19 emergency:

- Included are out of the ordinary purchases, whether that be unique items or atypical quantities of routine items, unexpected overtime, additional temporary staff and vehicle/equipment usage. Travel specifically related to COVID-19, such as returning students early from study abroad, may be eligible for reimbursement, but previously paid and unrealized faculty/staff travel is not applicable to FEMA reimbursement. All funds, including Foundation, are be included.

**FEMA Cost Share** – To make up for the 25% not reimbursed by FEMA above, the University may be eligible for a cost share. One element of the cost share is the potential to recoup expenses for time spent by exempt Administrative/Professional and exempt Civil Service staff, above and beyond the University's normal work period, on the COVID-19 emergency.

- Exempt leadership and staff specifically dedicated to managing the impact of COVID-19 have been provided with a spreadsheet on which to track time above the normal work schedule.

**IBHE** (Illinois Board of Higher Education) **Cost Summary** – Regarding COVID-19 activities, Illinois universities submit monthly reports to the IBHE, including cost data on refunds implemented, additional costs incurred and lost revenues from cancelled/diminished activities. This is to help with further petitions by the IBHE for support from the State of IL and federal legislators.

AS of September 10, 2020:

- Fall refunds \$18.3 million
  - \$15 million - Housing and Dining
  - \$3 million - activity fee
  - \$300 thousand - Parking, conference services, other
- Extraordinary Costs \$12.7 million
  - \$3 million - technology
  - \$3 million - facility adaptations/housing preparation/labor

- \$5.6 million - testing, PPE
- \$400 thousand - cleaning supplies
- \$700 thousand - student hardship awards, travel costs, medical supplies
- Lost Revenues \$30.5 million
  - \$25 million – housing and dining
  - \$2 million – campus and community events
  - \$1 million – NCAA
  - \$1 million – service and sales revenue
  - \$1.5 million – facility/space rentals

**Lost Revenues/Insurance** – Although not covered by FEMA or CARES, we maintain a record of lost revenues, both for assistance with IBHE reporting and in the event business continuity insurance allows for a claim. Although a claim proceed is unlikely, the revenue information is very meaningful for internal analyses and aiding the university in external requests for assistance.

### Internal Resources

- FAQs regarding travel are located on the Travel website <https://travel.illinoisstate.edu/>
- FAQs regarding contracts are located on the Purchasing website <https://purchasing.illinoisstate.edu/>

### Beth Theobald – Spring/Summer/Fall Calendaring Working Group

- Theobald stated since the Cabinet already made their decision for the Spring Semester, we are moving forward with working on all options for the Summer/Fall of 2021.

We discussed a comprehensive overview and how we need to ensure vaccines are fully available in order to create comfort and care and peace of mind for faculty/staff, and students.

**Spring Travel – Sarah Bollman** - I believe that group has concluded for now. Everything was submitted to the appropriate parties for approval.

- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – Thornton reported the following:
  - a. The metrics dashboard on the ECE website are referred to often by the Board of Trustees, so they are good numbers to know and refer to.
  - b. ECE Planning resources: There are a list of resources for different divisions to use in order to construct their own strategic plans, so they align/enmesh better with the overall ECE strategic plan. The committee would like to get the word out about these resources. I'm currently making a flyer for them to send out.
  - c. The Living Our Values (LOV) awards: They would also like to get the word out about this award to garner more nominations
- **Campus Communications Committee:** Beth Theobald, Stuart Palmer – No updates
- **University Foundation:** Tony Herter – No report.
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.

- **Discounts: Brooke Hermanowicz, Judi Khalilallah** – The website is up and running and cleaned up for discounts. It will be posted on our facebook page as well as on our website and in our newsletter
- **Scholarships: Juliana Nelson, Judi Khalilallah** – No new updates at this time.

**Awards (Fall): Tom Cotton, Judi Khalilallah, Narry Kim** – Narry is sending out ideas for the Esprit de Corps Award and we will vote via email so we are still able to acknowledge the work those have done to continue to support Civil Service.

- **Raffle (Oct – Dec): Jena Self, Juliana Nelson, Beth Theobald** –The committee has been working on finding an online platform for the raffle for those who are working from home to still be able to participate. This is still in the planning phase and updates will be forthcoming.

**Team Excellence (Fall): Sarah Bollman – Team Excellence:** Received the applications for the award and have to make my rankings (1<sup>st</sup>-6<sup>th</sup> place) by our first meeting (via zoom) – December 2<sup>nd</sup>.

- **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 - Kim sent committee chair Self an invitation to serve as administrator of the Civil Service Council Facebook page. Kim didn't know how to remove herself as administrator and is willing to stay on as a back-up to continue posting on the group page. If Kim serving as back-up wasn't ideal, Kim is also willing to stay on as administrator, but not do anything further to the group page.
  - 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. Children's Holiday Party (Fall – Dec): Party cancelled for this year
  - g. Fall Drive (Nov-Dec): Tom Cotton, Leslie Green, Troy Zeigler (ISU/Toys for Tots liaison)
  - h. Spring Drive (March-April): Nancy Kerns, Tom Cotton, Leslie Green
  - i. Elections (March – May): Sarah Bollman, Narry Kim

**Old Business:** None.

**New business:** Theobald suggested we try to find a way to acknowledge those who are coming to campus every day and have boots on the ground. She tasked the council with coming up with ideas to present at our next meeting of ways to show our appreciation to all of those who have been working so hard and do not have the option of working from home.

**Announcements:** New Alumni Event featuring Sean Thornton and his amazing skills will be happening on December 15, 2020. A beginner and intermediate drawing sessions will be taking place that evening.

**Beginner Session:** [https://illinoisstate.zoom.us/webinar/register/WN\\_0cqDfqZJSdmVLDX6CHrDHg](https://illinoisstate.zoom.us/webinar/register/WN_0cqDfqZJSdmVLDX6CHrDHg)

**Intermediate Session:** [https://illinoisstate.zoom.us/webinar/register/WN\\_8iww4uzGQ1SZwE7oCg7TAQ](https://illinoisstate.zoom.us/webinar/register/WN_8iww4uzGQ1SZwE7oCg7TAQ)

**Adjournment:** The meeting adjourned at 1:00 p.m. with a motion from Theobald and a second from Thornton

**Next Meeting**

Tuesday, October 20, 2020 via Zoom.

**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** –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:**