

**Members Present:**

Stuart Palmer  
Sean Thornton  
Judi Khalilallah  
Juliana Nelson  
Aubrey Henson  
Jamie Neville  
Beth Theobald

Elisabeth Reed  
Nancy Kerns  
Brooke Hermanowicz  
Leslie Green

**Members Not Present:**

Tom Cotton  
Narry Kim

Sarah Bollman  
Tony Herter

**Visitors & Ex-Officio Members Present**

Colette Homan

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Stuart Palmer, 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 4.6.2021 will be approved at the next meeting.

**Chair Comments:** Stuart Palmer

Meeting with the President – Next Meeting will be April

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

**OpenLine** Narry Kim - The April OpenLine email was sent out on April 15 and the printed version was mailed out the same week. The next OpenLine is planned to be emailed out on May 14.

**Secretary:** Beth Theobald – 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 I truly appreciate it.

**Treasurer:** Juliana Nelson - No update

**Human Resources:** Colette Homan – Human Resources announces the Open Enrollment for the University Sick Leave Bank (SLB) program from **April 14, 2021 through April 26, 2021**. In order to participate in the Sick Leave Bank, employees must have a balance of at least five (5) days of earned sick leave after the 1-day donation is made. Donations are not

taken until the start of the new fiscal year, so the balance on July 1, not the balance at the time of enrollment, determines eligibility. Employees whose sick leave balance is insufficient to meet this requirement will not be eligible to participate in the Sick Leave Bank. For more information, please review the [Sick Leave Bank policy here](#). If you have questions or concerns regarding the Sick Leave Bank program, please contact Human Resources at (309) 438-8311 or [hrbenefits@ilstu.edu](mailto:hrbenefits@ilstu.edu) and we will gladly assist.

**EAC:** Rick Marr – Not present

**Annuitants:** Jan Cook, Narry Kim – No updates, but Kim shared sad news. ISUAA Board member, ISU retiree, and Redbird volunteer Roger Cann passed away suddenly on April 13.

### **Special Committee Reports:**

- **Academic Senate:** Stuart Palmer – P&F committee: Creating a draft report of our Priority Brief findings related to increasing the quality of online education at ISU. Senate: Actions – Milner Bylaws update passed, Mass-electronic communications policy passed, Sound amplification policy passed, and an extension was granted for the suspension of ACT/SAT scores for admission to ISU. Senate this week Wednesday: No committee meetings as Faculty Caucus meets at 6:15 to vote on new exec board.
- **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 – No report
  - b. **Summer/Fall Calendaring Planning Group:** Beth Theobald – Working on language surrounding the necessity or absolute need to be vaccinated. Also working through finding options to be able to record all in person lessons for students who may contract COVID and need to be quarantined.
  - c. **OEOA Search Committee:** Jamie Neville – New committee as of 3/2/21
- **Educate – Connect – Elevate – Illinois State:** Sean Thornton – No update
- **Campus Communications Committee:** Next meeting will be in April
- **University Foundation:** Tony Herter – No update
- **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No update

- **Discounts: Brooke Hermanowicz, Judi Khalilallah** - No update
- **Spring Drive (March-April): Nancy Kerns**, Tom Cotton, Leslie Green, Aubrey Henson, Elizabeth Reed with Sean Thornton and Narry Kim – Redbirds Care Spring 2021 Food Drive-thru was a success! A total of 95 people donated food, which will keep the pantry stocked through most of the summer. \$170 was donated, too. Thank you for all the work from the committee. Big Thank You to the 7 Civil Service volunteers on Saturday, April 17, 8:30am-12:30pm at the School Street Pantry: Nancy Kerns, Narry Kim, Sean Thornton, Tom Cotton, Dave Bentlin, Mayuko Nakamara, and Cyndy Ruskowski. And thank you to the AP Council that partnered with us and provided 5 volunteers. Very positive comments from donors about the event and the thank you card. The Thank You card cost which CSC split with AP Council came in at \$38.98 (our part) which was \$12.39 less than expected. Tremendous publicity with a TV interview on Thursday, April 13 with Nancy Kerns/CSC and Doris Groves/Pantry. All in all the Redbirds Care Food Drive-thru was a great success!
- **Elections (March – May): Sarah Bollman, Narry Kim, Sean Thornton:** As of now, there are candidates for each of the constituency groups in the upcoming Civil Service Council Elections:
  - Group 1 – Three candidates
  - Group 2 – Two candidates
  - Group 3 – Two candidates
  - Group 4 – Three candidates
  - Group 5 – Two candidates

Kim said she asked the candidates to please send them their candidate statements by Friday, April 23. Once she gets the bios, she will send them to Bollman to post on the Council's Elections website for the May 3-May 14 Election period.

She is planning on receiving the list of all civil service employees with ulids and by group from Derek Story at HR on April 27 and she will send the list and the names of the candidates to AT so the online ballots can be created. The ballots will be live during the Election period and will be accessible through My.IllinoisState.

An article on the upcoming elections was included in the April OpenLine and will be featured on the council's Facebook page on May 3, with reminders throughout the elections. The following election period email relays have been ordered:

- 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)

**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 – Document may not be revised, due to signatures needed on the document. It has to be signed by Employee and Student in order to be processed. It is currently a document that can be opened, filled out, printed, then scanned to send back to me. Will be meeting with Beth to discuss options, if any using Formstack
- 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:**

**Announcements:**

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

**Next Meeting**

Tuesday, May 4, 2021

**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:**

**2021 Dates** –May 4, May 18, June 1, June 15, July 6, July 20, August 3, August 17

**Upcoming CSC Important Dates:**