

Members Present (box checked):

- Jim Anderson
- Bob Blythe
- Tom Cotton
- Hayley Helpingstine
- Brooke Hermanowicz

- Tony Herter
- Judi Khalilallah
- Narry Kim
- Stuart Palmer
- Dean Plumadore

- Chris Roberts
- Holly Sanford
- Dana Tuttle
- Amy Witzig

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

- Jan Cook
- Rachel Hatch

- Colette Homan
- Rick Marr

-
-

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:00 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 09/18/18 motion made to approve minutes by Stuart Palmer and second by Amy Witzig, all in favor.

Chair Comments: Bob Blythe reported

1. ECEISU Master Plan Update discussion (Approx. ½ hr) – The Master Plan Update Steering Team Chair Chuck Scott facilitated the discussion and the following members of the team were present to observe and take notes: Katy Killian, Cheryl Fogler, Brent Paterson, and Gig Supanichrattana. While a number of recommendations of the Master Plan have been completed and several others provide on-going support to the physical and environmental state of the University, the Master Plan Update Steering team wanted to gather feedback on those recommendations of the Master Plan classified as “in-progress”, “under consideration”, and “not under consideration at this time” on a list that they shared at the meeting.

Scott said they were talking with 20 focus groups, including the Civil Service Council, to get feedback on recommendations. Along with the focus groups, two open forums were scheduled: One that took place on Oct. 1 and the second one taking place today at 2 p.m. in the Old Main Room of the Bone Student Center. Scott invited everyone to attend. He also encouraged the council to take the online survey on the Master Plan website (<https://masterplan.illinoisstate.edu/>) as another way they could share their input. The survey will be open through Oct. 19. He asked council members to reach out to constituents about completing the survey.

Scott said the Update Team will collect the data from the focus groups, open forums, and survey that took place during this semester and go over it during the spring. They will then provide a report to the Board of Trustees at the July 27, 2018 meeting.

2. Council of Councils – Bob Blythe, Amy Witzig, Hayley Helpingstine, and Dean Plumadore will be attending. Blythe said those attending should have received a confirmation from the conference.

3. Balance of meeting, time permitting, may just touch on main events due to time.
4. Faculty Staff Appreciation Luncheon, Thursday, Oct. 11, 2018, 11:30 a.m. to 1 p.m., Program at 12:30 pm. Horton Field House this year!!!! – Blythe said the luncheon was a big day to sell raffle tickets. He said the sign-up sheet for council members to sell raffle tickets has been shared by Witzig.
5. Meeting with the President September 19, 2018 – Blythe described the meeting as precursor to the State of the University Address and Dr. Dietz touched upon the topics he was going to discuss at the address.

Vice Chair Comments:

1. OpenLine: Rachel Hatch, Editor / Narry Kim, Proofing – Witzig said Hatch will send out the OpenLine newsletter earlier for October.
2. CS Council email – Witzig said the Civil Service Council does have its own email address (CSCouncil@IllinoisState.edu) for anyone who wants to use it to contact the council. She is working on updating the list of members who will receive emails through this account.

Secretary:

1. Committee descriptions – Narry Kim said all the current committees have been filled.

Treasurer:

1. Monthly report of accounts – No report. Hayley Helpingstine said she will pick up change to bring to the Faculty/Staff Appreciation Luncheon for use during the raffle ticket sales.

Human Resources: Colette Homan – No report.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – Witzig gave out raffle tickets to council members to sell. She had also previously passed around a sign-up sheet for council members who were available to sell raffle tickets during the Faculty/Staff Appreciation Luncheon next Thursday at Horton Field House. She will send out a confirmation to council members who signed up. Tom Cotton will pick up a box of lunch bags from the A/P and Civil Service Councils office in Hovey Hall and bring them to Horton before the start of the luncheon. Helpingstine said she will deposit the money made from the sale of raffle tickets at the ISU Credit Union soon after the luncheon ends.

Hermanowicz will be able to purchase the raffle permit after she receives the completed permit application from Witzig and a check for the permit from Helpingstine. Witzig also said the Civil Service Council Raffle webpage will have a current list of prizes.

- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** - Final Preparations, confirmations with AP Council. Bag hand out, Hovey approx. 9:00 – 9:15, Off route at 9:50, Parade 10:00 start time. Truck is usually in line in the area of the Rec Center.

Blythe contacted A/P Council members Stephanie Duquette and Rachel Caracci about vehicle signage. Plumadore will get the candy and Blythe will bring the truck and the plastic buckets to hold the candy. They will also pass out bags and left-over lunch bags that were given out at the Faculty/Staff Appreciation Luncheon. Council members Blythe, Witzig, Helpingstine, and Tuttle will attend the parade. There is still time for other civil service and A/P employees to sign up to march in the parade.

- C. Scholarships (July-Aug): Chris Roberts** – No report.

- D. Discount Listings: Amy Witzig** – Plumadore said a button has been placed on the Civil Service Council main webpage that links users directly to the Employee Discounts page. It is a button sitting on the top of the “fold” on the page. He asked council members to please try the new button and provide feedback. He commented that the A/P Council website still had the wide banner at the top that links to the Employee Discounts page on the Civil Service Council website.

- E. Academic Senate: Chris Roberts** – In anticipation of the Master Plan Focused Discussion and the shorter timeframe for the council meeting agenda, Roberts emailed the following report prior to the meeting today:

Planning & Finance Session (PFC):

- PFC met with the Administrative Affairs & Budget Committee to hear an overall presentation from Vice President of Finance and Planning Dan Stephens and review the FY Operating Budget of FY19 and thoughts on FY20.
- We are looking as an institution to see how other Schools balance Performance Based funding vs. Needs Based funding (Tennessee was a model they were looking at).
- ISU is down by less than 100 students from FY18. We are not worried about that number, but we are concerned about the 2020 high school graduate bubble that is coming for the whole state. Less Illinois high school students is going to make competition even steeper.
- Half of our operating cost is to pay for staff here at ISU. We have been essentially run at the same level now for a number of years.
- At the end of the day, we are strong, stable and we have the money in the bank by way of investments and us operating conservatively to keep moving forward (ex. Bone Renovations are paid for).

Academic Senate Meeting:

Not much actually happened at the last Senate meeting and they received the “Cliff’s Notes” version of Dan Stephens Budget report again.

- Dr. Dietz was not present as he was in China.
- Received some ongoing updates that the Library Concrete issues on the plaza should be resolved/completed between December-January.
- Voted on the anticipated grading language updates, equitable treatment of students, and distance education updates. All passed without incident.

Roberts will be out of state when the next senate meeting takes place on Oct. 10, 2018. Palmer will attend the meeting in Roberts’ place.

- F. **Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No report.
- G. **Campus Communications Committee: Bob Blythe** – Blythe said the next meeting will be on Oct. 8, 2018.
- H. **Donut Fundraiser:** – No report.
- I. **Awards (Fall): Narry Kim** – Kim said the awards nominations postcards were sent out to everyone on campus last Friday, Sept. 28. There will be a story about the awards in the ISU Report on Oct. 2. The two email relays seeking awards nominations will go out on Oct. 19 and Nov. 2.
- J. **Fall Drive: Tom Cotton, Bob Blythe** – No report.
- K. **Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Everything has been scheduled for the party. The committee will be seeking council members to please volunteer to help out at the party. The next committee meeting will be in mid-November.
- L. **University Foundation: Tony Herter** – No report. The next Foundation Board meeting will be on Oct. 12, 2018.
- M. **Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter** – Herter talked with Office of Parking and Transportation Director Nicholas Stoff and he said Herter and Palmer will be invited to the next committee meeting taking place either in November or December.
- N. **Sick Leave Bank Appeals: Jim Anderson** – No report.
- O. **Elections (March – April): Jim Anderson, Dean Plumadore, Narry Kim** – Replacement for Tammie Beck – update – Plumadore sent 250 emails to ISU civil service employees in Group 4 to seek nominations for the vacant seat and hasn’t received any responses. He will send out a follow-up email.
- P. **SURSMAC: Jean Ann Dargatz** – Not present. Witzig said Dargatz will be attending the next SURSMAC meeting on Oct. 4, 2018. Dargatz will let the council know if anything really important and timely comes up that will require her to visit the council meeting earlier. If not, she will present her report in January.
- Q. **Governing Documents:** Reviewing Council documents annually to maintain currency – Blythe said the review just needed to be done before the current term is up.

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

- A. Legislative: Dean Plumadore
- B. Marketing: Holly Sanford
- C. Listserv Manager: Dean Plumadore
- D. Webmaster: Dean Plumadore
- E. Spring Drive: Hayley Helpingstine
- F. Team Excellence: Dana Tuttle

Old Business: Blythe reminded everyone to continue providing names of anyone they would like to recommend for the Esprit de Corps Award. The award winner will be selected at the Dec. 4 meeting.

Microsoft Teams update – Plumadore would like to present a demonstration of the Microsoft Teams program at a future council meeting. Blythe said they will figure out a date for the demonstration.

New business: Blythe said at the social hosted by the A/P Council last week, he was talking to A/P Council Member Nikki Brauer about the Civil Service Council Spring Drive and the goal of helping the School Street Food Pantry. Brauer suggested the two councils work together on the Spring Drive. Helpingstine said she would contact Brauer.

Announcements: Janice Bonneville, the interim associate vice president, Human Resources, will attend the Oct. 16 council meeting to introduce herself to council members.

Adjournment: The meeting adjourned at 12:56 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, October 16, 2018, at noon in Spotlight Room, Bone Student Center.

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:

2018 Dates – Oct. 16, Nov. 6, Nov. 20, Dec. 4, Dec. 18, Jan. 15, Feb. 5, Feb. 19, March 5, March 19, April 2, April 16, May 7, May 21, June 4, June 18

Upcoming CSC Important Dates:

October 5, 2018 – Council of Councils Conference

October 11, 2018 – Faculty/Staff Appreciation Luncheon

October 16, 2018 – Interim Associate Vice President, Human Resources, Janice Bonneville will attend council meeting for meet and greet