

Members Present (box checked):

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|---|--|--|
| <input checked="" type="checkbox"/> Jim Anderson | <input checked="" type="checkbox"/> Brooke Hermanowicz | <input checked="" type="checkbox"/> Dean Plumadore |
| <input type="checkbox"/> Tammie Beck | <input checked="" type="checkbox"/> Tony Herter | <input checked="" type="checkbox"/> Chris Roberts |
| <input checked="" type="checkbox"/> Bob Blythe | <input checked="" type="checkbox"/> Judi Khalilallah | <input checked="" type="checkbox"/> Holly Sanford |
| <input type="checkbox"/> Tom Cotton | <input checked="" type="checkbox"/> Narry Kim | <input type="checkbox"/> Dana Tuttle |
| <input checked="" type="checkbox"/> Hayley Helpingstine | <input checked="" type="checkbox"/> Stuart Palmer | <input checked="" type="checkbox"/> Amy Witzig |

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

- | | |
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| <input checked="" type="checkbox"/> Jan Cook | <input type="checkbox"/> Colette Homan |
| <input checked="" type="checkbox"/> Rachel Hatch | <input checked="" type="checkbox"/> Rick Marr |

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:01 p.m., in the Third Floor East Lounge, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 12/18/18 motion made to approve minutes by Holly Sanford and second by Dean Plumadore, all in favor.

Chair Comments: Bob Blythe

1. Jean Ann Dargatz cancelled today’s SURSMAC presentation because at the last meeting, there were no updates or anything new to report. Dargatz will attend another meeting this semester and will report back to the council.
2. On campus interviews for the associate VP for finance and comptroller position were scheduled for Jan 15, 16, and 17, for three candidates, at 11 a.m. in Hovey 308E, one candidate for each date and the interviews will last approximately an hour. Blythe said he, council member Hayley Helpingstine and EAC representative Rick Marr attended today’s interview with the first candidate. The interview on Jan. 17 has been cancelled because the candidate withdrew his application. The next interview with the second candidate will be tomorrow.
3. Meeting with President Larry Dietz on Jan. 15 at 2 p.m. after today’s council meeting.

Vice Chair Comments: Amy Witzig reported

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The next December/January OpenLine will go out on Jan. 22. Witzig said she will reach out to Troy Zeigler to see what information he could provide for the Toys for Tots article. Other than that, all other items for the next OpenLine are ready: Raffle results, Children’s Holiday Party wrap-up, Founders Day awards story, A/P Social, Tip of the Hat, and Years of Service.

Secretary: Narry Kim reported

1. Kim received an invoice from EMDH for the technical setup that the Bone Student Center staff provided for Vice President of Student Affairs Levester Johnson’s presentation to the Civil Service Council on Nov. 20, 2018 for \$66. She passed the invoice to Council Treasurer Helpingstine and the payment has been processed.

Treasurer: Hayley Helpingstine

1. Helpingstine said the second installment of payments to scholarship winners will be sent out after the 10th day classes this semester.

Human Resources: Colette Homan – Not present.

EAC: Rick Marr – Marr attended the quarterly Employee Advisory Committee (EAC) meeting on Jan. 10 and Jan. 11 last week at the State Universities Civil Service System office in Champaign. Four members were seated at the meeting including Marr who was seated for his third term as the EAC representative for ISU. Marr was also elected to the executive committee. Among topics discussed at the meeting, Marr reported for Tier 1 members, there will be new retirement options available coming out in the next month or two; various amendments were revised; and he said that any updated civil service definitions went into effect on Oct. 1, 2018.

Annuitants: Jan Cook – Cook said that with the new year, she encouraged everyone to stay informed about pension reform by going to the Annuitants website for updates.

Special Committee Reports:

- A. Academic Senate:** Chris Roberts – No report. The next Academic Senate meeting will be on Jan. 23.
- B. Educate – Connect – Elevate – Illinois State:** Dean Plumadore – No report. The next meeting will take place this afternoon.
- C. Campus Communication Committee:** Bob Blythe, Amy Witzig – No report. The next meeting will be on Feb. 11.
- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – No report.
- E. University Foundation:** Tony Herter – No report.
- F. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report. Palmer said he will share the date of the next committee meeting when he receives it.
- G. Sick Leave Bank Appeals:** Jim Anderson – Marr asked how many sick leave hours an employee can use before they could start accessing the sick leave bank. Jim said he would check and inform the council at the next meeting.
- H. SURSMAC:** Jean Ann Dargatz – Not present.
- I. Governing Documents:** Reviewing Council documents annually to maintain currency – No report.
- J. Spring Drive:** Hayley Helpingstine – This year's spring drive will benefit the School Street Food Pantry. Helpingstine said the representative for the pantry will give a presentation at the Feb. 19 council meeting. She also will talk to the pantry about what they need so the spring drive can focus on gathering products that would serve the pantry clients best.

- K. **Discounts:** Amy Witzig – Plumadore said the discount from Verizon has been updated on the Discount Listings website. Witzig asked that if anyone hears of a discount on the listing that either has changed or no longer seems to work, to please let her know so she can follow up with the company offering the discount. She also said that an updated flyer from Sam’s that offered a gift card for anyone renewing their membership was not sent to her this year because that deal is open to anyone with or without the flyer so Sam’s didn’t send it. However, Witzig advised that to get the gift card, customers needed to renew their membership at the Customer Service Desk.

- L. **Donut Fundraiser:** Working with AP Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships – Blythe will ask A/P Council Chair Ron Gifford who is the A/P representative for the donut fundraiser. He asked for Civil Service Council members to help with the donut fundraiser and to let him know if anyone was able to help with it this semester.

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. Raffle: (Oct – Dec)
- f. Homecoming (Fall):
- g. Scholarships (July-Aug):
- h. Awards (Fall)
- i. Children’s Holiday Party: (Fall – Dec)
- j. Fall Drive: (Nov – Dec)
- k. Team Excellence: (Fall)

Old Business: None

New business: Marr said that the annual joint meeting that was planned between the EAC and ISU HR has been cancelled for this year. The joint meetings will be revisited in the future.

Announcements: None

Adjournment: The meeting adjourned at 12:33 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, February 5, 2019, 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:

2019 Dates – Feb. 5, Feb. 19, March 5, March 19, April 2, April 16, May 7, May 21, June 4, June 18

Upcoming CSC Important Dates:

January 15 and 16, 2019 – Campus interviews for two finalists for the Associate VP for Finance and Comptroller position

February 21, 2019 – Founders Day