

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 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 checked="" 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):

- | | |
|--|--|
| <input checked="" type="checkbox"/> Jan Cook | <input type="checkbox"/> Colette Homan |
| <input type="checkbox"/> Rachel Hatch | <input 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 Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 2/5/19 motion made to approve minutes as corrected by Stuart Palmer and second by Dean Plumadore, all in favor.

Chair Comments: Bob Blythe

1. Spring Drive Presentation – The Civil Service Council’s spring drive will benefit the School Street Food Pantry. Two representatives from the pantry, Jeanna Campbell and Hallie Hilsabeck attended the council meeting to share the pantry’s mission, the issue of food insecurity for both ISU and area secondary education students, service data accumulated so far, and what items are most requested for the pantry. The School Street Food Pantry is dedicated to providing students in the local community with food, supplies, and the knowledge needed to be self-reliant in the future. They praised the great deal of support they have received from the ISU campus.
2. Meeting with President Larry Dietz: The next meeting will be today, Tuesday, February 19, at 2 p.m.

Vice Chair Comments: Amy Witzig reported

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The February OpenLine went out on Feb. 15. She and Hatch are currently thinking about items and stories to include in the March OpenLine.

Secretary: Narry Kim – No report.

Treasurer: Hayley Helpingstine – No report.

Human Resources: Colette Homan – Not present.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – She invited Larry Alferink, state association director and legislative committee co-chair of the ISU Annuitants Association (ISUAA), to talk to the council about pension reform and increasing current ISU employee participation in the organization. He said that the ISUAA didn’t have very much representation from ISU employees and while most of its members are retirees, he said current staff are

also considered as annuitants too and are encouraged to participate in the ISUAA so their concerns are heard. He reported that the ISUAA is considering a by-law amendment to include one representative from each of the following groups on campus: A/P, civil service, and faculty where each representative would be chosen from his or her representative body, the A/P Council, Civil Service Council, and the Academic Senate respectively. Alferink asked if the Civil Service Council was interested in the proposal and Blythe responded that it was worth considering and open to hearing more in the future.

Special Committee Reports:

- A. Academic Senate:** Chris Roberts – No report.

- B. Educate – Connect – Elevate – Illinois State:** Dean Plumadore – The committee met on Feb. 5 and worked on a draft of the cross-section where users can reference between the current plan and the former *Educating Illinois* strategic plan. He also said the committee is working on creating a survey that will be sent to all deans, chairs, directors, and other administrators asking about what their areas are doing in terms of strategic planning.

- C. Campus Communication Committee:** Bob Blythe, Amy Witzig – Blythe said the committee met on February 18 and the letter being written to the Board of Trustees was finalized. The letter will be read at the BOT meeting this week on Feb. 22.

- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim reported that she talked to Annie Jorgensen of Printing Services to get a quote on the cost of printing the call for nomination postcards and voting postcards to send to all current civil service staff for the upcoming Civil Service Council elections. For both postcards, Kim was going to request the same format, but just update to the dates for this year.

Rounding up the number of civil service employees on campus to 1,450, the cost for printing both postcards would be \$152.28. Shannon Covey of Mail Services said it would cost a penny to address and send out each postcard on campus so the total mailing cost would be \$29 (\$14.50 for each of the two mailings). Plumadore made a motion to approve the cost of up to \$200 to print and mail out the postcards and it was second by Sanford.

The nomination period for civil service employees to nominate candidates for council seats is March 18 to March 29 so Kim was going to request the postcards to be sent out on March 5 to encourage colleagues to nominate candidates. March 5 is more than a week before the nomination period starts, but with the actual week-before-date occurring during spring break, the council had agreed to send them out a few days before spring break last year so Kim was doing the same this year. The election period is April 22 to May 3 so Kim was going to request the postcards to go out April 15, which is one week before the start of the elections.

To help remind everyone about the nomination period and the elections, Kim was also going to order the following email relays to go out too:

Nomination email relay: March 18 and March 27

Voting email relay: April 22 and May 1

After receiving council approval, Kim will work with Printing Services today on the postcards and work with UMC on the email relays.

- E. **University Foundation:** Tony Herter – Not present.
- F. **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer received an answer from Parking and Transportation Services regarding Cotton’s question at the last meeting concerning parking time limits. Palmer has not yet received an answer regarding Hemanowicz’s question about permit spots in the parking garages.
- G. **SURSMAC:** Jean Ann Dargatz – Not present.
- H. **Governing Documents:** Reviewing Council documents annually to maintain currency – No report.
- I. **Spring Drive:** Hayley Helpingstine – The spring drive will take place from March 1 to March 29 with bins being placed in buildings around campus, plus signs indicating what items are most needed.
- J. **Discounts:** Amy Witzig – No report.
- K. **Donut Fundraiser:** Working with AP Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships – No update.

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: Blythe learned from HR that there really isn’t a Sick Leave Appeal Committee in existence on campus. For this reason, Blythe has removed the committee from future council meeting agendas.

Announcements: None

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

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, March 5, 2019, at noon in the Founders Suite, 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 – March 5, March 19, April 2, April 16, May 7, May 21, June 4, June 18

Upcoming CSC Important Dates:

February 21, 2019 – Founders Day

February 22, 2019 – Board of Trustees meeting