

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 type="checkbox"/> Holly Sanford |
| <input checked="" type="checkbox"/> Tom Cotton | <input checked="" type="checkbox"/> Narry Kim | <input checked="" 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 checked="" type="checkbox"/> Colette Homan |
| <input checked="" 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 3rd Floor East Lounge, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 3/5/19 motion made to approve minutes as corrected by Dean Plumadore and second by Stuart Palmer, all in favor.

Chair Comments: Bob Blythe

1. Search has been initiated for the College of Arts & Sciences Dean – Blythe said as part of the search process, the provost requests the names of four civil service employees from which one person will be selected to serve on the search committee. As the chair of the Civil Service Council, Blythe would first request from HR the names of all civil service employees who work within the same area as the position being sought. Then he would send an email to the employees on the list to encourage anyone interested in serving on the committee to let him know and send him a description of their position and why they want to serve. Once he gathers the names and submissions of all the candidates, he would share with the Council’s Executive Committee and from their selections decide which four candidates will be selected and send the names on to the Provost.

Blythe has sent out the email asking civil service employees in the College of Arts and Sciences if anyone would like to serve on the committee. The deadline to respond is May 6.

2. Meeting with the President: The next meeting will be on March 26 at 2 p.m.
3. New food venues open at the Bone – New food venues, Qdoba and Starbucks, and the relocated Barnes and Noble Bookstore opened in the renovated area at the Bone Student Center on March 18.

Vice Chair Comments: Amy Witzig reported

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The April OpenLine is planned to go out on April 15. Items planned for next month will include articles on the CS elections, Food drive wrap-up, Applications for Scholarships, Sick Leave (HR), Benefit Choice, Tip of the Hat, and Years of Service.

Secretary: Narry Kim – No report.

Treasurer: Hayley Helpingstine – The following report was provided by Helpingstine: There are current balances of \$92.84 in the "A" Shares Account and \$7,131.85 in the "X" Operating Account.

Human Resources: Colette Homan – Distributed a handout with information about the upcoming FY 2020 Sick Leave Bank Open Enrollment (April 19 to April 29) and FY 2020 Benefit Choice Period (May 1 to May 31). Homan said the same information would be included in articles going into the April OpenLine and the Report, except for the image of the Sick Leave Enrollment icon that will be on the front page of iPeople during the sick leave bank open enrollment period, but will be gone when the period ends. Hatch confirmed that the two articles will be in both newsletters.

Homan announced that the next meeting of the Merit Board (State Universities Civil Service System – SUCSS) has been rescheduled for April 17. She also reported that the Merit Board has all but two members seated with Southern Illinois University and Western Illinois University still outstanding. She said Rocky Donahue (ISU Board of Trustees) will continue as the member representing ISU. The combined meeting with the Employee Advisory Council (EAC) and the HR Directors Advisory Committee (HRDAC) has been cancelled due to various reasons. HRDAC will meet on April 5 at SUCSS in Urbana.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – No report.

Special Committee Reports:

- A. Academic Senate:** Chris Roberts – Roberts provided the following report of the most recent Academic Senate meeting that took place on March 6: The Senate agreed that the University wouldn't accept liability for skateboarding accidents and no motorized boards will be permitted.

Roberts said that Chuck Scott, interim associate vice president for Facilities Management, Planning, and Operations and Kristie Toohill, director of Facilities Management, attended the meeting to discuss and answer questions regarding the planning for weather emergencies, notifications, and university closures. The University is looking into how closures affect online courses where students aren't physically on campus.

There was also discussion about the wording of the proposal on increasing the representation of A/P and civil service staff on search committees. The proposal is not an action item for voting yet.

- B. Educate – Connect – Elevate – Illinois State:** Dean Plumadore – No report.
- C. Campus Communications Committee:** Bob Blythe, Amy Witzig – No report.
- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim reported that the postcards for the nomination period went out to campus on March 6. The first email relay seeking nominations went out on March 18, the same day the nomination period opened. The reminder email relay will be sent out March 27. Kim has requested that Web Support send her the nominations received so far on March 22 and then a list of all the nominations received on April 2, after the nomination period ends. The nomination form is available on the Civil Service Council Elections webpage and on My.IllinoisState.

The voting postcards are scheduled to go out to campus on April 15, with reminder emails going out on April 22 and May 1. The election period is April 22 to May 3. She has also submitted a request to Web Support asking them to create the voting form and also asked David Schaafsma

from HR to send her another list for all current civil service employees by group numbers so the election form can be set so people can only vote for candidates in their group.

Cotton raised concerns that he hadn't received a nomination postcard and nor did anyone in his department. He said he would follow up with the front desk at Grounds and let Kim know. Kim said if they hadn't received them, she will see about possibly sending out more postcards.

- E. University Foundation:** Tony Herter – No report.
- F. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the committee meeting would take place on March 21 and he'll have an update at the next council meeting.
- G. SURSMAC:** Jean Ann Dargatz – Not present.
- H. Governing Documents:** Reviewing Council documents annually to maintain accuracy and relevance – Kim will review the documents by the end of the month and share revisions at the next council meeting.
- I. Spring Drive:** Hayley Helpingstine – The spring drive benefitting the School Street Food Pantry has been going well with one pick-up already made in Hovey Hall because the bin got full. Helpingstine also said that Jan Paterson, interim director of the Center for Community Engagement and Service Learning has requested the total results of the drive so it can be included in the next edition of the *Redbird Impact* publication. The drive will run through March 29.
- J. Discounts:** Amy Witzig – No report.
- K. Donut Fundraiser:** Working with A/P 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: Hatch shared that the survey on the Campus Master Plan is available online both on the Campus Master Plan website and in the Report.

Announcements: Blythe reminded everyone that the next Staff/Faculty Social will take place at 4:30 p.m. on Friday, March 29 at Gill Street Sports Bar & Restaurant located at 3002 Gill St. in Bloomington.

Adjournment: The meeting adjourned at 12:20 p.m. with a motion from Plumadore and a second from Palmer.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, April 2, 2019, at noon in the 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 – April 2, April 16, May 7, May 21, June 4, June 18

Upcoming CSC Important Dates:

Master Plan Update, April 16, 2019