

Members Present (box checked):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Jim Anderson                   | <input 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 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 12:04 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 3/19/19 motion made to approve minutes was delayed for the next meeting. There weren't enough council members present for a quorum.

Chair Comments: Bob Blythe

1. Meeting with the President: Blythe wasn't able to attend the March 26 meeting with President Dietz, but was apprised of what was discussed by A/P Council chair Ron Gifford. There were no pressing updates to report.

Vice Chair Comments: Amy Witzig reported

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Witzig said the items planned for the April newsletter will include articles on the CS elections, Food drive wrap-up, Applications for Scholarships, Sick Leave Bank, and Benefit Choice, and also the Tip of the Hat and Years of Service. Plumadore's retirement reception will be at 2:30 p.m. on May 15 in Brown Ballroom II and he asked if retirement receptions were typically included in the OpenLine. Witzig and Kim didn't recall seeing retirement receptions included in past newsletters, but Kim said that they are included in the Report and she encouraged him to send the reception information to Hatch so she could add it. Witzig also said she would ask Hatch about putting Plumadore's retirement reception in the OpenLine and the idea of adding other retirement receptions in the future.

Secretary: Narry Kim – No report.

Treasurer: Hayley Helpingstine – No report.

Human Resources: Colette Homan – Not present.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook urged it's important for current employees to know that they are seriously affected by not putting money into the pension.

### 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 27: Amelia Noelle-Elkins spoke before the Finance Committee to talk about enrollment. Associate Vice President for Enrollment Management Jana Albrecht talked to the Senate about increasing enrollment of underrepresented students and Vice President of Student Affairs Levester Johnson said they were launching a new mental help app for students to use to access care sooner when needed. There was also discussion about how the amorous relations policy affects the consensual relations policy on campus and it was something that would be under further discussion.
- B. **Educate – Connect – Elevate – Illinois State:** Dean Plumadore – Plumadore reported that at the March 19 meeting, the committee shared final comments on the language and timing of the strategic planning survey that will be sent out to departments on campus.
- C. **Campus Communications Committee:** Bob Blythe, Amy Witzig – No report.
- D. **Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim reported that after the nomination period ended on March 29, she pulled the nominations on April 1 and shared the following results with the Election Committee and the Executive Committee: Group 1, 2, and 3 each have two candidates; Group 4 has one candidate; and Group 5 has six candidates. Kim checked the non-probationary list for each group and confirmed that each candidate is eligible to run.

Kim has sent an email to each candidate asking them to confirm their candidacy and to send her their statements by April 12. Once received, Kim will send to Plumadore to post on the website and to Web Support so they can work on formatting the voting form Kim has requested where users can only vote for candidates within their group. Kim will also receive a current list of all civil service employees by group on April 17 to submit to Web Support so they can set up access to the voting form on My.IllinoisState. The election period is April 22 to May 3 and the voting form will go live on April 22.

The voting postcards are scheduled to go out to campus on April 15, with reminder email relays going out on April 22 and May 1.

- E. **University Foundation:** Tony Herter – No report.
- F. **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the committee met on March 21 and covered the following: The expansion of the parking app and electronic parking meters on campus has been completed; there was discussion about the matter of reserved garage permits not being permitted to park in surface lots until 5 p.m.; and a parking price increase was proposed, but it's still under discussion.
- G. **SURSMAC:** Jean Ann Dargatz – Not present.
- H. **Governing Documents:** Reviewing Council documents annually to maintain accuracy and relevance – Kim reviewed the Civil Service Council Constitution and By-laws at the end of last month. She brought suggested revisions, but will present them at a later meeting when there is a quorum of council members present.

- I. **Spring Drive:** Hayley Helpingstine – Helpingstine said the spring drive benefitting the School Street Food Pantry ended on March 29 and it went very well. The bin in Hovey Hall got filled up twice and the other bins on campus were also full when they were picked up on March 29. She said the pantry was very appreciative of the donations and was told that they felt the presence of the bins on campus increased student awareness of the pantry and its services. Helpingstine also observed that having the bins available in March instead of April increased participation.
- J. **Discounts:** Amy Witzig – Witzig said she received a few updates and will send them to Plumadore to post on the Employee Discounts webpage.
- 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:** Blythe brought up selecting a replacement council member to serve out the rest of Plumadore’s term (one year and a month) when he retires in May. Plumadore has already contacted the candidate who lost the election for the open seat in Group 5 last year and he is interested in completing Plumadore’s term. Blythe said they will discuss and approve filling Plumadore’s seat at the next meeting when there is a quorum.

**Announcements:** None

**Adjournment:** The meeting adjourned at 12:36 p.m. with a motion from Plumadore and a second from Palmer.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, April 16, 2019, at noon in the Spotlight Room, Bone Student Center

**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:**

**2019 Dates** – April 16, May 7, May 21, June 4, June 18

**Upcoming CSC Important Dates:**

Master Plan Update, April 16, 2019