

Members Present (box checked):

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|---|--|---|
| <input checked="" type="checkbox"/> Jim Anderson | <input checked="" type="checkbox"/> Jean Darnall | <input checked="" type="checkbox"/> Hayley Helpingstine |
| <input checked="" type="checkbox"/> Amy Witzig | <input checked="" type="checkbox"/> Narry Kim | <input checked="" type="checkbox"/> Tammie Beck |
| <input checked="" type="checkbox"/> Chris Roberts | <input type="checkbox"/> Patti Hoit | <input type="checkbox"/> Tom Cotton |
| <input checked="" type="checkbox"/> Bob Blythe | <input checked="" type="checkbox"/> Shayla Dennis | |
| <input checked="" type="checkbox"/> Dana Tuttle | <input checked="" type="checkbox"/> Stuart Palmer | |
| <input checked="" type="checkbox"/> Holly Sanford | <input checked="" type="checkbox"/> Dean Plumadore | |

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

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

Bob Blythe, Council Chairperson of the 2017-2018 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...

- 02/20/18 first motion made by Stuart Palmer, second motion made by Jean Darnall

Chair Comments: Bob Blythe reported:

- A/P Networking – Blythe attended the A/P Social on Friday, February 23 at Medici. There was discussion on Academic Senate, CS, and A/P Council working more closely together on activities and events.
- Chili Cook-off – Blythe will be meeting Thursday, March 8 with Kristie Kowall regarding this past event and the possibility of involvement with A/P and CS.
- Meeting with Pres – Due to the President’s schedule, the February meeting was waived, the March meeting was postponed to March 7 at 10:00 a.m. Blythe will report next meeting.

Vice Chair Comments: Jean Darnall – No report

- Open Line:** Narry Kim introduced the new OpenLine editor, Rachel Hatch. Hatch said her goal is to have the OpenLine issue out on the 15th of every month. This next issue will feature quotes from current Council members about “Why you should run for Council?” Continue to turn in news items to Hatch, on or before the 25th day of each month. The question was brought up of how many paper copies do we print. Kim reported that we print 70 off-campus current and retired staff and 46 on-campus staff.

Secretary: Amy Witzig

- Witzig reminded everyone of committee descriptions, to submit those so they can be uploaded to the shared drive for future Councils.
- Witzig is looking into pricing on thank you cards with envelopes, raffle tickets, and A/P and CS Council parade bags. There are funds available in the budget that could be used for items such as these.

Treasurer: Patti Hoit – Not present

Human Resources- Colette Homan – Homan had no report however, Dean Plumadore asked about a posting that was only open for three days. Homan reported that civil service postings will be on the jobs website for a minimum of 3 days. Homan suggested that those seeking positions check the website every other day and have an application ready to post when needed. Employees should also have a resume, generic cover letter and list of

references always updated and ready to attach to a posting. Also if applicable, should have their DD 214 (official military discharge paperwork) and transcripts (may be unofficial for civil service openings).

It is always encouraged that if an employee is in a classification with a promotional line, once they meet the minimum qualifications for that classification to contact their Employment Consultant in Human Resources to schedule the exam.

EAC- Rick Marr – Not present

Annuitants – Jan Cook – reported that she has been asked to be the Chairperson of the SUAA statewide foundation. She will be tasked with increasing membership and how best to communicate information to employees.

Special Committee Reports:

- A. Academic Senate: Chris Roberts will fulfill the Civil Service Council obligation to Academic Senate for the remainder of this term. He will also serve on the Planning and Finance Committee.
- B. Campus Communication Committee: Bob Blythe – this committee will not meet until prior to the next Board of Trustees meeting.
- C. Governing Documents (Annual): Dana Tuttle reported that there are no changes at this point.
- D. Elections (March-May): Jim Anderson – reported that he and Plumadore met and reviewed the by-laws regarding the election process. They have created a committee description and clarified with Council that any person on probation will not be eligible to run for Council.
- E. Spring Drive (March-April): Hayley Helpingstine – provided information to Kim and Hatch which will be included in the next OpenLine. This includes the wish list of household products, and how to donate to Project Oz.
- F. Sick Leave Bank Appeals: Jim Anderson – No report as this committee has not met.
- G. University Foundation: Shayla Dennis – No report
- H. Parking and Transportation Advisory Committee: Jean Darnall – No report

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

- A. Awards (fall): Narry Kim
- B. Homecoming: Holly Sanford
- C. Raffle: Amy Witzig
- D. Donut sale: Patti Hoit
- E. Educating Illinois: Dean Plumadore
- F. Fall Drive: Tom Cotton
- G. Children’s Holiday Party- Patti Hoit
- H. Legislative: Dean Plumadore
- I. Listserv Manager: Dean Plumadore
- J. Marketing: Holly Sanford
- K. Discount Listings: Amy Witzig
- L. Scholarships (July-Aug): Amy Witzig
- M. SURSMAC representative: Jean Ann Dargatz
- N. Team Excellence: Dana Tuttle
- O. Educating Illinois: Dean Plumadore
- P. Webmaster: Dean Plumadore

Old Business: Tuttle reported on records retention regarding our minutes. She provided a handout. Plumadore will be checking on how to archive the website files.

New business: None

Announcements: The next A/P social will be March 23 at 8Bit.

Adjournment:

The meeting adjourned at 12:51 p.m. with a motion from Stuart Palmer and a second from Dean Plumadore.

Respectfully submitted,
Amy Witzig

Next Meeting

Tuesday, March 20, 2018, at noon in the BSC.

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 –Mar 20, Apr 3, Apr 17, May 1, May 15, Jun 5, Jun 19,

Upcoming CSC Important Dates:

Spring Drive- April

Elections- nominations March