

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 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 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 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 Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

- 1/15/19 motion made to approve minutes by Jim Anderson and second by Stuart Palmer, all in favor.

Chair Comments: Bob Blythe

- Continuing to gather candidates to serve on search the committee for the Associate Vice President of Fiscal Management. Interested civil service employees had until Feb. 6 to submit their names and statements to be considered for the search committee. Blythe provided members of the Civil Service Council Executive Committee (Amy Witzig, Hayley Helpingstine and Narry Kim) the submissions he received so far and will add any new ones he gets either today or tomorrow. He asked the committee to provide their top choices to him by Feb. 7 so he can provide a list of four names to send to Provost Jan Murphy by Feb. 8.
- Meeting with President Dietz: The last meeting was on Jan. 15, 2019 at 2 p.m. and the president discussed what was going on at the university, his upcoming trip to Africa, and what he hopes will get accomplished with a new state governor. The next meeting will be on Tuesday, February 19.

Vice Chair Comments: Amy Witzig reported

- OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The February OpenLine will include: Founders Day activities, upcoming speakers like the Black History Month speaker and Bone Lecture, Adaptapalooza, the Spring Drive, Tip of the Hat, and Years of Service.

Secretary: Narry Kim – No report.

Treasurer: Hayley Helpingstine

- Helpingstine reported the following current balances: Account "A" Shares - \$92.82 and Account "X" Operating - \$8,043.21. She also said that since it is past the 10th day of the semester and the six scholarship recipients are confirmed as enrolled for the spring semester, she said she will send out the second installment of their scholarship payments.

Human Resources: Colette Homan – The February Merit Board meeting at the State Universities Civil Service System (SUCSS) was postponed until April 1, 2019. Currently the Merit Board has four seats that are vacant. They are hoping by the April 1 meeting, all four seats will be filled by their respective universities. The four seats vacant are from ISU, EIU, U of I, and WIU.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

A. Academic Senate: Chris Roberts – Not present but emailed the following report:

The Academic Senate met on Jan. 23 and the following took place: The Planning and Finance Committee Meeting had Jana Albrecht and Bridget Curl come by and pick up their presentation where they left off right before the holiday break – the goal being to educate us on all of the Scholarship opportunities that we here at ISU offer, how FAFSA works, and how student needs are evaluated. The bottom line we have taken away is we are very competitive in awarding financial aid where we compare us to our in-state sister schools.

During the Main Senate Meeting: President Larry Dietz thanked the campus for their patience with the late start we had due to the weather on Jan. 15, and gave thanks and kudos to facilities for being able to keep campus running. He attended the Governor’s Inauguration and hopes to hear more from him about higher education plans in general. He noted there are now new faces in Springfield so “stay tuned.”

Thomas Burr gave the University Library Committee’s Annual Report – Looking to get more faculty feedback and student representation, as well as having the 1st floor space being usable within a year as the construction continues to wind down.

Several informational items were brought up, but more of the same that we have discussed previously: The Academic Affairs Committee is going to continue to review the student dress code policy and transfer credit policies; Administrative Affairs Committee – will address skateboards as legitimate form of transportation and also TV programming policies; and The Faculty Affairs Committee – Will be discussing sabbatical policies.

The next senate meeting will be on this Wednesday, Feb. 6.

B. Educate – Connect – Elevate – Illinois State: Dean Plumadore – The most recent meeting took place on Jan. 15 and Plumadore reported that the committee is well under way. The committee put together a section where users can cross reference between the current plan and the former *Educating Illinois* strategic plan. He also said the committee is working on developing an inventory of strategic planning being done on campus. He added that if anyone is working in the area of strategic planning in their current departments that they will be contacted by the committee for their input.

C. Campus Communication Committee: Bob Blythe, Amy Witzig – The next meeting will be on February 11, 2019 at 9 a.m. followed by a follow-up meeting on February 18, 2019 at 1:30 p.m. Blythe said the first meeting will be a brainstorming session on the letter they will send to the

Board of Trustees. At the second meeting, Dr. Dietz will provide any changes he would like to see before the letter is presented at the next Board of Trustees meeting on Feb. 22.

- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – No report.
- E. University Foundation:** Tony Herter – The next Foundation Board meeting will be on March 1 and will include a tour of the Bone Student Center.
- F. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the next meeting hasn't been set yet, but Mary Jo Kocar of Parking and Transportation Services sent third-level appeals for parking tickets that advisory committee members will review and decide whether to approve the appeal or uphold the tickets. Decisions are made based on the majority decision of the committee.

Questions were also presented to Palmer to share at the next Parking & Transportation Advisory Committee meeting. Palmer said he would share their questions with Kocar by email since the next meeting wasn't scheduled yet.

- G. Sick Leave Bank Appeals:** Jim Anderson – Homan said she would see if there was a written process in place about how employees can make appeals to the sick bank and she would share with Jim whatever she found out.
- H. SURSMAC:** Jean Ann Dargatz – Not present.
- I. Governing Documents:** Reviewing Council documents annually to maintain currency – No report.
- J. Spring Drive:** Hayley Helpingstine – Helpingstine said representatives for this year's beneficiary of the spring drive, the School Street Food Pantry, will give a presentation about their work at the next council meeting on Feb. 19.
- K. Discounts:** Amy Witzig – No report.
- L. Donut Fundraiser:** Working with AP Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships – Blythe talked to A/P Council Chair Ron Gifford and was informed that Hope Fine would be the A/P representative for the fundraiser. Blythe said he wasn't sure if the donut fundraiser was worth participating in again because it seemed like a lot of work for not a lot of money. Helpingstine commented that the raffle is a successful fundraiser that helped sustain the Civil Service Council Scholarship fund. Blythe said he would talk to Fine more about the Civil Service Council's participation in the donut fundraiser this year.

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: None

Announcements: Kim shared that council member Brooke Hermanowicz was selected as one of this year's bell ringers on Founders Day. She invited everyone to celebrate Brooke and the other bell ringers at the ceremony taking place at 10 a.m. Feb. 21 in the Brown Ballroom as part of Founders Day.

Adjournment: The meeting adjourned at 12:32 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, February 19, 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. 19, 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