

**Members Present (box checked):**

- |   |  |  |
|---|--|--|
| <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 checked="" 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 Helpingstone | <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 checked="" 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 Founders Suite, Bone Student Center.

**Approval of Minutes:** Motion made to approve minutes

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

**Chair Comments:** Bob Blythe

1. Meeting with President – At his meeting with President Larry Dietz, he said the president expressed cautious optimism for proposed funding for higher education that was included in the Illinois Governor’s Budget Address on Feb. 20, 2019. The president also mentioned the meeting he was going to have with local landlords regarding housing and their concerns that they were not getting enough students to rent out all their apartments. Dietz said it was necessary to have enough housing to keep freshmen and sophomores on campus regardless of apartment vacancies in the area community.
2. Founder’s Day Festivities in the revitalized Brown Ballroom – Blythe said he heard many compliments about the revitalized Brown Ballroom in the Bone Student Center. It was well-lit, seemed brighter and looked great on Founders Day.

**Vice Chair Comments:** Amy Witzig reported

1. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – The March OpenLine is planned to go out on March 15. Items in this month’s newsletter will include: Nominations for CS elections, CS Spring drive (School Street Food Pantry), Annual retirement reception date, Faculty and staff need TLC during flu season, Inaugural Birds Give Back, University Calendar Training, Tip of the Hat, and Years of Service. For the printed version, Hatch will add the following stories to fill space if needed: Senior Professionals, CAS lecture, and *Thirsty Land* documentary showing.

Witzig said if anyone wanted to submit something for the April OpenLine, to please send them to Rachel by March 25. She suggested an article regarding the Civil Service Scholarships since the deadline is over the summer. Roberts agreed that with the deadline to apply being June 15, it was fine to start promoting the scholarship with an article in April’s OpenLine. He also said he would work on revising the scholarship application and also having the webpage updated.

**Secretary:** Narry Kim reported – She 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.

**Treasurer:** Hayley Helpingstine – No report.

**Human Resources:** Colette Homan – Helpingstine asked Homan what effect the higher minimum wage of \$15 an hour would have on the salaries of ISU employees. Homan pointed out that the minimum wage was going to go up gradually reaching \$15 an hour in 2025. How compression issues will be handled is an institutional decision that will be made. The University will follow the law and be consistent with the minimum wage as it gradually changes over the next few years. Sanford asked Homan what direction should current council members provide when constituents ask about the impact of the higher minimum wage. Homan advised directing all questions to HR.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – She shared handouts with mini-briefings of the pending legislation taking place in the state legislature and also a flyer encouraging current staff to join the ISU Annuitants Association.

**Special Committee Reports:**

- A. Academic Senate:** Chris Roberts – He provided the following report of the most recent Academic Senate meeting that took place on Feb. 20: There was conversation about amending the campus skateboard policy where skateboards will now officially be considered as legitimate modes of transportation. The rules had not been updated since 1974. Skateboards that are four-wheeled, non-motorized, and for “normal” campus travel will be permitted, but it’s still not allowed to do jumps/tricks/rail riding and other stunts.

Student Registration Blocks as an informational Item were brought up. The Senate determined that the wording is old and they wanted to include messaging that tells students to go online and look at their accounts through My.IllinoisState (MY) rather than the very outdated “see the campus cashier’s office” direction. Roberts said student representatives complained that it was very inconvenient to sign into MY to see if they had a registration block and they thought it would be better to use ReggieNet instead, which is a completely separate system. Faculty representatives also agreed with the possibility. It was suggested that they contact colleagues in Administrative Technologies regarding their idea. Roberts was confident that the suggestion would die down once it was realized that another alternative wasn’t needed.

Palmer asked Roberts what was happening with the request from the Civil Service Council and the A/P Council regarding the addition of one more representative from each council to service on the Academic Senate. Roberts said the request was still pending with the rules committee. Roberts said he, and in consultation with A/P Council Chair Ron Gifford and A/P Representative Amelia Noël-Elkins, could send another letter to the committee to see what is happening with their request for additional representation.

- B. Educate – Connect – Elevate – Illinois State:** Dean Plumadore – The committee met on Feb. 26 and approved the survey that was created and will be sent to all deans, chairs, directors, and other administrators asking about what their areas are doing in terms of strategic planning, how they organize it, and what documents they are collecting. Plumadore also said the committee is

researching and discussing an electronic tool that all departments on campus could use as a guide to set up their strategic planning.

- C. **Campus Communication Committee:** Bob Blythe, Amy Witzig – No report.
- D. **Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim reported that the postcards and email relays regarding the nomination and voting periods have been ordered. The nomination postcards should have been mailed out to all civil service staff on campus today, March 5. She noticed they hadn't been sent out as of this morning so she will follow up with Printing Services. Kim also ordered the reminder email relays to go out March 18 and March 27. The voting postcards are scheduled to go out to campus on April 15, with reminder emails going out on April 22 and May 1.

For the nomination period, Kim has contacted David Schaafsma at HR to get the list of current non-probationary ISU civil service employees that includes group numbers which users could refer to when nominating someone to run as a candidate for a council seat. Only staff members who are done with their probation period are eligible to serve on the council. Kim also submitted a request to Web Support to create the nomination form that users can access to submit their nominations. She asked to receive the list on March 11 and for the nomination form to go live on March 18.

She will also submit a request to Web Support asking them to create the voting form and also ask David to send her another list, but this time 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.

The nomination period for civil service employees to nominate candidates for council seats is March 18 to March 29 and the election period is April 22 to May 3.

- E. **University Foundation:** Tony Herter – No report.
- F. **Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – Palmer said the next committee meeting would take place on March 21. Palmer conveyed the response he received from Mary Jo Kocar of Parking and Transportation Services regarding Hemanowicz's question about permit spots in the South University Street Parking Garage. He said Kocar was happy to answer any questions Civil Service Council members had about parking and encouraged members to let him know of any other questions or issues that he could then share with Kocar.
- G. **SURSMAC:** Jean Ann Dargatz – Not present.
- H. **Governing Documents:** Reviewing Council documents annually to maintain currency – No report.
- I. **Spring Drive:** Hayley Helpingstine – Bins for the spring drive benefitting the School Street Food Pantry have been placed in various campus buildings with signs indicating what items are most needed. The drive will run through March 29 and bins will be picked up. Helpingstine said if any of the bins get full during the drive, to let her know and the pantry will pick up the items.
- 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:** Roberts reported that all Civil Service Council Scholarships and the Carl Johanson Scholarship have been paid.

**New business:** None

**Announcements:** Blythe brought up the layoffs that were announced at Western Illinois University last Friday, March 1. The article Blythe shared indicated that 132 employees were laid off that included civil service, faculty, and administration. He commented that it was fortunate ISU hadn’t faced the same issues because the University’s enrollment numbers have been solid and has stayed ahead of the curb in financial planning. Homan said she would reach out to her counterpart in HR at WIU and let them know that there current openings at ISU.

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

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, March 19, 2019, at noon in the 3rd Floor East Lounge, 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** – March 19, April 2, April 16, May 7, May 21, June 4, June 18

**Upcoming CSC Important Dates:**

Master Plan Update, April 16, 2019