

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 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 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 12:02 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes:

1. 4/16/19 motion made to approve minutes as corrected by Stuart Palmer and 2nd by Chris Roberts, all in favor.

Chair Comments: Bob Blythe

1. Council of Councils – Blythe sent everyone information. It is taking place on Friday, Oct. 18, 2019 at University of Illinois at Chicago, with a Meet-and-Greet the night before on Thursday, Oct. 17.
2. Meeting with President Larry Dietz was on April 23 at 2 p.m. – Blythe said the meeting went well with President Dietz giving updates on communications with state government and efforts to make sure the University receives funding.

Vice Chair Comments: Amy Witzig

1. Committee Descriptions – Witzig passed out a list of current committee descriptions. She asked council members to look over the list to see if the committees they served on were shown on the list. If not, she asked that committee descriptions be submitted and also to update any previous descriptions for the current year.
2. OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Witzig reported that the items going in the May newsletter will include a story on the CS election results, Applications for Scholarships, Benefit Choice, Redbird Night at Chicago baseball, and Tuition Waiver Requests; and also include the Tip of the Hat and Years of Service.

Secretary: Narry Kim – Kim reminded everyone that the next six council meetings until August 6 will take place in the Third Floor East Lounge. She has contacted Mary Bahan about the location of the meetings after August 6 and was hoping they could go back to the Spotlight Room when available. She hasn’t heard back yet but hoping to before the next council meeting.

Treasurer: Hayley Helpingstine – No report.

Human Resources: Colette Homan – Homan said the Merit Board meeting took place on April 17 at the State Universities Civil Service System (SUCSS) office in Urbana. SUCSS worked with all the university police chiefs and the HR Directors in the SUCSS system on a new rule that would allow municipal police officers who wish to apply for positions with any of the universities in the system to be exempted from taking the

civil service test because they are already certified police officers. The rule would have certain stipulations – Like it would only apply to officers who have been certified as police officers for at least two years, the probation period would be for 12 months, and it would put a limit on the number of officers within a certain number of years that would be allowed to be hired by University Police Departments under this new rule. The new rule will be reviewed at the Joint Committee on Administrative Rules (JCAR) meeting on May 14 and if approved, the rule would be in place in June.

Homan said the next Merit Board meeting scheduled for May will be rescheduled for a later date because there were too many discharge cases to discuss for one meeting. With the number of discharge cases to review, the Merit Board is considering having two separate meetings to go over all the cases.

She also reported that the Merit Board still has four vacant seats, including the seat representing ISU.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – Cook announced that the State Universities Annuitants Association (SUAA) Foundation will offer new scholarship program where four scholarships of up to \$500 will be awarded annually. The scholarships will be awarded for use in accredited degree-seeking programs, eligible technical/trade programs, eligible certificate programs, and for professional development (travel expenses are excluded). The applicant must be an SUAA member in good standing or the spouse/partner, child or grandchild of an SUAA member in good standing. Application materials are available on the SUAA website and the review of applications will begin on June 1.

Special Committee Reports:

- A. Academic Senate:** Chris Roberts – Roberts provided the following report from the recent Academic Senate meeting that took place on April 24: He said there was barely enough senators present for a quorum because of finals week but the following action took place – The Amorous Relations policy discussion was put to rest after it was approved; the Mennonite College of Nursing Bylaws passed; the Council for Teacher Education (CTE) Bylaws revision got tabled due to disagreement over diversity language; The Administrative Affairs and Budget Committee provided the Academic Impact Fund Report; and faculty expressed displeasure at being required to park in the specific spots for which they have parking permits.

- B. Educate – Connect – Elevate – Illinois State:** Dean Plumadore – Kim will serve as the Civil Service Council representative to the coordinating team to replace Plumadore. They both attended the meeting that took place on April 30. At the recent meeting: The Marketing, Communications, Engagement work group reported that they were promoting the new plan and transitioning from the previous Educating Illinois plan; the first Living Our Values Award was presented to Aaron Gyllenhaal, a student worker in Admissions; there are plans to put the crosswalk between the current strategic plan and the past one on the University website; and UMC designed two banners for ECE and is working on videos to promote the Living Our Values Awards.

The Steering Team shared their meeting with the Cabinet where they provided updates on ECE. The coasters with each of the ECE's values have been placed in all the major conference rooms on campus and they were well received. The Cabinet didn't feel it was the right time to disseminate the survey about strategic planning. They felt that each division should determine their own reporting process and it shouldn't be something that is mandated from the top down.

The Coordinating Team is working on a progress report on ECE and planning to finish it over the summer so there is a good draft for the team members to review before it is presented to the BOT

in October. A work group will be set up to determine the metrics of the progress report and the group will be comprised of individuals across campus who can track data points. The team went over a list of metrics that could be used to illustrate ECE's progress. The team members also made suggestions for other metric ideas to use for the report.

- C. Campus Communications Committee:** Bob Blythe, Amy Witzig – Met with the committee on April 29 at 9 a.m. and discussed the upcoming letter being presented at the next Board of Trustees meeting on May 10 and also discussed the Civil Service Council taking the lead on the letter for the next Board of Trustees meeting on July 26, 2019 and the duties that go with it. Witzig explained that the Academic Senate, the A/P Council, and the Civil Service Council partner on the letter, but each group takes turns serving as the lead for the writing and reading of the letter to the Board, and also for coming up with ideas for the three coffee hours before the meetings.

For the May 10 BOT meeting, Academic Senate Chair Susan Kalter prepared the letter to be read at the meeting and Witzig said it included lots of accolades for student, staff, and faculty accomplishments; and also recapped what's going on at the University such as Adaptapalooza, Gamma Phi Circus, and the Mennonite College of Nursing Gala celebrating the college's 100th anniversary.

The Civil Service Council will be taking the lead for the next letter. Witzig shared a brief timeline for whichever Council member(s) will serve on the Campus Communications Committee: The committee meets with President Dietz to brainstorm ideas and then the committee will meet with the president again to go over and finalize the letter before it gets presented to the BOT.

The committee met on May 6 at 1:30 p.m. to read and finalize the current letter. The Civil Service Council will be writing the next letter.

- D. Elections (March – April):** Jim Anderson, Dean Plumadore, Narry Kim – Kim reported the elections ended on May 3 and she pulled the election results on May 6. She shared the names of the newly elected representatives for each group.

Kim will send confirmation letters to the new council members, the supervisors of the new council members and to the nominees who weren't elected by the end of the day tomorrow, May 8. She mentioned that 176 total votes were cast during the election with the following breakdown: Group 1 – 34, Group 2 – 22, Group 3 – 23, Group 4 – 11, and Group 5 – 86.

After getting some emails from colleagues running for Council, Kim suggested having a timeline of the election process posted on the Elections website and/or including it in the email that is sent to the candidates when they are first alerted that they are nominees and requesting their candidate statements. She also said that in the future, the email to nominees should also remind candidates not to use campus mail to campaign for Council seats.

- E. University Foundation:** Tony Herter – No report.

- F. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.

- G. SURSMAC:** Jean Ann Dargatz – Not present.

- H. Governing Documents:** Reviewing Council documents to maintain accuracy and relevance – Kim reviewed the Civil Service Council Constitution and Bylaws at the end of March. She also asked Hatch to read through both documents with Kim's edits and provide any additional edits.

For small stylistic and grammatical revisions, Kim updated the Constitution and the Bylaws. However, for updates in text that require agreement, Kim highlighted them in the updated documents and will share with council members by email. She will ask all council members to provide their feedback on the suggested revisions by Friday, June 14 so she can update both documents by the end of the fiscal year so they will be current.

I. **Discounts:** Amy Witzig – No updates.

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)
- l. Donut Fundraiser: Working with AP Council to sell Krispy Kreme Donuts as a fundraiser for Civil Service Scholarships (Potentially Spring)
- m. Spring Drive: (March – April)

Old Business: None.

New business: None.

Announcements: None

Adjournment: The meeting adjourned at 12:40 p.m. with a motion from Palmer and a second from Sanford.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, May 21, 2019, at noon in the 3rd Floor East Lounge, 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 – May 21, June 4, June 18

Upcoming CSC Important Dates:

22nd Annual Council of Councils at UIC, October 18, 2019 from 8 a.m.-4 p.m. (with Meet and greet, October 17, 2019)