

Members Present (box checked):

- Jim Anderson
- Tammie Beck
- Bob Blythe
- Tom Cotton
- Hayley Helpingstine

- Brooke Hermanowicz
- Tony Herter
- Judi Khalilallah
- Narry Kim
- Stuart Palmer

- Dean Plumadore
- Chris Roberts
- Holly Sanford
- Dana Tuttle
- Amy Witzig

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

- Jan Cook
- Rachel Hatch

- Colette Homan
- Rick Marr

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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. 09/04/18 motion made to approve minutes as amended by Chris Roberts and second by Dean Plumadore, all in favor.

Chair Comments: Bob Blythe reported

1. Esprit De Corps – Blythe asked the council members to continue thinking of possible names to add to the list for consideration.
2. A/P Social 9/28 @ Destihl Brewery – Blythe reminded everyone that all are welcome to attend the staff/faculty socials hosted by the A/P Council, with the next one taking place on Sept. 28 at Destihl Brewery. Amy Witzig said they are scheduled at 4:30 p.m., but most start arriving closer to 5 p.m.
3. State of the University Address, 9/20 @ 2 p.m. in the Center for Performing Arts (CPA) – Blythe reminded everyone of the upcoming address taking place in the concert hall of the CPA.
4. Reception for the A/P and Civil Service Councils at the President’s residence – Blythe commented that the reception was a nice event and it was great to see everyone who attended.

Blythe said his next meeting with President Larry Dietz will be tomorrow, Sept. 19. He also added that Interim Associate Vice President, Human Resources, Janice Bonneville will attend the Oct. 16 council meeting to introduce herself.

Vice Chair Comments:

1. OpenLine – Editor Rachel Hatch suggested having the OpenLine for October go out a week earlier so she can include the Faculty/Staff Appreciation Luncheon taking place on Oct. 11. Blythe and Witzig agreed to the earlier date so there would also be time to get the word out on asking staff members to sign up to march in the Homecoming Parade with the Civil Service and A/P councils. Along with the story about the Faculty/Staff Appreciation Luncheon and the Homecoming parade,

Hatch said there will also be a story about the Civil Service Council scholarship raffle, the staff socials, the Tip of the Hat, and the Years of Service.

2. University Club – Results/feedback – Blythe thanked Colette Homan and Melanie Schaafsma for moderating the panel discussion. Witzig said the event worked out really well. She encouraged the council to attend future University Club events, with the next one featuring Provost Jan Murphy on Sept. 21.

Homan thought the event went well, but observed that the audience had three current staff members in attendance, with the rest being university retirees. She suggested that if an event like a panel discussion was planned again, to consider a different venue and time that would attract more A/P and Civil Service Council staff who would benefit from a presentation about the councils.

**Secretary:**

1. Committee descriptions – Narry Kim said Dean Plumadore has updated the Civil Service committee webpage: <https://cscouncil.illinoisstate.edu/about/committees.php> with current members so far. She said the only vacancy they have is for Team Excellence Committee representative. Dana Tuttle volunteered to serve as the representative again this year.

**Treasurer:**

1. Monthly report of accounts – Hayley Helpingstine provided a report from the ISU Credit Union accounts as follows: Account A - \$92.70; Account B – Zero; and Account X - \$7,218.21

She said she talked to Jill Jones of University Advancement who directed her on how to pay out scholarship money using an online process. Jones also gave Helpingstine the appropriate funding codes. Helpingstine said the Foundation allocates \$5,000 to the Civil Service Council for scholarships. She also reported that there is a \$3,780 balance available in a Foundation account and Blythe said it was from past donations.

**Human Resources:** Colette Homan – Homan reported that on Nov. 1, 2018, there will be an election for a new member of the State Universities Civil Service Advisory Committee (EAC) to the Merit Board of the State Universities Civil Service System. To be eligible to run for the position, a civil service employee must have worked at least three years at ISU. Anyone interested in becoming a candidate can pick a Petition for Candidacy and State of Candidacy starting at 7:30 a.m. Monday, Sept. 24 in the HR Office at the Nelson-Smith Building 101. The deadline to turn in the forms is by 4:30 p.m. Monday, Oct. 1. There is also a story in the ISU Report about the election.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Cook said the State Universities Annuitants Association made two statewide presentations on benefits that she thought was pertinent to ISU employees. She said the presentations were recorded and are available for viewing. Cook asked for suggestions for a time and location on campus where employees could be invited to watch the presentations. She asked council members to provide suggestions of dates and locations for a possible presentation at the next council meeting.

**Special Committee Reports:**

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – Witzig said she updated the prize list for the raffle so far. She passed out the list from last year and for any of prizes on the list that haven't been solicited

yet, she asked that council members put their names by the ones they are willing to solicit this year.

Witzig is planning to hand out raffle tickets for council members to sell by the end of the month. She confirmed with Julie Barnhill that council members will be able to sell raffle tickets at the Faculty/Staff Appreciation Luncheon on Oct. 11, 2018, at Horton Field House. Witzig will pass out a sign-up sheet at the Oct. 2 council meeting for members to volunteer to sell raffle tickets at the luncheon. Civil Service Council lunch bags will also be passed out to people at the luncheon. Witzig said any left-over lunch bags will be distributed at the Homecoming Parade. Plumadore suggested also using some of the lunch bags as raffle prizes.

- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – Helpingstine asked if anyone on the council would purchase the candy for the parade since as treasurer, she is the one who signs the check to pay for the candy and thought it wouldn't look right for her to buy and pay for the candy. Plumadore said he would buy the candy and Blythe suggested going to Sam's Club. Helpingstine will provide Plumadore with a receipt for the candy that was purchased last year as a reference. She will reimburse Plumadore for the candy with a check from the Civil Service Council's ISU Credit Union account. Blythe also will bring the buckets to carry the candy during the parade. For the parade, Blythe said they could walk beside his truck if Sanford's truck is unavailable. Helpingstine will maintain the list of staff members who want to sign up to walk in the parade. Hatch will include a story on walking in the parade with the A/P and Civil Service councils in the October OpenLine.
- C. Scholarships (July-Aug): Chris Roberts** – Roberts said the committee met and selected five winners of the Civil Service Scholarship for ISU students; three winners of the Civil Service Scholarship for non-ISU students; and one winner of the Carl Johanson Scholarship. He will start notifying the winners today. Roberts said he would also notify the applicants who were not selected. Blythe made a motion to approve paying the scholarship winners and all were in favor.
- D. Discount Listings: Amy Witzig** – Plumadore said he was working with Web Support on moving the link to the discount listings on the Civil Service Council website to the top of the page instead of where they first placed it at the bottom. He is waiting to hear back.
- E. Academic Senate: Chris Roberts** – Roberts said in his place, Stuart Palmer will attend the Academic Senate meeting on Oct. 10, 2018. At the recent Academic Senate meeting on Sept. 12, Roberts reported: The Finance Committee is still being formed and once complete, they will review data with the Budget Committee; the ISU Student Food Pantry will open Sept. 21; discussed update to the University Housing plan; approved Kevin Laudner as the interim dean of the College of Education; and they talked about updating the student dress code. Roberts said the dress code is pretty elastic right now where it's left up to the colleges to decide on dress codes. He said the main emphasis is making sure that students are dressed appropriately for the things they need to do, like wearing appropriate clothing to stay safe while working in a laboratory.
- F. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No Report.
- G. Campus Communications Committee: Bob Blythe** – No Report.
- H. Donut Fundraiser:** – Witzig said she will revisit the idea of a donut fundraiser with the A/P Council for next spring. She and Cotton noted that there is a new food truck that sells donuts next to the

Alamo II and they thought that might cut into demand for donuts from the fundraiser. Blythe said the councils might need to think of an alternative product.

- I. **Awards (Fall): Narry Kim** – Kim received the proof of the postcard seeking nominations for awards. Rachel Caracci of the A/P Council, Brent Paterson of the Team Excellence Awards Committee this year, and Ashley Pritts of Equal Opportunity and Access approved the postcards. Kim also shared the proof with the rest of the council. Paterson said the Office of the President will pay for the postcards, rather than having it split four ways this year. Kim will order the postcards with a mail date of Sept. 28 to send to all ISU employees on campus. She has also ordered two email relays seeking awards nominations to go out on Oct. 19 and Nov. 2.

Kim updated the online nomination form and Dean updated the pdf copy of the nomination form that is on the Civil Service Council website. Caracci will work with Zach Parcell of Web & Interactive Communications to have a message about the awards nominations on every ISU employee's My.IllinoisState page.

- J. **Fall Drive: Tom Cotton, Bob Blythe** – Tuttle will update the flyer.
- K. **Children's Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – The registration site will open on Nov. 1. Email relays about the party with a link to the registration site will go out Nov. 1 and Nov. 15. Kim received the invitation flyers for the party that she'll distribute as follows on Nov. 1: 150 to all deans, chairs and department heads; 30 to Facilities Management to have posted in work areas; and 200 to Event Management, Dining and Hospitality to put in the campus boxes of all their staff. The committee will correspond through email and will meet in the middle of November.
- L. **University Foundation: Tony Herter** – Not Present. Blythe said the next Foundation Board meeting will be on Oct. 12, 2018.
- M. **Parking and Transportation Advisory Committee: Stuart Palmer** – No Report. Palmer said the committee hasn't scheduled any meetings yet.
- N. **Sick Leave Bank Appeals: Jim Anderson** – No report.
- O. **Elections (March – April): Jim Anderson, Dean Plumadore, Narry Kim** – Replacement for Tammie Beck – update – Plumadore has collected the names of all eligible civil service staff who can run for the seat in Group 4. He will send an email to everyone on the list to ask for nominees as soon as possible. Once nominees are gathered, they will set up an election where staff can vote through My.IllinoisState.
- P. **SURSMAC: Jean Ann Dargatz** – Not present. The next SURSMAC meeting will be in October.
- Q. **Governing Documents:** Reviewing Council documents annually to maintain currency – Blythe said the review just needed to be done before the current term is up.

**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. Spring Drive: Hayley Helpingstine
- F. Team Excellence: Dana Tuttle

**Old Business:** None

**New business:**

Plumadore proposed replacing the current Civil Service Council shared drive with Microsoft Teams, which is a program that provides a platform where users with access can share documents, keep files, and chat online among other useful functions. Blythe said the idea was something to think about and agreed with Plumadore's idea of presenting a demo of the program at the next council meeting.

Cotton reported that he has transferred tubs of files from former Civil Service Council Vice-Chair Jean Darnall in the Bone Student Center and moved it to the A/P and Civil Service Council office. Tuttle commented that the council will need to go through the boxes and figure out what to keep and what can be thrown out. Witzig said she will consult with Sam Catanzaro of the Provost's Office and Plumadore said he will ask April Anderson-Zorn, the university archivist, if there are any documents she would like to save in the University Archives.

**Announcements:** Janice Bonneville, the interim associate vice president, Human Resources, will attend the Oct. 16 council meeting to introduce herself to council members.

**Adjournment:** The meeting adjourned at 1:04 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, October 2, 2018, at noon in 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:**

**2018 Dates** – Oct. 2, Oct. 16, Nov. 6, Nov. 20, Dec. 4, Dec. 18, Jan. 15, Feb. 5, Feb. 19, March 5, March 19, April 2, April 16, May 7, May 21, June 4, June 18

**Upcoming CSC Important Dates:**

October 2, 2018 – Master Plan Update Steering Team focused discussion

October 5, 2018 – Council of Councils Conference

October 16, 2018 – Interim Associate Vice President, Human Resources, Janice Bonneville will attend council meeting for meet and greet