

Members Present (box checked):

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

Approval of Minutes: Motion made to approve minutes

1. 10/02/18 motion made to approve minutes by Stuart Palmer and second by Tony Herter, all in favor.

Chair Comments: Bob Blythe reported

1. Meet and Greet Janice Bonneville, Interim Associate Vice President, Human Resources – Bonneville attended the council meeting to introduce herself and provide members the opportunity to ask her any questions. She has worked at ISU for 4 ½ years and was the Director of Benefits before becoming the interim associate vice president on June 1, 2018. She encouraged the council to share any future questions with either Colette Homan or herself.

Bonneville mentioned that Rick Marr will continue on as EAC representative. She will send an article about the position to Rachel Hatch so it can go in the OpenLine newsletter and the ISU Report.

2. Council of Councils – Bob Blythe, Amy Witzig, Hayley Helpingstine, Dean Plumadore, Rick Marr attended the conference on Oct. 5 at the University of Illinois at Urbana-Champaign. Blythe said that the conference was a good day with very informative break-out sessions. He encouraged council members to attend the conference in the future if they have the chance. The next one will take place at University of Illinois at Chicago.

Witzig liked the networking opportunities and mentioned that representatives from SUAA, SURS, and CMS were also present. Helpingstine shared that it was interesting to see how the councils at the other state universities are structured with different parameters. For example, not all councils are elected and some councils have an arbitration function. Plumadore said he saw how lucky the Civil Service Council at ISU is because the council has a voice in shared governance on campus whereas some of the members of the other councils were surprised by the idea because it’s not something they have experienced as much.

3. Thank you(s) for Homecoming help and support – Blythe thanked everyone who participated and said there was a nice turn-out, with the biggest walking group they've had since the council started participating in the parade. He added that all the lunch bags were given out during the parade.
4. The meeting with the President will be on October 30, 2018.

Vice Chair Comments:

1. OpenLine: Rachel Hatch, Editor / Narry Kim, Proofing – Witzig asked council members to share pictures they took at Homecoming that could be included in the next OpenLine with a caption. The next newsletter will also include the Tip of the Hat, the Years of Service, and also the following stories: Scholarship winners, Children's Holiday Party, Toys for Tots, and a follow-up on the raffle. Plumadore suggested including the names and contact information for all council members within the text of the raffle story so readers can immediately see who to contact to purchase raffle tickets instead of only being able to click on the link to the website to get the information.

Secretary:

1. Committee descriptions – No report.

Treasurer:

Monthly report of accounts – Hayley Helpingstine provided an updated treasurer's report showing the following balances: Account "A" Shares - \$92.76; Account "B" Savings – 0; and Account "X" Operating - \$7,868.21.

Human Resources: Colette Homan – Homan reported that the State Universities Civil Service System (SUCSS) is currently working on updating and merging the Clerk and Office Support Series specifications. Currently, the HR office is conducting pre-testing (developed by SUCSS) of the proposed exams for each level in the series. Pre-testing is conducted with ISU employees who are currently in the classifications. Pre-testing is scheduled to be completed towards the end of October. SUCSS has not set an effective date for the new combined Office Support Series. Employees will be notified of the change-in-title when SUCSS provides an effective date.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – No report.

Special Committee Reports:

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – Witzig reported that \$550 worth of raffle tickets were sold during the Faculty/Staff Appreciation Luncheon on Oct. 11. The fundraising goal is \$1,300 so raising over \$500 at the luncheon brought the council to nearly halfway to the goal. She said the raffle is going well with the prize list and ticket sales. Witzig said the \$100 check the Carpenters' local union donated so it could be used to purchase a \$100 gift credit card as a raffle prize has been deposited and the gift card will be purchased later. Witzig encouraged council members to keep selling and shared a list of designated areas on campus where council members can volunteer to go and sell tickets. She asked that council members let her know which areas they wanted to try. She also said council members can turn in raffle money and ticket stubs to her at council meetings.
- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – Blythe summarized Homecoming in his chair comments.

- C. **Scholarships (July-Aug): Chris Roberts** – Roberts said payments to all scholarship winners were sent except to non-ISU students. He has provided the information Helpingstine needed to make those payments to the non-ISU students and she will issue the checks.
 - D. **Discount Listings: Amy Witzig** – Plumadore said the button for the Civil Service Council main webpage that links users directly to the Employee Discounts page is set. He will talk with A/P Council Chair Ron Gifford about getting the same button set up on the A/P Council’s main page.
 - E. **Academic Senate: Chris Roberts** – No report.
 - F. **Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No report.
 - G. **Campus Communications Committee: Bob Blythe, Amy Witzig.** Met for letter approval by the President on Oct. 15. The letter will be read at Board of Trustees Meeting this Friday, Oct. 19.
 - H. **Donut Fundraiser:** – Working with the A/P Council to sell Krispy Kreme donuts as a fundraiser for the Civil Service Scholarships. Witzig said the A/P Council would like to wait until next semester to have the fundraiser in the spring.
 - I. **Awards (Fall): Narry Kim** – Kim hasn’t received any awards nominations yet. The deadline to submit a nomination is Nov. 9 and the first email relay reminder will go out this Friday, Oct. 19. The second reminder will go out Nov. 2. The A/P Council sent out an email reminder on Oct. 2 that also included the Civil Service Council Distinguished Service Awards. Kim wasn’t aware they were going to send an email relay too and checked with Rachel Kobus who had ordered it to make sure they were not sending out email relays the same day as the ones Kim had ordered. Kobus said they only ordered the relay on Oct. 2 to coincide with the ISU Report and didn’t order any more.
 - J. **Fall Drive: Tom Cotton, Bob Blythe** – No report.
 - K. **Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Kim is currently working with the A/P Council to find another vendor to provide the four bounces houses for the party. The one she had been working with has been under new ownership since last year and hasn’t turned in the signed services agreement that Kim sent. After multiple emails and phone calls with still no signed agreement received, Kim talked to Stephanie Duquette, the A/P Council representative for the holiday party and got her approval to find another vendor because the A/P Council pays for the bounce houses. Kim received a proposal and quote from another company and sent it to Duquette to get approval from the A/P Council on the new, slightly higher price. Once Kim hears back from Duquette, she’ll send the new vendor a services agreement and cancel the reservation from the previous vendor.
- Megan McMann of the A/P Council is working on an online registration form where council members can sign up to volunteer for various activities and time slots for the party. Once it’s finalized, Kim will send to all Civil Service Council members.
- L. **University Foundation: Tony Herter** – Herter attended the Foundation Board meeting on Oct. 12 and said they discussed fundraising goals.

M. Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter – No report.

N. Sick Leave Bank Appeals: Jim Anderson – No report.

O. Elections (March – April): Jim Anderson, Dean Plumadore, Narry Kim – Replacement for Tammie Beck – update. Discussion to be had by Executive Board on proceeding

P. SURSMAC: Jean Ann Dargatz – Not present.

Q. Governing Documents: Reviewing Council documents annually to maintain currency

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: Microsoft Teams update – Plumadore wanted to schedule a time during a future council meeting to demonstrate the program and it would require getting the required technology set up in the Spotlight Room. Dana Tuttle mentioned that for Student Affairs Vice President Levester Johnson’s presentation to the council next month, he would also be using technology in the room and suggested that Plumadore give his presentation on the same day so he could use the same tech that is set up for Johnson. Tuttle and Plumadore said they would work together on getting the technology in the room set up for both Johnson’s presentation and Plumadore’s demonstration.

New business: Going thru files from Jean Darnall – Blythe said in an effort to clear more space in the conference room located in the shared A/P Council and Civil Service Council office in Hovey Hall, Tuttle has been going through old files to see what to keep and what can be sent to the ISU Archives. Blythe asked for volunteers to assist Tuttle and Witzig volunteered.

Announcements: Vice President of Student Affairs Levester “LJ” Johnson coming to address Council on Nov. 20, 2018.

Adjournment: The meeting adjourned at 1:00 p.m. with a motion from Palmer and a second from Cotton.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, November 6, 2018, 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:

2018 Dates – 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:

November 20, 2018 – Vice President of Student Affairs Levester “LJ” Johnson will visit the council

December 7, 2018 – ISU Children’s Holiday Party