

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

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:00 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 11/06/18 motion made to approve minutes by Stuart Palmer and second by Tammie Beck, all in favor.

Chair Comments: Bob Blythe

1. Vice President of Student Affairs Dr. Levester "LJ" Johnson gave a presentation providing updates on the following initiatives: Greek Life Task Force, Housing Master Plan, Campus Climate Implementation Team, Bone Student Center Revitalization, Opening of the Outdoor Adventure Center and high ropes obstacle course, and the current Redbirds Rising campaign, within which the goal for Student Affairs is to raise \$2 million.

Vice Chair Comments: Rachel Hatch reported in place of Amy Witzig

OpenLine: Rachel Hatch, Editor / Narry Kim, Proofing – Hatch said the next OpenLine will be combined for December/January and will be sent out on Jan. 21, 2019. The newsletter will include wrap-up articles and photos (if available) for the Children’s Holiday Party, raffle winners, and Toys for Tots, an Educate/Connect/Elevate: Illinois State story, Tip of the Hat, Years of Service, A/P Social reminder, and articles on the following upcoming events: Founder’s Day, the Donut Fundraiser, SURSMAC, and the Spring Drive.

Secretary: Narry Kim reported

Kim distributed the new Civil Service Council nametags and will send nametags to the council members who were not present at the meeting. She also reminded everyone about the Dec. 9 Holiday Open House taking place from 5 to 7 p.m. at the University Residence and that the RSVP deadline is Friday, Nov. 30.

Treasurer: Hayley Helpingstine reported

Helpingstine shared a budget report that showed the following balances in the Civil Service Accounts: Account "A" Shares - \$92.76 and Account "X" Operating - \$7,401.21. She also said all the scholarship checks have been cashed by recipients and she is still making deposits from raffle sales.

Human Resources: Colette Homan – No report.

EAC: Rick Marr – Not present.

Annuitants: Jan Cook – No report.

Special Committee Reports:

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – Hermanowicz shared the report she received from Witzig that encouraged everyone to keep selling tickets to meet and exceed the goal of raising \$1,300 for the Civil Service Dependent Scholarship fund. The raffle prize drawing will take place at the next council meeting on Dec. 4. Additional tickets and thank you cards were also available for anyone who needed them. It is the responsibility of the person who solicited a prize to send the donor a thank you card. Hermanowicz asked if anyone was available to transport the “ticket cage” for the raffle drawing from the A/P and Civil Service Councils Office in Hovey Hall to the Spotlight Room for the Dec. 4 prize drawing. Blythe and Cotton volunteered.

- B. Discount Listings: Amy Witzig** – No report.

- C. Academic Senate: Chris Roberts** – Roberts reported that the Academic Senate met and covered the Multicultural Task Force that is currently brainstorming ideas, President Larry Dietz’ praise for the large student voter turnout on Election Day, and revised language for the tuberculosis screening for international students.

- D. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – Not present.

- E. Campus Communications Committee: Bob Blythe, Amy Witzig.** – No report.

- F. Awards (Fall): Narry Kim** – Kim said the deadline to submit nominations for the Civil Service Distinguished Service Award was Nov. 9 so the Awards committee met last Friday, Nov. 16. Out of five worthy nominations, four award winners were selected. She will notify the award winners and the person who nominated the employee who wasn’t selected on Monday, Nov. 26.

She again asked for a future discussion after this year’s award selections are completed about removing the criteria of the Distinguished Service Award that allows a person to be nominated again seven years after winning the award. Kim also sent a few corrections for the Distinguished Service Award webpage to Plumadore, asking him to fix one typo and also to remove the part about the names of winners being mounted on the Wall of Fame in the Bone Student Center. Council member Judi Khalilallah pointed out that with the current revitalization work taking place, the Wall of Fame is down so Kim wanted to remove reference to it on the webpage.

- G. Fall Drive: Tom Cotton, Bob Blythe** – Collection bins for Toys for Tots have been set up in various areas around campus. There will also be a collection bin set up at the Children’s Holiday Party. Helpingstine and a student worker will monitor the bin during the party and collect the toys. If a collection bin gets filled before the pick-up date on Dec. 17, either Cotton, Blythe or Troy Zeigler will pick up the toys so the bin will be empty and more toys can be donated.

- H. Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Sanford reported that all arrangements for the Children’s Holiday Party are set. She said the online volunteer sign-up sheet is still open with several slots that need to be filled, especially for the coat check, Santa line, and the face painter lines.

On the night of the party, Council Treasurer Helpingstine will have checks ready to pay David Harris his \$250 fee for his time as Santa and give Gamma Phi Circus a \$150 donation for their scholarship fund. Michael Vetere will submit his receipts of up to \$225 to Helpingstine to reimburse him for the crafts supplies. Helpingstine will have payment ready for Santa and the donation to Gamma Phi Circus on the night of the event.

Sanford asked if Harris' fee could be increased to \$275 because the number of kids waiting in line to visit Santa has been growing and Harris has always stayed well past 8 p.m. to take the time to see everyone. Blythe asked for a motion to raise Harris' fee to \$275. The motion was made by Beck, second by Stuart, all approved. Kim reported that as of this morning, there are 620 kids signed up for the Children's Holiday Party and the RSVP deadline is Nov. 30 so she expects the number of kids to increase.

- I. University Foundation: Tony Herter** – No report.
- J. Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter** – No report.
- K. Sick Leave Bank Appeals: Jim Anderson** – No report.
- L. SURSMAC: Jean Ann Dargatz** – Not present.
- M. Governing Documents:** No Report
- N. Team Excellence: Dana Tuttle** – Tuttle said the Team Excellence committee will meet on Nov. 30.

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. Homecoming (Fall): Holly Sanford, Hayley Helpingstine
- G. Scholarships (July-Aug): Chris Roberts, Tom Cotton, Stuart Palmer, Rick Marr, Lois Soeldner
- H. Elections (March – April) Jim Anderson, Dean Plumadore, Narry Kim
- I. Donut Fundraiser: Working with the AP Council to sell Krispy Kreme donuts as a fundraiser for the Civil Service Scholarships

Old Business: None

New business: None

Announcements: None

Adjournment: The meeting adjourned at 12:52 p.m. with a motion from Palmer and a second from Roberts.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, December 4, 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 – 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:

December 4, 2018 – Raffle Drawing

December 7, 2018 – ISU Children’s Holiday Party

January 15, 2019 – Jean Ann Dargatz will provide SURSMAC update