

**Members Present (box checked):**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Sarah Bollman           | <input type="checkbox"/> Hayley Helpingstine         | <input type="checkbox"/> Bart Lytel                |
| <input checked="" type="checkbox"/> Tom Cotton   | <input type="checkbox"/> Brooke Hermanowicz          | <input checked="" type="checkbox"/> Juliana Nelson |
| <input checked="" type="checkbox"/> Jena Garrett | <input checked="" type="checkbox"/> Tony Herter      | <input checked="" type="checkbox"/> Stuart Palmer  |
| <input checked="" type="checkbox"/> Leslie Green | <input checked="" type="checkbox"/> Judi Khalilallah | <input checked="" type="checkbox"/> Beth Theobald  |
| <input checked="" type="checkbox"/> Bill Hamann  | <input checked="" type="checkbox"/> Narry Kim        | <input checked="" type="checkbox"/> Sean Thornton  |

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

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Jan Cook     | <input type="checkbox"/> Colette Homan |   |
| <input type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr     | - |

Stuart Palmer, Council Chairperson of the 2019-2020 academic year, called the meeting to order at 12:04 p.m., in the Spotlight Room, Bone Student Center.

**Approval of Minutes:**

12/4/19 motion made to approve minutes by Cotton, second by Nelson, all in favor.

**Chair Comments:** Stuart Palmer

Meeting with the President – Palmer met with ISU President Larry Dietz and A/P Council Chair Ron Gifford on Nov. 22. At that time, they talked briefly about the upcoming Board of Trustees meeting and the Children’s Holiday Party. With the semester winding down and not a lot going on the rest of the month, the December meeting was cancelled. The next meeting will be in January 2020.

**Vice Chair Comments:** Tony Herter

**OpenLine:** Rachel Hatch, Editor/Narry Kim, Proofing – Kim said the December OpenLine was sent out on Dec. 16 electronically and the printed version will be sent out to subscribers this week. The OpenLine didn’t go out on Dec. 15 because it was a Sunday. Kim for the OpenLine for January, Hatch will include the Distinguished Service Awards; the results of money raised for the Scholarship Fund; the results for the Toys for Tots toy drive; Taste of the Redbirds; Years of Service; and Tip of the Hat.

**Secretary:** Narry Kim – Kim said the next Faculty/Staff Social organized by the A/P Council will take place from 4:30-6:30 p.m. on Friday, Jan. 10, 2020, at Maggie Miley’s in Uptown Normal. All are welcome.

**Treasurer:** Hayley Helpingstine – Not present.

**Human Resources:** Colette Homan – Not present.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – Not present.

**Special Committee Reports:**

- A. **Academic Senate:** Stuart Palmer – Palmer provided reports for both the Nov. 20 and the Dec. 11 Academic Senate meetings. At the Nov. 20 meeting, there was a lengthy discussion about the engineering program over the location of the building, curriculum, and staff. Mennonite College of Nursing sent a letter to the Academic Senate in support of the engineering program, saying it was an opportunity for future partnerships between MCN and the program. The senate voted to approve the revisions made to the University and Space Use Policy. The text was cleaned up and the policy was updated, with the major change being the removal of all reference to Homecoming Parade storage space because it is no longer needed.

Palmer said the Dec. 11 meeting was fairly short: Vice President for Finance and Planning Dan Stephens reported that a consulting firm has been hired to assist in the development of a parking master plan for the University. Stephens also said the Julian Hall renovation work to add the new cybersecurity department on the first floor is coming along nicely. The senate voted to approve the updates that were made to the Repeal Course Policy. Palmer shared that in Executive session, the senate approved the next Honorary Degree recipient. He couldn't share the name because the selection must be approved by the BOT and then the recipient will be publicized.

For the Finance Committee meetings prior to the Academic Senate meetings, Palmer added that they are working on coming up with recommendations on how to help students get into their desired majors. They will start researching what peer institutions do.

- B. Educate – Connect – Elevate – Illinois State:** Narry Kim – No report.
- C. Campus Communications Committee:** Beth Theobald, Stuart Palmer – Theobald asked that if anyone had anything to add for the next joint letter to the Board of Trustees, to please email her.
- D. University Foundation:** Tony Herter – Herter reported that the Redbirds Rising campaign has raised \$169.1 million dollars with 54,000 donors and 30,000 alumni donors.
- E. Parking and Transportation Advisory:** Stuart Palmer, Tony Herter – No report.
- F. SURSMAC:** Kelly Walker
- G. Discounts:** Brooke Hermanowicz – Not present.
- H. Awards (Fall):** Narry Kim, Beth Theobald, Judi Khalilallah, Tom Cotton – All award winners were notified, and each have accepted the honor. Kim is waiting on everyone's bios to include in the article that is going in the January OpenLine and the Founding Celebration program.
- I. Raffle (Oct – Dec):** Narry Kim, Hayley Helpingstine, Brooke Hermanowicz – All raffle prizes have been delivered. Helpingstine had said in a previous email that the raffle raised \$1,407 for scholarships, which is \$168 behind last year's total of \$1,575. However, she said what was raised this year is still enough to cover the scholarships. Cotton shared that Mary Jo Kocar, who had won the \$500 gift card and was very appreciative, donated \$100 from the prize to the Humane Society.
- J. Team Excellence (Fall):** Sarah Bollman – Not present.
- K. Children's Holiday Party (Fall – Dec):** Narry Kim, Judi Khalilallah, Jena Garrett – Kim said the party went well and even though they were short on student volunteers, more Civil Service and A/P Council members, both past and present, came through and helped. Cotton made a motion, with a second from Theobald, all in favor for the council to approve reimbursing Associate Professor Michael Vetere \$302.12 for the art supplies he purchased for the crafts tables at the party. The Council had previously approved reimbursing Vetere up to \$300, but he went over a few dollars this year. Helpingstine has already paid David Harris \$250 for playing Santa and gave Gamma Phi Circus a donation of \$150 for their scholarship fund as a thank you for performing at the party.

- L. **Fall Drive (Nov-Dec):** Tom Cotton, Bart Lytel – Cotton said the toy drive ended on Dec. 16. He will follow up with Toys for Tots contact Troy Zeigler on how the drive went.

**Non-action items (these items will not be discussed unless there is something to be discussed)**

- a. Legislative: Beth Theobald
- b. Marketing: Narry Kim
- c. Listserv Manager: Bill Hamann
- d. Webmaster: Bill Hamann
- e. Spring Drive: (March – April) – Hayley Helpingstine, Brooke Hermanowicz
- f. Elections (March – May) – Narry Kim, Leslie Green
- g. Governing Documents review: Narry Kim
- h. Scholarships: Juliana Nelson
- i. Chili Cook-off: Sarah Bollman
- j. Homecoming: Jena Garrett, Hayley Helpingstine, Brooke Hermanowicz

**Old Business:** None.

**New business:** None.

**Announcements:** Green said that preliminary drafts for the new residences being built in the South Campus have been created, but the plans haven't been finalized yet and this may be one of several drafts. She said currently the idea is to have two L-shaped residences with seven floors. The residences will be co-managed both privately and by the University.

**Adjournment:** The meeting adjourned at 12:37 p.m. with a motion from Green and a second from Herter.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, January 7, 2020, at noon in the Hovey Hall 308 Conference Room

**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:**

**2020 Dates** – Jan. 7, Jan. 21, Feb. 4, Feb. 18, March 3, March 17, April 7, April 21, May 5, May 19, June 2, June 16, July 7, July 21

**Upcoming CSC Important Dates:**