

Members Present (box checked):

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|---|--|--|
| <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 type="checkbox"/> Holly Sanford |
| <input checked="" type="checkbox"/> Tom Cotton | <input checked="" type="checkbox"/> Narry Kim | <input checked="" 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"/> |
| <input checked="" type="checkbox"/> Rachel Hatch | <input type="checkbox"/> Rick Marr | <input type="checkbox"/> |

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

- 08/7/18 motion made by Stuart Palmer and second by Amy Witzig, all in favor.

Chair Comments: Bob Blythe reported

- Esprit De Corps – Blythe asked that council members keep thinking of candidates for the award. Witzig had sent Narry Kim a few names from previous nominations. Witzig reminded council members to send additional names to Kim.
- Master Plan Update Steering Team – Blythe said representatives from the team will attend the council meeting on Oct. 16 to conduct a focused discussion.
- A/P Social 8/31 @ Schooners – 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 August 31 at Schooners. Witzig said civil service staff were emailed a list of upcoming socials.
- Finish filling committees – Time permitting – Blythe thanked council member Tony Herter for volunteering to serve as the Civil Service Council representative for the Foundation Board.

Vice Chair Comments:

- OpenLine – Witzig encouraged the council to keep story ideas coming for the newsletter and reminded the council that the article deadline was the 25th of the month. Articles and ideas can be sent to the newsletter’s email address at CSCOpenLine@IllinoisState.edu or to directly to Witzig or OpenLine editor Rachel Hatch.

Hatch shared that the September OpenLine will include the following stories: Staff discounts, Distinguished Service Award nominations, A/P Socials, Tip of the Hat, Years of Service, and Homecoming participation. For the Homecoming story, Witzig will send Hatch some Homecoming

Parade photos from last year. Hatch asked that if anyone took photos during the parade this year, to please send them to her and she'll include them in the October OpenLine as a wrap-up story.

2. University Club details – Witzig invited everyone to attend the joint CS Council and A/P Council appearance at the Sept. 14 University Club in the Founders Suite. The social hour is at 3:30 p.m. with the program starting at 4:30 p.m. Colette Homan and Melanie Schaafsma, the A/P Council Human Resources liaison, will serve as moderators. Speaking on the panel will be A/P Council members Rachel Caracci, Nikki Brauer, and Stephanie Duquette, and Civil Service Council members Blythe, Kim, and Witzig. Witzig also reminded the council that the University Club is open to everyone and you don't need to be a member of the club to participate in their discussion hour events.

Secretary:

1. Committee descriptions – Kim said that the committee positions are getting filled, but there were still council members needed to serve on the awards committee, the donut fundraiser, and the fall drive. She asked that council members consider if they would like to serve on these committees and let her know. Dean Plumadore said he would update the Civil Service website with the current committees that are filled so far this year:
<https://cscouncil.illinoisstate.edu/about/committees.php>.

Treasurer:

1. Monthly report of accounts – Hayley Helpingstine shared a General Funds report from Budget Wizard and said the commodities account had \$4,500.00 and the contractual account had \$2,772.00. She contacted Jill Jones at Donor and Information Services to get the figures that the Civil Service Council has in the Foundation account for scholarships. She hadn't heard back from Jones yet.

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** – Witzig said the solicitation letter is ready for council members to use in requesting donations of prizes for the raffle. She will email an electronic version of the letter to all council members and also said she will have hard copies available to anyone who needs them. Witzig encouraged all council members to help solicit prizes. She provided a CS Scholarship Raffle list with prizes from last year and asked that all council members mark which prizes they would like to solicit and also add ideas for other prizes too. Witzig will pass out raffle tickets for council members to sell around the end of September. She will also get the permit for the raffle.

Witzig made a motion to approve the purchase of the \$500 gift card as the grand prize for the raffle and it was second by Roberts.

- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – No report.

- C. Scholarships (July-Aug): Chris Roberts** – Roberts said the committee will meet on August 28 to go through the scholarship applications and make selections. He shared his thanks to Lois Soeldner for taking care of the copying and the redacting of all applications ahead of next week’s meeting. Roberts reported the following number of scholarship applications:
Civil Service Scholarships for ISU students – 13
Civil Service Scholarships for non-ISU students – 4
Carl Johanson Scholarship – 7.
- D. Discount Listings: Amy Witzig** – There were no new updates, but Witzig said Plumadore was working on getting a button on the homepages of the A/P Council and Civil Service Council that would link users directly to the Illinois State Employee Discounts webpage: <https://cscouncil.illinoisstate.edu/activities/discounts.php>. Plumadore will discuss the idea of installing the button further with Web Support next week.
- E. Academic Senate: Chris Roberts** – Roberts said he worked with A/P Council Chair Ron Gifford and the A/P Council Representative for the Academic Senate Amelia Noelle-Elkins on revising the letter seeking to increase council representation on the Academic Senate by having two representatives from the CS Council and two representative from the A/P Council instead of just one from each. The letter was sent to Academic Senate Chair Susan Kalter and she will put it on the agenda for the Executive Committee to discuss it at their Sept. 5 meeting. After the Executive Committee, the proposal will be sent to the Rules Committee and if approved, it will be sent to the Senate floor for further discussion.
- F. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No Report.
- G. Campus Communications Committee: Bob Blythe** – No Report.
- H. Donut Fundraiser:** Working with the A/P Council to sell Krispy Kreme donuts as a fundraiser for the Civil Service Scholarships – Currently vacant
- I. Awards (Fall): Narry Kim** – Kim is waiting on the proof for the awards nomination postcard and will share with the council once she receives it. Council member Jim Anderson and Tom Cotton volunteered to serve on the Awards Committee this year with Kim and Council member Judi Khalilallah.
- J. Fall Drive:** Organizing the Toys for Tots drive during the holidays – Cotton and Blythe volunteered to work with Troy Zeigler on collecting toys this year. Zeigler has organized the toy drive with Toys for Tots for the past several years. Cotton and Blythe will assist Zeigler with getting out the collection bins and getting fliers to promote the drive.
- K. Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Helpingstine said the organizing committee will meet this Friday. She suggested that maybe there could be a collection box for Toys for Tots set up during the party.
- L. University Foundation: Tony Herter** – The next Foundation Board meeting will be on October 12.

M. Parking and Transportation Advisory Committee: Stuart Palmer – Palmer reached out to Office of Parking and Transportation Director Nick Stoff to let him know he was representing the Civil Service Council as representative, but hasn't heard back with any meeting dates. Palmer did contact Assistant Director Mary Jo Kocar to let her know of his appointment.

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

O. Elections (March – April): Jim Anderson, Dean Plumadore, Narry Kim – Blythe told the council that Tammie Beck may not be able to finish her term as a council member representing Group 4 because of work. Her term goes until June 2019. Blythe said that Beck hasn't resigned yet, but he spoke with Plumadore about what options may be available to find a replacement if needed. Dean suggested two options: 1) Send a mass email to all members of Group 4 for a special election 2) Handpick a candidate.

In the event of having to find a replacement, it was generally agreed that a mass email will be sent to Group 4 constituents for a special election. If that doesn't work, then a replacement will be handpicked.

P. SURSMAC: Jean Ann Dargatz – Witzig reported that the next meeting is in October and she will schedule Dargatz to share her report with the council during a November meeting.

Q. Governing Documents: Reviewing Council documents annually to maintain currency – Kim volunteered to serve in this role and review the documents in May unless an earlier need arises.

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: Currently vacant**

Old Business: Plumadore said he is working on updating the list of people who have access to the Civil Service Council shared drive. Currently he, Blythe, Witzig, Hatch, and Kim have user access to the drive. He will add user access for council members Helpingstine as treasurer and Anderson as chair of the Election Committee. Previous users Amanda Smith, Tommy Navickas and Andrea Rediger will be removed from having access. Plumadore also suggested giving all council members read-access to the drive and it was agreed.

Plumadore also asked about registering for the Council of Councils Conference taking place on October 5 at U of I. Blythe said registration opened on August 27 and he would email information to Plumadore.

New business:

Holly Sanford: Dec Cocoa/Cookie bar – Sanford was not present, but will provide a report next time. Blythe explained that Sanford has been talking with A/P Council Member Stephanie Duquenne about the possibility of organizing a Cocoa/Cookie Bar Social in December for all staff members at ISU in a location

such as the Prairie Room in the Bone Student Center. The A/P and Civil Service Councils will try to work together to pay for the food and the room rental.

Hayley Helpingstine: Shopping trip – Both Helpingstine and Blythe were approached separately about the past shopping bus trips to Chicago that was organized by the Civil Service Council, but hadn't occurred during the past few years. Tuttle said she had served on the organizing committee with former council member Carol Pfoff. She said the bus trips were no longer being organized because of the lack of participation. The last bus trip had around 15 people attending. Blythe asked Tuttle to reach out to Pfoff to get information about the bus trips to see if it is something to revive as a future activity. Cotton said he could also check to see if Pfoff has past files that he could pick up and share with the council.

Announcements: An update will be provided on the new strategic plan, *Educate • Connect • Elevate: Illinois State*, at the Oct. 16 council meeting.

Adjournment: The meeting adjourned at 12:50 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, September 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 – Sept. 4, Sept. 18, 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:

September 14, 2018 – University Club Discussion with A/P Council and Civil Service Council Panel.

October 5, 2018 – Council of Councils Conference

October 16, 2018 – Master Plan Update Steering Team focused discussion