

Members Present (box checked):

- |   |  |  |
|---|--|--|
| <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 checked="" 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 type="checkbox"/> Jan Cook     | <input type="checkbox"/> Colette Homan | <input type="checkbox"/> |
| <input 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 12:02 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

- 08/21/18 motion made by Stuart Palmer and second by Dean Plumadore, all in favor.

Chair Comments: Bob Blythe reported

- Esprit De Corps – No update  
Blythe reminded council members about the upcoming A/P and Civil Service Councils Reception taking place at 6 p.m. Thursday, Sept. 13, 2018, at the University Residence and also about the State of the University Address at 2 p.m. Thursday, Sept. 20, 2018, at the Center for Performing Arts Concert Hall.  
  
He also announced that the Provost’s Office is organizing search committees for three positions. Blythe will send an announcement to all civil service staff to see if anyone is interested in being on either of the search committees. From responses received, he will send a list of eight names to the Provost’s Office by Sept. 15 and then two employees will be selected to serve on each committee to represent civil service staff.
- Master Plan Update Steering Team focused discussion – Blythe said due to scheduling changes, the meeting has been rescheduled from the Oct. 16, 2018 Civil Service Council meeting to Oct. 2, 2018.
- 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.
- Meeting with the President 8/28 – Blythe met with President Dietz and heard about the good enrollment numbers ISU experienced this year.

They revisited the idea of bringing back the chili cook-off. Dr. Dietz wasn't opposed to the event, but said there needed to be different ways to fund it. The cost of the chili cook-off in the past was around \$9,000. Blythe reminded everyone that the cost wasn't something that could be evenly split between the Civil Service and A/P councils because the A/P Council didn't have as much funding as the Civil Service Council. The event would need to be something that was divided up between the Civil Service Council and the President's Office. Blythe said he was going to see by word-of-mouth if civil service employees would be willing to buy tickets to attend a chili cook-off. Dana Tuttle mentioned that in the past, the council organized fried chicken lunches on the plaza and staff bought tickets to attend. Amy Witzig thought that if the event had financial support from both the council and the President's Office, then maybe they could sell tickets at a reduced price. Blythe said he would continue to look into whether it would be possible to have a chili cook-off as a paid event.

Blythe's next meeting with the president will be at the end of September.

**Vice Chair Comments:**

1. OpenLine – Witzig asked the council to continue sharing story ideas for the newsletter and suggested more articles based on upcoming events.
2. University Club details – Witzig reminded everyone of the joint CS Council and A/P Council appearance at the Sept. 14, 2018 University Club in the Founders Suite. The social hour is at 3:30 p.m. with the program starting at 4:30 p.m. After the presentation, there will be a Q&A session. Witzig said after a suggestion from the A/P Council, U-Club President Robert Preston will send out a reminder to campus earlier during the week of a U-Club event so it's more than a day or two notice.

**Secretary:**

1. Committee descriptions – Kim reminded the council that the RSVP deadline for the A/P and Civil Service Councils Reception is this Thursday, Sept. 6.

She said almost all the committees are full except they still needed a Team Excellence Committee representative and a chair for the Donut Fundraiser with the A/P Council. She works in the same area as Brent Paterson, who is heading the Team Excellence Committee this year and hadn't heard of them meeting yet so there was still time for any council member to consider this role.

For the Donut Fundraiser, Witzig said after last year's sale, the A/P Council suggested having the sale during the spring semester instead of fall. Witzig said she would reach out to the A/P Council to see if waiting to have the sale in the spring is still preferable.

Plumadore asked Kim to send him any committee member updates so he can update the Civil Service committees webpage: <https://cscouncil.illinoisstate.edu/about/committees.php>.

**Treasurer:**

1. Monthly report of accounts – Hayley Helpingstine said the balances remained the same as the last meeting with no new updates. Dana Tuttle asked if Helpingstine could provide handouts with budget updates at future council meetings. Helpingstine agreed and Witzig said she would share past examples of budget reports for Helpingstine to use to format her reports.

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

**EAC:** Rick Marr – Not present.

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

**Special Committee Reports:**

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – Witzig said a few prizes have been collected already and she will provide Plumadore a current list to put on the raffle webpage:  
<https://cscouncil.illinoisstate.edu/activities/fundraisers/raffle.php>.

Witzig said she needed to pick up the raffle permit. Plumadore made a motion to approve the purchase of up to \$10 for the raffle permit, and it was second by Palmer, all in favor. Witzig is planning to hand out raffle tickets for council members to sell by the end of the month. She said they will need volunteers to sell tickets during the Faculty/Staff Appreciation Luncheon on Oct. 11, 2018, at Horton Field House and she'll pass out a sign-up sheet. She will also follow up with Julie Barnhill, who is coordinating the luncheon, about including ticket sales in the invitation flyers and email relays. Blythe also suggested including a story about buying raffle tickets in the OpenLine.

- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – No report. Helpingstine said she would check last year's budget to see what was spent for Homecoming.
- C. Scholarships (July-Aug): Chris Roberts** – Roberts said the committee met and went over the scholarship applications they received. Roberts said the committee will meet next week to make a final listing.

He reported that the number of Carl Johanson Scholarship applicants went from seven to three because four of the applicants weren't officially enrolled at ISU yet. Roberts also said that there were four applicants for the scholarship for non-ISU students and asked if it were possible for the council to spend the \$2,000 to select them all. Helpingstine confirmed that the Civil Service Council GR account had \$7,000. Blythe also mentioned that there was some money held in a Foundation account for a "mystery scholarship" but he didn't know really for what purpose the money was intended. Helpingstine said she would ask Jill Jones of the ISU Foundation about the account. As to the four applicants for the scholarship for non-ISU students, Blythe said we could only select the applicants who meet the criteria for the scholarship.

- D. Discount Listings: Amy Witzig** – Witzig said there were no new additions for the discounts listing page. Plumadore is working with Web Support to create a cross listing link for the Civil Service Council website and the A/P Council website. He said whatever Web Support comes up with, they will try it on the Civil Service Council website first, then ask the A/P Council to add it to their website.
- E. Academic Senate: Chris Roberts** – Roberts said the Academic Senate had their first meeting of the academic year on August 29, 2018. They voted on subcommittees and heard from Larry Alferink who spoke at length about the ISU Annuitants Association. They also received chair comments from Susan Kalter who reported that this year, ISU has the 2<sup>nd</sup> largest incoming freshman class. She also said that work was still being done to get an engineering program set up through the Physics Department.

- F. **Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No Report.
- G. **Campus Communications Committee: Bob Blythe** – No Report.
- H. **Donut Fundraiser:** – Currently vacant. The fundraiser may take place during the spring semester instead. Witzig will contact the A/P Council to confirm.
- I. **Awards (Fall): Narry Kim** – Kim is still waiting on the proof for the awards nomination postcard and will follow up with UMC to get it.
- J. **Fall Drive: Tom Cotton, Bob Blythe** – Cotton confirmed they will be working with Troy Zeigler again on collecting toys for Toys for Tots. He said Zeigler will have plastic bags in addition to bins so if the bins get full, the toys can be placed in the bag to leave room for more toys in the bin. The toys will be picked up on Dec. 7. Sanford will work on the promotional flyer to post in campus buildings. Blythe said a story also needed to be included in the OpenLine.
- K. **Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – The committee met last week. Kim said everything is lined up and the only update was representation from the A/P Council. Stephanie Duquenne will continue to represent the A/P council on the planning committee, but Megan McCann also joined because she will serve as the A/P council representative next year when Duquenne’s term is up.
- L. **University Foundation: Tony Herter** – Herter will meet with Vice President of University Advancement Pat Vickerman this Thursday and then also attend the Foundation Board Reception on Friday, Sept. 7. 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** – Blythe told the council that Tammie Beck will not be able to finish her term for Group 4 that ends in June so they will need to replace her. Plumadore said he will send an email to all civil service employees in Group 4 to seek nominations for Beck’s seat. The nomination period will be for 10 days after the email is sent.
- 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: Currently vacant**

**Old Business:** Shopping Trip – Tuttle said documents on past bus trips were saved by Carol Pfoff on a jump drive and show that over time, interest in the bus trips went down. They went from filling two buses for the trip, to being unable to fill one bus. Blythe said if anyone wanted to look into reviving the bus trips, he wouldn't oppose it. Tuttle suggested seeing if other groups organize bus trips and then direct anyone who is interested to the group that organizes bus trips.

**New business:**

Holly Sanford: December Cocoa/Cookie bar – Sanford explained she was working with Duquette of the A/P Council on organizing a cocoa/cookie bar as an opportunity for fellowship similar to the Faculty/Staff Appreciation Luncheon. The idea is to have the event scheduled at the Bone Student Center in December. Witzig suggested with December being a short month, it might be better to have the event in January instead. Sanford said she would gather more information and look into the costs too.

Hayley Helpingstine: She asked Blythe if he heard about any future raises during his meeting with President Dietz. Blythe replied that the president hadn't referred to raises yet, but he asked Helpingstine to please send him an email as a reminder to him to mention it to President Dietz at their next meeting.

**Announcements:** The date of the Master Plan Update Steering Team focused discussion changed from Oct. 16, 2018 to Oct. 2.

**Adjournment:** The meeting adjourned at 12:51 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, September 18, 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** – 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 2, 2018 – Master Plan Update Steering Team focused discussion

October 5, 2018 – Council of Councils Conference