

Members Present (box checked):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Jim Anderson  | <input checked="" type="checkbox"/> Jean Darnall   | <input checked="" type="checkbox"/> Hayley Helpingstine |
| <input checked="" type="checkbox"/> Amy Witzig    | <input checked="" type="checkbox"/> Narry Kim      | <input checked="" type="checkbox"/> Tammie Beck         |
| <input checked="" type="checkbox"/> Chris Roberts | <input type="checkbox"/> Patti Hoit                | <input type="checkbox"/> Tom Cotton                     |
| <input checked="" type="checkbox"/> Bob Blythe    | <input checked="" type="checkbox"/> Shayla Dennis  |   |
| <input checked="" type="checkbox"/> Dana Tuttle   | <input checked="" type="checkbox"/> Stuart Palmer  |   |
| <input checked="" type="checkbox"/> Holly Sanford | <input checked="" type="checkbox"/> Dean Plumadore |   |

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Colette Homan  | <input type="checkbox"/> Rick Marr           | <input type="checkbox"/> Andrea Rediger |
| <input type="checkbox"/> Tommy Navickas | <input checked="" type="checkbox"/> Jan Cook | <input type="checkbox"/> Guest          |

Bob Blythe, Council Chairperson of the 2017-2018 academic year, called the meeting to order at 12:02 p.m., in the Spotlight Room, Bone Student Center.

**Approval of Minutes:** A motion was made for the approval of the September 5, 2017 minutes. The motion was made by Jean Darnall and second by Stuart Palmer, all in favor.

**Chair Comments:** Bob Blythe talked about homecoming and that through emails, the idea of candy for the parade and a promotional product for giveaway at other events was discussed and Holly will report more with her homecoming update.

Bob reminded all Council members of the reception at the President’s residence on Thursday, September 28 at 6:00 pm.

Bob announced that an Educating Illinois guest will speak at our October 3, 2017 meeting. We will again have a speaker at the December 19, 2017 meeting in which we will need full attendance in order to vote.

Bob received an email from Maureen Peel regarding a letter SUAA would like us to include in the OpenLine. Bob will consult with Colette Homan on whether this is permissible or not.

**Vice Chair Comments:** Jean Darnall- Not present

- A. **Open Line:** Narry Kim let everyone know that the OpenLine will be coming out soon. Reminded committees that there will be another OpenLine coming out second week in October and for committees to forward any information you may have for the OpenLine to Tommy or Andrea Rediger as soon as possible.

**Secretary:** Amy Witzig reported that Hope Fine, A/P Council asked Civil Service Council to move the Krispy Kreme sale to Tuesday, October 31 with an order deadline of Tuesday, October 24. All members were in favor and Patti Hoit will be the contact when she returns.

**Treasurer:** Patti Hoit not present.

**Human Resources-** Colette Homan not present.

**EAC-** Rick Marr – Not present.

**Annuitants** – Jan Cook provided handouts on what we do/don't know about the state's new hybrid pension plan.

**Committee tracking:** Bob Blythe asked all members to complete committee description forms in order for the Council to have a complete history of how events/committees are run. The form includes committee name, purpose, planning details, contacts, etc. Amy Witzig provided forms at the meeting and will email electronic versions after the meeting. After the committee/event is complete, these forms will be scanned and uploaded to the Civil Service server for future use.

**Special Committee Reports:** (bolded committees were discussed)

- A. **Awards:** Narry Kim reported that the award nomination deadline has officially been moved to November 17, 2017. A/P Council, Team Excellence, and CS Council will share in the cost of the printing and postage. The total is \$520.40 split three ways (\$173.46 each). The postcards will be printed and mailed on October 6, 2017. A story about the awards will be included in the soon to go out OpenLine. Dean Plumadore updated the website with the November 17 deadline. Narry asked for approval to spend \$173.46. Tammie Beck made a motion and Amy Witzig second the motion, all in favor. (Correction: this amount should be considered an estimate, further action may be needed.)
- B. Governing Documents: Dana Tuttle
- C. Elections(March-May): Jim Anderson
- D. Legislative: Dean Plumadore
- E. **Marketing:** Holly Sanford shared the idea of getting promotional soft-sided lunch boxes with the CS logo and web address. The purpose of these items is to spread the word about Civil Service and drive people to our website. These will be a give-away, first at the Faculty/Staff Appreciation Luncheon and any remaining at other CS events. Holly asked for approval to spend up to \$1500 on this promotional item as well as signs for Homecoming Parade (see below). Dean Plumadore made a motion and Jean Darnall second the motion, all in favor.
- F. Listserv Manager: Dean Plumadore
- G. **Scholarships** (July-Aug): Amy Witzig reported that she anticipates all confirmations of award recipients being completed soon and plans to announce winners at the next CS Council meeting.
- H. Webmaster: Dean Plumadore
- I. **Homecoming:** Holly Sanford shared the promotional information above as well as reported on the signs she looked into for Civil Service workers to carry at the parade. Both items (mentioned above) will be purchased up to \$1500. Bob Blythe also requested that a motion be made to spend up to \$275 for parade candy. Tammie Beck made a motion and Jean Darnall second, all in favor.
- J. **Raffle:** Amy Witzig asked members to be thinking about prize donations and more information will come at the next meeting. The solicitation letter will be emailed to each member after the meeting.
- K. **Fall Drive:** Tom Cotton was absent but Bob Blythe will get in touch with Tom who will be in contact with Troy Ziegler regarding the Toys for Tots campaign.
- L. Spring Drive: Hayley Helpingstine
- M. Discount Listings: Amy Witzig - no report.
- N. Academic Senate: Patti Hoit not present.
- O. **Campus Communication Committee:** Bob Blythe – no report.
- P. **Children's Holiday Party:** Holly Sanford, Narry Kim – Bob Blythe and Amy Witzig asked that a save-the-date blurb be included in the October OpenLine.

- Q. **University Foundation:** Shayla Dennis announced that Saturday, September 16 was the kick off for the Redbird Rising Campaign, with the goal to raise \$150 million.
- R. Parking and Transportation Advisory: Jean Darnall
- S. Sick Leave Bank Appeals: Jim Anderson
- T. SURSMAC representative: Jean Ann Dargatz
- U. **Team Excellence:** Dana Tuttle had no report, as mentioned with awards; deadline for Team Excellence will be November 17, 2017.
- V. **Educating Illinois:** Dean Plumadore reported that there will be open forums for all to attend to get more information on Educating Illinois.

**Old Business:** None

**New business:** None

**Adjournment:**

The meeting adjourned at 1:07 p.m., a motion from Jean Darnall and a second from Dean Plumadore.

Respectfully submitted,  
Amy Witzig

**Next Meeting**

Tuesday, October 3, 2017, at noon in the Spotlight room, BSC.

**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:**

**2017 Dates** – Oct 3, Oct 17, Nov 7, Nov 21, Dec 5, Dec 19, Jan 2, Jan 16, Feb 6, Feb 20, Mar 6, Mar 20, Apr 3, Apr 17, May 1, May 15, Jun 5, Jun 19,

**Upcoming CSC Important Dates:**

- **Monday, October 2, last day to submit October information for OpenLine.**
- Homecoming week of October 16-22, 2017.
- Deadline for Krispy Kreme donut orders October 24, 2017 for an October 31, 2017 delivery.
- Krispy Kreme donut delivery October 31, 2017.
- Children's Holiday Party, December 1, 2017.
- CS Scholarship Raffle, December 5, 2017.