

Members Present (box checked):

- | | | |
|---|--|--|
| <input type="checkbox"/> Jim Anderson | <input checked="" type="checkbox"/> Brooke Hermanowicz | <input checked="" type="checkbox"/> Dean Plumadore |
| <input checked="" 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 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"/> Rachel Hatch | <input type="checkbox"/> 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. 10/16/18 motion made to approve minutes by Stuart Palmer and second by Chris Roberts, all in favor.

Chair Comments: Bob Blythe reported

1. Welcome back Tammie Beck – Beck rejoined the Civil Service Council as a representative for Group 4 after her work schedule changed.
2. The meeting with the President took place on October 30, 2018. – They discussed the updating of the A/P and Civil Service classifications and how it’s an ongoing process.

Vice Chair Comments: Amy Witzig reported

OpenLine: Rachel Hatch, Editor / Narry Kim, Proofing – Witzig reminded everyone of the article deadline for next month’s newsletter as the 25th of the month. She said the next newsletter will include the Tip of the Hat, the Years of Service, and also the following stories: Scholarship winners, Children’s Holiday Party, Toys for Tots, Raffle, and the next A/P Social.

Secretary: Narry Kim reported

Kim ordered Civil Service Council nametags for all the council members who joined last year and this year. She should have them in the next week and will bring them to the next meeting.

Treasurer: Hayley Helpingstine reported

On behalf of the council, Helpingstine purchased two \$100 gift cards as prizes for the raffle. She has also sent out all of the scholarship checks.

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** – Beck reported that she made a request to AFSME for a \$100 donation of a gift card for our Civil Service Scholarship raffle prize and she is awaiting a response. Witzig said they hope to have a total of five \$100 gift cards from the unions. She said the prize list is looking good and urged council members to focus on selling raffle tickets as a priority to soliciting prizes. Witzig reiterated that the fundraising goal for the raffle is \$1,300. She added that Sue Rovens of Milner Library volunteered to sell raffle tickets at the library and was very successful.

- B. Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – Not active

- C. Scholarships (July-Aug): Chris Roberts** – Not active

- D. Discount Listings: Amy Witzig** – Witzig said that Dean Plumadore updated the webpage by adding some new discounts and adjusting others that were already listed.

- E. Academic Senate: Chris Roberts** – Palmer attended the meeting on Oct. 10, 2018 in Roberts place. He reported that the Planning and Finance Committee finalized their list of goals they wanted to complete this year. He also said that resurfacing work will be done on the roads around campus over the summer as well as a pedestrian safety crosswalk evaluation too.

Roberts attended the meeting on Oct. 24, 2018 and said there was a faculty caucus so the main body of the Academic Senate meeting was cancelled. He reported that the Planning and Finance Committee still met and talked about gathering data on the number of underrepresented students on campus and what scholarships and resources are available to them. He said they were going to invite Jana Albrecht, associate vice president of Enrollment Management to a future meeting to discuss the needs of underrepresented students. The next Academic Senate meeting will be on Nov. 7, 2018.

- F. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – Plumadore said the next meeting will be on Nov. 12, 2018.

- G. Campus Communications Committee: Bob Blythe, Amy Witzig.** – Blythe said the next meeting will be in February.

- H. Donut Fundraiser:** – Tabled until next semester.

- I. Awards (Fall): Narry Kim** – Kim reported receiving three nominations so far for the Civil Service Distinguished Service Awards. A fourth nomination was incomplete so Kim contacted the nominator, but hasn't heard back. The deadline for nominations is this Friday, Nov. 9. She will schedule a meeting with the awards committee to go over the nominations and make selections in the next week or two depending on everyone's availability.

For a future discussion after this year's award selections are completed, Kim asked if the council would consider removing the criteria of the Distinguished Service Award that allows a person to be nominated again seven years after winning the award. It came to Kim's attention after a supervisor

was asking about nominating a person who Kim knew had already won in 2003. After Kim confirmed that it was acceptable according to the awards criteria on the Civil Service Council website, Kim responded to the supervisor's question, but when Kim also informed her that the person had won before, the supervisor changed her mind because she felt such an honor should only be bestowed on an employee once so other people have the chance to win too. Kim wanted to see if the rest of the council agreed and what they would need to do to change that part of the awards. Blythe said the council could discuss it at a later date after the awards for this year.

J. Fall Drive: Tom Cotton, Bob Blythe – Witzig will follow up with Dana Tuttle on the revised flyer for this year's Toys for Tots drive and with Rachel Hatch about the details for the drive that will be in the article for the OpenLine. Cotton said that Troy Zeigler, an ISU employee who organizes the Toys for Tots drive on campus, has the collection tubs. Blythe said he would ask Zeigler when the collection boxes will be set out on campus and toys can start being collected.

K. Children's Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine – Kim reported that the A/P Council approved going with a different vendor for the bounce houses and paying the additional cost. The new vendor is Fun on the Run based out of Peoria and the fee for the rental, set-up and tear-down for four bounce houses is \$600, which is \$60 more than what the A/P Council paid the previous vendor, All About Fun. The A/P Council understood that Fun on the Run was traveling from a greater distance so the higher amount was acceptable.

Kim said registration for the party opened on Nov. 1 and as of 11:15 a.m. this day, there were 431 kids signed up for the party. The next email relay for the party will go out on Nov. 15 and there will also be articles in the ISU Report and the OpenLine. She reminded the council that the online volunteer sign-up sheet that she sent to everyone is still open with several slots that need to be filled, especially for the coat check, Santa line, and the face painter lines.

L. University Foundation: Tony Herter – No report.

M. Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter – Palmer said the first meeting of the semester has been scheduled for 2 p.m. on Dec. 7, 2018.

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

O. Elections (March – April): Jim Anderson, Dean Plumadore, Narry Kim – Blythe said the election to replace Tammie Beck has been tabled since she had returned and will finish her term as council member.

P. SURSMAC: Jean Ann Dargatz – Not present. Witzig said she will reach out to Dargatz about providing a report at the council meeting in January 2019.

Q. Governing Documents: No Report

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: Dana Tuttle

Old Business: Cleaning up website, specifically old meeting minutes – Plumadore reported that he had been working with University Archivist April Anderson-Zorn and she now has 12 years of past Civil Service Council meeting minutes in the archives that were originally posted on the council website. He wanted to give kudos to past Civil Service Council Chair Amanda Smith for getting the files to Plumadore so he could send them to Anderson-Zorn. Plumadore also asked Kim to save future minutes following a new naming format and when sending the approved minutes to him to post on the web and also send to Anderson-Zorn to include in the archives too.

Plumadore also said that he took photos at the Council of Councils Conference and they are available to view on the shared drive in the Council of Councils folder. Witzig said she would ask Hatch about writing a story about the Council of Councils Conference in the OpenLine.

New business: Cotton shared that a colleague had asked him about why he was unable to access his timecards and paystubs online from home. Plumadore said that for security reasons, employees who wanted to access such information from home would need to download VPN software on their computers. He said the ISU Help Desk would be able to guide the colleague through the process.

Announcements: Veterans day observance information – Blythe shared the following details: Illinois State University will hold its annual Veterans Day Ceremony from noon-1 p.m. on Friday, November 9, in the Bone Student Center's Prairie Room North. Veterans can pick up commemorative yellow ribbons from 9-11 a.m. Friday at Veterans and Military Services and at the entrance to the Prairie Room prior to the ceremony.

Adjournment: The meeting adjourned at 12:41 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, November 20, 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 – 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:

November 20, 2018 – Vice President of Student Affairs Levester “LJ” Johnson will visit the council
December 4, 2018 – Raffle Drawing
December 7, 2018 – ISU Children’s Holiday Party
January 15, 2019 – Jean Ann Dargatz will provide SURSMAC update