

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 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 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 checked="" type="checkbox"/> Colette Homan |
| <input type="checkbox"/> Rachel Hatch | <input checked="" type="checkbox"/> Rick Marr |

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:04 p.m., in the Spotlight Room, Bone Student Center.

Approval of Minutes: Motion made to approve minutes

1. 11/20/18 motion made to approve minutes as corrected by Stuart Palmer and second by Chris Roberts, all in favor.

Chair Comments: Bob Blythe

1. Raffle drawings, other business time permitting – The prize drawing for this year’s Civil Service Council Raffle took place during the first part of the meeting.

Vice Chair Comments: Amy Witzig – No report

Secretary: Narry Kim reported

She reminded everyone about the Dec. 9 Holiday Open House taking place from 5 to 7 p.m. at the University Residence.

Treasurer: Hayley Helpingstine – No report

Human Resources: Colette Homan – No report.

EAC: Rick Marr – No report.

Annuitants: Jan Cook – Not present.

Special Committee Reports:

- A. Raffle: Amy Witzig, Brooke Hermanowicz** – For the prizes that were drawn for this year’s raffle, council members took the prizes they could deliver to the colleagues they knew and/or worked with nearby. For all the other prizes, Witzig will contact each prize winner and arrange for pick up by Jan. 15, 2019. Plumadore updated the prize list on the raffle website with each prize winner as they were being drawn. Witzig also had notecards available for any council member who had solicited prizes and wanted to send a thank you note to the donor.

- B. Discount Listings: Amy Witzig** – No report.
- C. Academic Senate: Chris Roberts** – Roberts said the Academic Senate would meet this week and he would provide a report at the next Civil Service Council meeting.
- D. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – No Report.
- E. Campus Communications Committee: Bob Blythe, Amy Witzig.** – No report.
- F. Awards (Fall): Narry Kim** – Kim has notified all four winners of the Civil Service Distinguished Service Award and they have all accepted. She also emailed the colleagues who nominated the winners and sent an email out to the colleague whose nominee was not selected.

The Council then held a vote to select the next Esprit de Corps Award winner. Kim will notify the winner too. Once the Esprit de Corps Award winner accepts, Kim will send the list of all Civil Service award winners to Colette Homan so she can order the award plaques and Julie Barnhill, the director of Presidential and Trustee Events, by Dec. 15 to be included in Founders Day. Kim will also ask each award winner to provide a 350-write up to submit to Barnhill by Dec. 21 to be included in the Founders Day program.

- G. Fall Drive: Tom Cotton, Bob Blythe** – Helpingstine and her student worker will set up a Toys for Tots collection box at the Children’s Holiday Party this Friday.
- H. Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Kim reported that as of today, there were 773 kids registered for the party. Volunteer shifts have been filling, but there is room for anyone else who is interested in volunteering. If anyone wants to volunteer, Kim asked them to please let her know. They could still use more volunteers for the second shift of coat check.
- I. University Foundation: Tony Herter** – No report.
- J. Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter** – No report.
- K. Sick Leave Bank Appeals: Jim Anderson** – No report.
- L. SURSMAC: Jean Ann Dargatz** – Not present.
- M. Governing Documents:** No Report
- N. Team Excellence: Dana Tuttle** – Tuttle said the Team Excellence committee met and they had some good submissions to consider. The committee selected one first place winner and two honorable mentions.

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. Homecoming (Fall): Holly Sanford, Hayley Helpingstine
- G. Scholarships (July-Aug): Chris Roberts, Tom Cotton, Stuart Palmer, Rick Marr, Lois Soeldner
- H. Elections (March – April) Jim Anderson, Dean Plumadore, Narry Kim
- I. Donut Fundraiser: Working with the AP Council to sell Krispy Kreme donuts as a fundraiser for the Civil Service Scholarships

Old Business: None

New business: Helpingstine said for all of this year’s Civil Service Council scholarship winners, she was going to send each of them an email to wish them good luck during finals.

Announcements: None

Adjournment: The meeting adjourned at 12:57 p.m. with a motion from Palmer and a second from Plumadore.

Respectfully submitted,
Narry Kim

Next Meeting

Tuesday, December 18, 2018, at noon in the Third Floor East Lounge, 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 – 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:

December 7, 2018 – ISU Children’s Holiday Party

December 9, 2018 – President’s Holiday Open House

January 15, 2019 – Jean Ann Dargatz will provide SURSMAC update