

**Members Present (box checked):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Jim Anderson                   | <input type="checkbox"/> Brooke Hermanowicz       | <input 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 type="checkbox"/> Judi Khalilallah         | <input checked="" type="checkbox"/> Holly Sanford |
| <input 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"/> Rachel Hatch | <input type="checkbox"/> Rick Marr     |

Bob Blythe, Council Chairperson of the 2018-2019 academic year, called the meeting to order at 12:02 p.m., in the Third Floor East Lounge, Bone Student Center.

**Approval of Minutes:** Motion made to approve minutes

- 12/4/18 motion made to approve minutes by Stuart Palmer and second by Chris Roberts, all in favor.

**Chair Comments:** Bob Blythe

- On campus interviews for the associate VP for finance and comptroller position will be Jan 15, 16, and 17, 2019. There will be three candidates, with likely late morning sessions. Blythe said specific times hadn't been set yet, but once they are, he will let the council know. He asked to let him know if anyone on the council wanted to attend the interviews.
- Meeting with President Larry Dietz on Dec. 18 at 1 p.m. after today's council meeting.

**Vice Chair Comments:** Amy Witzig reported

- OpenLine: Rachel Hatch, Editor/Narry Kim, Proofing – Witzig said anyone with additional information for the wrap-up stories on the Civil Service Council raffle, Children's Holiday Party, and Toys for Tots can send it to Hatch. Other items that will be included for the combined December/January OpenLine going out on Jan. 21, 2019: Tip of the Hat, Years of Service, Founders Day, Taste of Redbirds, and SURSMAC. Depending on when these events occur, there may also be articles on the donut fundraiser with the A/P Council and the Spring Drive.

**Secretary:** Narry Kim reported

- Kim said most of the Civil Service Council meetings set for the spring semester were scheduled to be in the Third Floor East Lounge of the Bone Student Center based on the availability she received in July. However, the Spotlight Room opened up for some of the days the council needed for meetings and Mary Bahan of EMDH went ahead and moved the meetings back to the Spotlight Room when available, but leaving the other meetings in the Third Floor East Lounge. Kim said she and Blythe would make sure to remind everyone where the meetings are located.

**Treasurer:** Hayley Helpingstine

- Monthly report of accounts – Helpingstine reported the following amounts are in the Civil Service Council accounts: Account "A" Shares - \$92.76 and Account "X" Operating - \$8043.21. Helpingstine

noted that the Operating balance is currently \$8043.21 but when you subtract the outstanding checks that have not cleared, the adjusted balance would be \$7,381.85.

2. The following payments for the Children's Holiday Party have been made: \$150 donation to Gamma Phi Circus for their time in providing a free performance; \$275 to David Harris for playing Santa; and \$226.36 to reimburse Michael Vetere for crafts supplies. Kim will share the bill for Horton Field House when she receives it so it can be paid three ways between the A/P Council, Civil Service Council, and Presidential and Trustee Events.
3. Helpingstine said for the second installment of payments to scholarship winners, she will send out to the student after the 10<sup>th</sup> day of the 2nd semester to make sure the students are continuing to attend classes.

**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 reported that minus the purchase of the grand prize of the \$500 gift card, the raffle raised \$1,585 for the scholarship fund, which surpassed the \$1,300 goal. She credited last-minute sales for pushing the total past goal saying that on the day of the raffle, they collected \$912 in ticket sales from fellow council members. Witzig thanked everyone for their assistance and for pushing sales until the end of this year's raffle. She also said all raffle prizes have been delivered to or picked up by the winners.

Beck asked about adding the free ISU parking pass back to the prize list for next year because that was also a popular prize that drew a lot of ticket buyers. Witzig said that the permit had been purchased in the past by the VP for Finance and Planning office and donated to the raffle, but with personnel change-over, the donation hadn't been made in recent years. Blythe said the raffle committee could revisit the parking pass as raffle prize next year.

- B. Discount Listings: Amy Witzig** – No report.
- C. Academic Senate: Chris Roberts** – Roberts reported the Academic Senate meeting on Dec. 5 included a presentation by the Textbook Affordability Committee that is trying to find ways to save students more money on textbooks. He said the committee is in talks with the Barnes & Noble Bookstore in the Bone Student Center and the Alamo II about possible options. Roberts also said Associate Vice President of Enrollment Management Jana Albrecht gave a presentation about figuring out a way to have more scholarships available for students. He said her presentation was cut short because the meeting was running out of time so Albrecht will return to conclude her presentation.
- D. Educate • Connect • Elevate: Illinois State: Dean Plumadore** – On behalf of Plumadore, Blythe said Plumadore met with the committee and they are working on ways to sort out details on how the strategic plan can be applied to individual units.
- E. Campus Communications Committee: Bob Blythe, Amy Witzig.** – No report.

- F. Awards (Fall): Narry Kim** – Kim has notified the winner of the Esprit de Corps Award and he has accepted. Kim sent 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, to be included in Founders Day. Kim also asked 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** – Troy Zeigler picked up the toys from all the drop boxes on Monday, Dec. 17.
- H. Children’s Holiday Party (Fall-Dec) Holly Sanford, Hayley Helpingstine** – Kim reported that the party went well and things worked out with the new bounce house vendor, Fun on the Run.

The only minor setback was the room reservation. Kim had reserved Horton Field House for both the Gamma Phi Circus dress rehearsal on Thursday, Dec. 6 from 6 to 11 p.m. and then for the party on Dec. 7 from 2 to 9 p.m. However, the ISU Track Team came to Horton to practice from 3 to 5 p.m. so Gamma Phi couldn’t start getting the show ready until 5 p.m. Everything turned out fine because the circus director Marcus Alouan said that since they had the dress rehearsal the night before, all their equipment was already in the building so it wouldn’t take them very long to get ready. The show started at 6:15 p.m., which gave time for the bleachers to fill and more guests to check in to the party. Santa began visiting with the kids right at 6 p.m. For next year, Kim will talk to Athletics about scheduling Horton and will ask both councils again about reserving Horton the night before the party for Gamma Phi Circus to rehearse. Both Alouan and Circus Assistant Director Ivan Stoinev said the dress rehearsal time really helped.

Some suggestions to consider for next year’s party:

Tuttle, Beck, Helpingstine worked at coat check during the party and they suggested having more space for the coat racks and to have a more organized ticketing procedure so the right tickets are with the right coats and can be returned to the owners more smoothly.

Blythe asked that the Toys for Tots collection box at the party be included in all the promotion for the party including the flyers and email relays.

Sanford and Blythe observed that more kids were playing with and moving the ropes along the Santa line. Blythe said it would be better if there was a sturdier barrier along the entire line so they couldn’t be moved and no one would be able to cut through the line. Kim said she will note all the helpful suggestions and bring them up with the party committee next year.

- I. University Foundation: Tony Herter** – No report.
- J. Parking and Transportation Advisory Committee: Stuart Palmer, Tony Herter** – Palmer reported from the recent committee meeting: The resurfacing of lots G53 and G85 was completed; the digital metering system at the Alamo II parking lot has had a positive response so it will be expanded to other metered lots on campus; the partnership with Connect Transit will continue because many students utilize the service; and Palmer reminded everyone of the email that was sent out recently informing the campus that the Office of Parking and Transportation will now handle rental fleet services and garage operations. Starting on January 2, 2019, key pickup for fleet vehicles will no longer be in the Carter Harris building but rather in The Office of Parking and Transportation at 709 N. Main St.

**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 was finished for this year after selecting the winners at the last meeting.

**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:** None

**Announcements:** Jean Ann Dargatz will be attending January 15, 2019 meeting to present SURSMAC update.

**Adjournment:** The meeting adjourned at 12:34 p.m. with a motion from Palmer and a second from Beck.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, January 15, 2019, 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:**

**2019 Dates** – 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:**

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

January 15, 16, and 17, 2019 – Campus interviews for three finalists for the Associate VP for Finance and Comptroller position