

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 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 checked="" type="checkbox"/> Jan Cook | <input checked="" 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

- 07/17/18 motion made by Tom Cotton and 2<sup>nd</sup> by Stuart Palmer, all in favor.

Chair Comments: Bob Blythe reported

- The Council of Councils conference – The next one will be on October 5, 2018 at the U of I in Urbana-Champaign with the Friday conference taking place at the I Hotel and Conference Center and there will also be a welcome reception on Thursday, October 4, 2018, at the Electrical and Computer Engineering Building. Currently, only executive officers can register, but registration will be open to all Civil Service Council members as of August 27. Currently, Bob Blythe, Hayley Helpingstine, and Amy Witzig have signed up. Blythe encouraged everyone to attend.

Blythe said there is no charge for the conference, but attendees have to pay for hotel and transportation. With the event being in Champaign, Blythe thought it would be close enough for council members to attend without having to book hotel rooms. Helpingstine said if several council members are attending, it would be beneficial if everyone rode together in a rented ISU fleet vehicle: The cost is \$57 for a car and \$58 for a van per day. Blythe said once it is clear how many council members will be attending, a motion will be requested for the council to approve expenses.

Colette Homan mentioned that unless a supervisor approves release time to go to the conference, civil service employees would need to use vacation or COMP time to attend.

- University Club – The CS Council and A/P Council will present a panel discussion in September. Blythe said he and Amy Witzig will meet with A/P Council chair Ron Gifford this month to share ideas on questions and topics to discuss at the University Club. Blythe said they will need volunteers from both the CS Council and A/P Council to be on the panel.

3. Esprit De Corps – Blythe asked that council members start thinking about selecting nominees for the award. Nominees should be individuals who have gone above and beyond to assist the Civil Service Council. Witzig asked to council to give all suggested names to Narry Kim who will keep a list and later the council members will vote to select one winner. Kim will also include individuals who were nominated last year to include on the list for this year.
4. Uptown Normal Post Office Temp Relocation – Brent Paterson, chief of staff for President Larry Dietz, had contacted Blythe, Witzig, and other representatives of shared governance on campus to let them know that because of renovations being planned for the Uptown Normal Post Office, the post office will be relocated for 18 months, possibly to the Landmark Plaza on College Avenue. The temporary location hasn't been confirmed yet, but Paterson was reaching out to get feedback to share with the Town of Normal about the move. Blythe said that Witzig emailed a response to Paterson on behalf of the CS Council indicating that many ISU employees and students utilize the Uptown Normal Post office and they would miss their convenient services if it was relocated further away from campus. She also expressed concern and hope that if the post office moved, that it would return back to a closer location.

**Vice Chair Comments:**

OpenLine – Witzig will serve as the OpenLine liaison, with Kim remaining as proofreader and Rachel Hatch as the editor. The article deadline will still be the 25<sup>th</sup> of the month and Witzig asked that all submissions be sent to the newsletter's email address at [CSCOpenLine@IllinoisState.edu](mailto:CSCOpenLine@IllinoisState.edu).

1. Additional University Club details – Witzig reiterated that she and Blythe will meet with A/P Chair Ron Gifford on August 16 to discuss ideas for questions and topics for the joint CS Council and A/P Council appearance at the Sept. 14 University Club. For each University Club, there is a social hour at 3:30 p.m. with the program starting at 4:30 p.m. Witzig is hoping that at the August 16 planning meeting, they will be able to finalize discussion questions, and select a moderator and three CS Council members and three A/P Council members to serve on the discussion panel. Witzig encouraged all to attend and she will send an Outlook proposal so it gets on everyone's calendars. She added if anyone had any more discussion questions to add, to please email them to her.

**Secretary:**

1. Committee descriptions – Kim will send out the committee descriptions for the currently inactive committees to all council members so they can decide which committee they would like to join.

**Treasurer:**

- A. Monthly report of accounts – Helpingstine shared the current balances in the following accounts the Civil Service Council has at the ISU Credit Union: Account "A" Shares - \$92.72; Account "B" Savings – \$0.00 Balance; and Account "X" Operating - \$7,218.21. She will check on the status of the Foundation account and the Agency account.

**Human Resources:** Colette Homan – Derek Story informed Homan that if anyone goes through the My Illinois State website (<https://my.illinoisstate.edu/>) to access iPeople, to be aware that the page will have a new look starting Wednesday, August 8.

**EAC:** Rick Marr – Not present.

**Annuitants:** Jan Cook – No Report.

**Special Committee Reports:**

- A. **Raffle: Amy Witzig, Brooke Hermanowicz** – Witzig said they will start soliciting raffle prizes in August and September. She encouraged all council members help solicit prizes. She and Hermanowicz will update the letter to solicit prizes so council members can use it too. Witzig said the grand prize will be a \$500 gift card. Witzig suggested council members look at the prize list from last year to get ideas on who to contact to solicit prizes. Dean Plumadore added that last year's list of prizes and winners is still on the Civil Service Council website under the Activities tab at the top, then go to the Fundraisers page and click on "Scholarship Raffle" (<https://cscouncil.illinoisstate.edu/activities/fundraisers/raffle.php>.)

Witzig said raffle tickets will be sold during the Faculty/Staff Appreciation Luncheon and Kim said she would request the table for the event. Witzig said they will give out the lunch bags that were left over from last year and anything still remaining after the luncheon will be given away during the ISU Homecoming Parade.

Blythe explained for new council members that the prize drawing takes place on the first Tuesday in December and all proceeds go toward the scholarships awarded to non-ISU students.

- B. **Homecoming (Fall): Holly Sanford, Hayley Helpingstine** – Sanford is working with Stephanie Duquette of the A/P Council on Homecoming planning. They have discussed ideas surrounding the ISU Homecoming Parade such as marching together in the parade, splitting the cost of candy, purchasing new car magnet signs with a joint message saying "A/P Council and Civil Service Council working together" and, also possibly ordering T-shirts with a special message celebrating the years of council service together.

Witzig suggested if the A/P Council currently has their own car magnet signs, then each council could have their signs on the same parade vehicle for this year, and then maybe order new joint signs next year.

Both councils will help pass out parade bags. Helpingstine suggested that if special shirts are ordered, they could be worn by council members who are selling raffle tickets at the Faculty/Staff Appreciation Luncheon, as well as during the parade.

- C. **Scholarships (July-Aug): Chris Roberts** – Roberts said he will double-check to see if there are any more scholarship applications they might have missed. There are many more applications compared to last year and Roberts said they are all sorted by scholarship. He said that council members Cotton and Palmer, ex-officio member Marr, and former council member Lois Soeldner have volunteered to serve on the Scholarship Committee this year. Roberts is planning on meeting with the committee next week to start going through the applications.
- D. **Discount Listings: Amy Witzig** – Working with webmaster Plumadore, Witzig wanted to add a quick link to the Employee Discounts webpage (<https://cscouncil.illinoisstate.edu/activities/discounts.php>) to go on the homepages of both the Civil Service Council and the A/P Council.

- E. **Academic Senate: Chris Roberts** – The Academic Senate will reconvene on August 29. Roberts is working with the A/P Council to come up with a proposal seeking to increase council representation on the Academic Senate by having two representatives from the CS Council and two representative from the A/P Council instead of just one from each. He will share the proposal at the next CS Council meeting on August 21, before presenting it at the August 29 Academic Senate meeting.
  
- F. **Educate – Elevate – Connect - Illinois State: Dean Plumadore** will serve on the Implementation Team as the Civil Service Council representative.
  
- G. **Campus Communication Committee: Bob Blythe** – Blythe reported that the letter by the Academic Senate, with input from other shared governance groups, was read at the last Board of Trustees meeting on July 27. The BOT will meet again next quarter on October 19, 2018.
  
- H. **Awards (Fall): Narry Kim** – Kim reported that Rachel Caracci of the A/P Council and Brent Paterson of this year’s Team Excellence Committee have agreed to sending out a joint postcard encouraging staff members to submit nominations for the Distinguished Service Awards, A/P Emerging Leader Award, the A/P Corps d’Esprit Award, the Civil Service Corps d’Esprit Award, as well as nominate programs and projects for the Team Excellence Award. Everyone has also agreed to include the Strand Diversity Achievement Award on the postcard too and Tony Walesby of Equal Opportunity & Access has confirmed that he would like the Diversity Award to be included. The A/P Council, Civil Service Council, Team Excellence Committee, and Equal Opportunity & Access will split the cost of designing, printing, and mailing out the postcards three ways.
 

Kim had contacted Tracy Widergren at UMC to start the design of the postcard: It will be larger this year to fit in the fourth award and the text will be updated. Kim will also order two joint email relays to campus to reinforce the postcards on October 19 and November 2.

The awards nomination deadline for the A/P, Civil Service, and Team Excellence awards will be moved up to November 9 this year based on feedback that Caracci had received from the Team Excellence Committee about the November 17 deadline last year. The later date was an issue for the Team Excellence Committee because it was heading into finals week and the holidays for the student members of the committee and it was difficult to set a time for them to meet and discuss the nominations. The deadline for the Strand Diversity Award will be December 15.

Tuttle was concerned that having two different deadlines on the same postcard might be confusing. Kim said the two different deadlines will be made clear on the postcard and she will share the proof with the entire council when she receives it.
  
- I. **University Foundation:** The Civil Service Council still needs to fill this position. Blythe asked council members to consider serving as the Foundation Board representative this year and to let him know if interested.
  
- J. **Parking and Transportation Advisory Committee: Stuart Palmer** – No report.
  
- K. **Sick Leave Bank Appeals: Jim Anderson** not present.

**Non-action items (these items will not be discussed unless there is something to be discussed)**

- A. Donut sale:
- B. Fall Drive: Tom Cotton
- C. Governing Documents (Annual): Dana Tuttle
- D. **Children's Holiday Party: Holly Sanford** – Will move to active status for next council meeting.
- E. **Legislative: Dean Plumadore**
- F. **Listserv Manager: Dean Plumadore**
- G. **Marketing: Holly Sanford**
- H. Spring Drive (March-April): Hayley Helpingstine
- I. Elections (March-May): Jim Anderson
- J. SURSMAC representative: Jean Ann Dargatz
- K. Team Excellence: Dana Tuttle
- L. **Webmaster: Dean Plumadore**

**Old Business:** None

**New business:** Blythe asked everyone to consider what committees they would be interested in joining so committees can be filled.

**Announcements:**

Registration for all CSC members for the next Council of Councils Conference will open on August 27. The conference will take place on Friday, Oct. 5 at the U of I in Urbana-Champaign.

**Adjournment:** The meeting adjourned at 1:03 p.m. with a motion from Holly Sanford and a second from Stuart Palmer.

Respectfully submitted,  
Narry Kim

**Next Meeting**

Tuesday, August 21, 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** – Aug. 21, Sept. 4, 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.