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Civil Service Council

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Civil Service Council
Illinois State University

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Civil Service Newsletter

WEB: <http://www.csc.ilstu.edu>

E-MAIL: cscouncil@ilstu.edu

OpenLine

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DATES TO REMEMBER

January 1.....New Year's Day
January 7.....Council meeting
 January 7.....Next news deadline
 January 13.....Spring semester begins
 January 20.....Martin Luther King, Jr. holiday
January 21.....Council meeting
 January 22.....Next OpenLine distribution

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STAFF

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Quick Quote

"Yesterday, December 7, 1941, a date which will live in infamy, the United States of America was suddenly and deliberately attacked by naval and air forces of the Empire of Japan."

-- Franklin Delano Roosevelt (1882 - 1945)



NEW CIVIL SERVICE COUNCIL E-MAIL ADDRESS

--VICKI BRYAN

The Civil Service Council now has a new group e-mail address available to assist with easy communication with the Council on any matter. Our new address is cscouncil@ilstu.edu which is delivered to the four Council officers: Martha Burk, chair; Vicki Bryan, vice-chair; Elaine Thoennes, secretary; and Pat Schnitker, treasurer.

Please feel free to continue contacting any Council member directly or to try our new e-mail address. Your input is always valuable to our mission!

SUGGESTIONS FOR SEMI-ANNUAL BUS TRIPS

--VICKI BRYAN

The Council tries to organize two bus trips each year. Recently the trips have been for shopping excursions. We would like to know if there are other reasons you would like us to coordinate a bus trip, such as to attend a baseball game, visit the House on the Rock, or attend a performance at the Muny in St. Louis.

Please give us your suggestions on a purpose and location for a bus trip. Our next trip will probably occur in April, so we need to begin making our plans soon. Contact any council member, or feel free to put our new e-mail address to work (cscouncil@ilstu.edu). Thank you for your continued participation and feedback!

A LETTER FROM THE TREASURER...

--PAT SCHNITKER

What do I like about being on the Civil Service Council?

"I have been impressed with the urgency of doing. Knowing is not enough; we must apply. Being willing is not enough; we must do."

--A recently discovered a quote by Leonardo da Vinci



Being a critical communications link between the questions of Civil Service constituents and the various sources with respective answers gives me a sense of purpose. It makes me proud. This is what being a Council representative means to me. It's what I "bargained for" when running for election.

Oftentimes, or on a regular basis, I believe many of us feel "out-of-the-loop" when it comes to understanding our University Community. The key to overcoming this generalized feeling, specific problems, and subsequent/tangent complications, is to communicate with each other. To continue developing as a vibrant vital community, we *must* maintain open lines of communication across, between, and among our various administrative components, academic disciplines, employment classifications, work units, and constituent groups. If each of us actualizes this premise in our own individually small way, as a whole community we will succeed in our bigger goals.

With this in mind, I recommend that any Civil Service employee who believes in the importance of communication, and also believes that he/she can personally contribute in this way, should seriously consider running for a position on the Civil Service Council at some point during their tenure on campus. Many of your predecessors can vouch that it is worth the effort!

COUNCIL MEETING RECAP

--ELAINE THOENNES

November 19, 2002, Spotlight Room, Bone Student Center, noon to 1 p.m. Steve Bragg was present to discuss the proposed position of assistant vice president for combined Human Resources and Academic Personnel; Social Security numbers; and the possible shutdown on December 23.

One goal of President Boschini for a combined assistant vice president position (over Human Resources and Academic Personnel) is for streamlining administration and reducing duplication while providing better services. He stated that the time is right to elevate a position to vice president. Sue Zinck spoke with the Civil Service Council Executive Committee and is speaking with various groups on campus to find out what they are looking for in this position. Bragg said we hope to have someone on board in spring 2003.

Bragg thanked the Council for bringing up the Social Security number problem, raising the issue of how Social Security numbers are used, and stated it had been floating on the sidelines for some time and now we should do something. He said we need to get a group together to outline every dimension (faculty using last four digits to post grades, work orders, time sheets, etc.) and then recommend what we should tackle first. Bragg has a draft completed and will forward a formal letter or memorandum to President Boschini with a copy to the Civil Service Council prior to Thanksgiving.

Mr. Bragg received proposals requesting an administrative shutdown on December 23. The proposals suggested it would save money, serve as goodwill to employees and no one would be here (on campus) anyway. He stated that we needed to be very careful not to look cavalier with state resources and just give another paid day off while we are trying to make the case in Springfield why we need more resources. Decision on the December 23 shutdown would be made by Thanksgiving. The Council also briefly discussed the budget and alcohol sales for the Bears games in Champaign.

December 3, 2002, Spotlight Room, Bone Student Center, noon to 1 p.m. Mark Troester, Director of Institutional Web Support Services, was present to show us the Faculty/Staff iCampus Portal. The portal project began about two years ago and can be described as an "intelligent" web page. The user logs on using his/her University ULID. Currently freshman, seniors, and graduate students have access to the portal. Juniors should receive access by year-end, sophomores by February, and faculty and staff by March or May. Students can access their classes, grades, textbooks, financial aid information, Redbird Card balance and list of the last 30 days' transactions, etc., by making University records available in a secure manner. A committee has been formed to help determine what faculty/staff need to have available on their portal. The committee will develop a "blue sky" list of what to have available, such as vacation and sick days.

Activities reports were also given on the shopping trip, children's holiday party, Conklin's Dinner Theater, and the Brotherhood Tree.

Civil Service staff has also been encouraged to participate in the Provost Search meetings available to us.

For complete minutes, please see <http://www.csc.ilstu.edu> or the copy distributed to each department. As always, we encourage all Civil Service employees to attend Civil Service Council meetings. Meetings are regularly scheduled on the first and third Tuesdays of the month from noon to 1 p.m. in the Spotlight Room of the Bone Student Center.



SERVICE AWARDS

--TOM FOWLES

20 YEARS

Herbert Fuller Jr., 6380 Classroom Technology Support Serv.
Larry M. Keeran, 3500 Telecommunications
Cynthia S. Lee, 8900 Milner Library

15 YEARS

Arnold V. Hernandez, 2600 University Housing Serv.
James Peter Julian, 9000 Office of Energy Management
Steven Frederick Oltman, 1520 Central Receiving

10 YEARS

Sharon Harper, 2540 Health Services
Robert Joseph Mangina, 9000 Facilities Management

FRIVOLOUS FACTS

- ❖ In the cartoon, "How the Grinch Stole Christmas," the Grinch cuts out a Santa beard, but never wears it.
- ❖ Following Princess Diana's tragic death in 1997, the Ty toy company, famous in the late 1990s for its popular Beanie Babies, issued a "Princess" bear in tribute. The royal purple Beanie, bearing an embroidered white rose on its chest, became so desired that at Christmas time, American collectors were willing to spend up to \$300 for one on the secondary market.
- ❖ It is estimated that 400,000 people become sick each year from eating tainted Christmas leftovers.
- ❖ Right behind Christmas and Thanksgiving, Super Bowl Sunday ranks as the third largest occasion for Americans to consume food, according to the National Football League.



HISTORY MYSTERY

What campus building opened in 1963 and was named after a leader in the agriculture and industrial technology programs at Illinois State. This person also served as President of the Illinois Teachers Institute and was known for his progressive ideas on education. (Answer on back page.)

CIVIL SERVICE TIDBIT

Holidays recognized by the Board shall be New Year's Day, Dr. Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and four additional floating days to be determined by the President.

University Office facilities will be closed, except for necessary operations, on these holidays. Employees who follow the administrative calendar will be excused with normal pay unless otherwise determined by the President for the University.

[Source: *University Policies, Procedures, and Guidelines at www.policy.ilstu.edu/policydocs/educational_benefits.htm; 3.1.5 Holidays]*

THOUGHTS FROM THE HUMAN RESOURCE OFFICE

--TAMMY CARLSON

December Reminders

The University shutdown period provides us with 12 days to enjoy the holiday season. The University will be closed Monday, December 23, through Wednesday, January 1, 2003.

The second December payroll will be distributed to banks and departments on Monday, December 23. The second paycheck is normally distributed much closer to the end of the month; therefore, there will be a longer than usual gap before the next paycheck (January 15, 2003).

With the holidays and the Christmas shutdown, winter weather inevitably comes. Occasionally it may be difficult for people to get to work. In case of severe weather, you should listen to local radio stations to learn if work schedules have been altered. It is our commitment to keep the University open if at all possible. If the University is officially closed, employees will receive time off with pay. If the University does not officially close, but employees cannot get to work or choose to leave work early (after discussion with their supervisors), the time is charged to vacation or comp time.

W-2 forms will be sent at the end of January. Since W-2 forms cannot be forwarded, it is important that your address is up-to-date so that these important tax forms can get to you without delay. Address corrections are needed immediately. If you have moved and have not notified the Human Resource Office, do it now by completing a PERS 903 (Faculty/Staff Address Information form). These forms are available in most University departments and from the Office of Human Resources, or you may call or e-mail Dianne Liebenstein (438-8841, dbliebe@ilstu.edu) or Judy Zimmermann at (438-3831, jazimml@ilstu.edu) with address change information.

Have a great holiday!

GROUNDS ADVICE

--TERRY EVERETT

There are many varieties of trees used as Christmas trees, but by far the Scotch Pine is the most popular.



CAMPUS CORNER

--BARB DALLINGER

On a spring day in 1862, President Richard Edwards searched for two female students who had missed class. He found them drying their skirts and feet, which had become wet from walking through mud and slush in the fields surrounding Old Main. One of the students, Sue Pike, told President Edwards that if he would release the young women from classes that day, they would raise enough money to build a sidewalk from downtown Bloomington to campus. President Edwards granted their request. True to their word, the young women raised enough donations of money and timber to build the sidewalk. The following Saturday, the male students completed the project.

PERSONAL IDENTITY SECURITY

--PAM BURRESS

Identity theft occurs when someone appropriates your personal information without your knowledge in order to commit fraud or theft.

To help protect your personal identification from being stolen, consider having your social security number removed from all items in your wallet or purse. This might mean a call to your insurance card issuer to have your member number changed to exclude your social security number in their numbering scheme.



POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- None reported

SYMPATHY – OUR SINCEREST SYMPATHY

- William Blomgren, Telecommunications and Networking Support Services, on the death of his father, Roger Blomgren, December 4.
- Cathy Cleary and Margaret Walter, Student Accounts, on the death of their brother, Ralph Cleary, October 28.
- Andrew Gordon, Bone Student Center, on the death of his father, Jack R. Gordon, August 14.
- Myron C. Gross Jr., Bone Student Center, on the death of his father, Myron C. Gross, November 5.
- Ray Shaefer, Facilities Management, on the death of this wife, Peggy Shaefer, December 1.
- Sandy Smith, Facilities Management, on the death of her father, Omar Schmeusser, October 29.



RETIREMENTS EFFECTIVE NOVEMBER 2002

- Terrance Anne Dolan, Milner Library
- Rodger Gillenwater, Agriculture

RESIGNATIONS EFFECTIVE NOVEMBER 2002

- Cynthia A. Maxwell, Facilities Management
- Karen Lynn Molck, Dean of Graduate School
- Debrina J. Smith, Student Health Services

NEW EMPLOYEES EFFECTIVE NOVEMBER 2002 – WELCOME

- Timmothy T. Carlton, University Police Department
- James L. Chambers, Facilities Management
- Maria C. Correa, Facilities Management
- George D. Drollinger, Facilities Management
- Brian K. Huonker, Institutional Web Support Services
- John A. Kruse, Facilities Management
- Sheila S. Martin, College of Business
- Jenna C. Sherrard, University Marketing/Communication
- Patricia A. Strickler, Telecommunications and Networking Support Services

CORRECTION: NEW EMPLOYEE EFFECTIVE OCTOBER 2002

- Ron Schwane, Campus Dining Services (incorrectly stated Student Accounts)

PROMOTIONS – A TIP OF THE HAT TO YOU

- Teresa Ann Sanchez, Admission/Records Specialist II, Registrar

Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Dianne Liebenstein by phone at 8-8311 or by email (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.

COMPUTER TIPS

--CONNIE BARLING

Computer Immunization. Computer viruses are small programs that can be installed on your machine unknowingly; sometimes they are destructive and sometimes they are just an annoyance. Either way, you can immunize your computer by installing and maintaining anti-virus software. Anyone affiliated with Illinois State University can take advantage of Network Associate's (sometimes referred to as McAfee) anti-virus software. Instructions on how to download and maintain it can be found on Illinois State University's Help Desk Web site (<http://www.ilstu.edu/helpdesk/virusprotection>).

Safe Practices to avoid virus infection:

- Don't open an attachment unless you know it is safe.
- Notify the recipient of an attachment within the e-mail.
- Keep your anti-virus software up-to-date.
- Scan your computer regularly for viruses.
- Back up what you want to keep.
- Download with caution.

Please e-mail any tips for computer users or any questions pertaining to the above tip to secure@ilstu.edu.



HISTORY MYSTERY ANSWER

Turner Hall is home to the College of Applied Science and Technology and the following academic departments: Agriculture, Family and Consumer Sciences, and Technology. Turner also has a Child Care Center for students with two- to ten-year-old children.

[Source: www.ilstu.edu/map]



CONTACT US

Please feel free to contact any Council member if you have questions, comments, or ideas so that we may better serve you. Any campus activities or information that would be relevant to Civil Service personnel can also be submitted.

Send the information to the Council officers (cscouncil@ilstu.edu), to the OpenLine editor, Pam Burress (paburre@ilstu.edu), to our Council liaison, Vicki Bryan (vlbryan@ilstu.edu), or to any other Council member prior to the deadline (posted in the "Dates To Remember" column on page 1).

