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Civil Service Council

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OpenLine Newsletter, October 15, 2002

Civil Service Council
Illinois State University

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OpenLine

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OCTOBER 15, 2002

VOLUME XXVII, NUMBER 4

DATES TO REMEMBER

November 5 Council meeting
 November 5 Next news deadline
 November 5 Election Day
November 19 Council meeting
 November 20 Next OpenLine distribution
 November 28 Thanksgiving Day
 November 29 Floating Holiday

INSIDE

Campus Corner p. 2
 Committee Membership 2002-03 p. 2
 Web Site Policies p. 3
 Outdoor Adv. Prg. – Used Equip. Sale p. 3
 TechZone p. 3
 Service Awards p. 3
 Flu Shot Clinic p. 3
 Frivolous Facts p. 3
 Potpourri p. 4
 Grounds Advice p. 4
 Spotlight On p. 4
 Annual Children’s Holiday Party p. 4
 Civil Service Tidbit p. 4
 Leisure U p. 5
 Outdoor Adventure Program p. 5
 Child Care Discounts p. 5
 C.S. Council Members 2002-03 p. 5
 History Mystery p. 5
 Family Campaign p. 5
 Computer Tips p. 6
 History Mystery Answer p. 6
 Contact Us p. 6

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Quick Quote

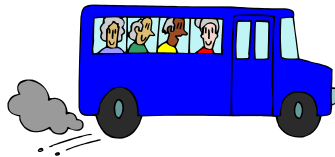
“People take different roads seeking fulfillment and happiness. Just because they’re not on your road doesn’t mean they’ve gotten lost.”

-H. Jackson Brown, Jr.

SEMI-ANNUAL BUS TRIP

--BARB DALLINGER

REMINDER. Please join us on **November 9, 2002** as your Civil Service Council takes a bus trip heading west to Iowa. Choose one of two destinations: Coral Ridge Mall or The Amana Colonies. Guests are welcomed. Make check payable to the **ISU Civil Service Council** for the total (\$20 per adult/child/guest) and send to **Barb Dallinger, 2640 Bone Student Center** (include name, contact information, and your choice of destination). A confirmation letter with departure time and parking arrangements will be sent out closer to the trip date.



A LETTER FROM THE VICE-CHAIR

--VICKI BRYAN

Two and a half years ago when I was nominated to serve on the Civil Service Council I was not sure that I wanted to participate. My thoughts were “boring meetings, gripe sessions, does not sound interesting to me.”



Today I am very, very glad I accepted the nomination and subsequently was voted on to the Council. During the current year I am privileged to be serving as the Vice-Chair. As the Council Liaison for the OpenLine, I looked forward to comments I have received from people. They have ranged from suggestions on where to go on our fall bus trip to issues which I was asked to bring up at Council meetings.

Our meetings are never boring. We have lively discussions and the members feel comfortable expressing opinions that may be contrary to other comments. Not to mention we have some people with great wit and humor, and they use it quite effectively!

Important issues are brought up either by Council members, by members on behalf of constituents, or by guests who ask to address the Council.

The role of the Civil Service Council is to promote the well being of Civil Service employees and to ensure effective communication between those employees, Human Resources, and University

Continued on page 2...

administration. So for the most part we do not directly solve problems or alleviate concerns, but we provide a mechanism for 1,555 employees of Illinois State University to bring forth items for consideration that we take to appropriate areas of the campus community.

I have served on several committees and found everyone quite willing to participate. We worked together well, and accomplished our goals. Additionally, I have found great satisfaction in working on the chicken dinners on the Plaza (great fun to meet other Civil Service people), raising money for the scholarship fund by selling raffle tickets (could never provide a scholarship fund on my own but sure wish I could), and serving on the review panel for the Distinguished Service Awards (it was so impressive to read about some of the many super people we have working on this campus – talk about a hard decision to make!).

For me, making the decision to serve on the Council was the right decision. Although there has been some hard work involved, it has also been very rewarding.

Please feel free to come to a Council meeting. Give me a call, I'll be glad to meet you there!

CAMPUS CORNER

--BARB DALLINGER

Angeline (Ange) Milner worked as the campus librarian from 1890 until 1927 and was much loved by the students. During World War I, she wrote over 800 letters to the boys overseas. Copies of her letters to students are housed in the University Archives.

Williams Hall was originally named Milner Library after Ange and the name was then moved along with the books to the new library next to the Bone Student Center.

Rumor has it that late at night you can still catch the ghost of Miss Milner roaming in the stacks that remain on the third floor of Williams Hall. People have reported seeing her figure moving away from them around corners,



furniture returning to its original place no matter how many times it has been moved and lights burning at all hours of the night.

Her dedication to the library apparently continues to this day. On Halloween a group of Milner students and a

Milner employee went to the Williams stacks with a psychic to try to contact Miss Milner. They were successful and when asked why she was still there, she told them "THERE IS STILL WORK TO BE DONE."

COMMITTEE MEMBERSHIP 2002-2003

--MARTHA BURK

Your Civil Service Council members are hard at work for you. Each year, the various committee memberships are re-evaluated and established. If you would like more detailed information about any of the following committee memberships, feel free to contact us (see "Contact Us" column on last page).

Activities

- Barb Dallinger, Andy Monninger, co-chairs
- Terry Brown, John Moss, Jack Wylie, Paul Collins

Benefits/Sick Leave Appeals

- Julie Caplinger

Children's Christmas Party

- Christa Lawhun, chair

Constituent Groups Committee

- Lin Hinds, chair
- Martha Burk, Vicki Bryan, Barb Dallinger, Pat Schnitker

Elections

- Vicki Bryan, Pat Schnitker, Elaine Thoennes

Educating Illinois

- Martha Burk, Theresa Sanchez

Foundation

- Lin Hinds

Homecoming

- Christa Lawhun, chair
- Martha Burk, Julie Caplinger, Andy Monninger, Pat Schnitker

Parking

- Terry Brown (2nd of 3 consecutive years)

Scholarships

- Martha Burk, chair
- Vicki Bryan, Christa Lawhun

EX-OFFICIO COMMITTEE MEMBERSHIPS:

Academic Senate

- Martha Burk

Academic Senate Finance & Planning Subcommittee

- Martha Burk

Campus Communications Committee

- Martha Burk, Marcia Strum

Employee Advisory Committee

- Dave Turner

Executive Committee for the Committee for Diversity

- Martha Burk

Advisory Council for the Campus Campaign

- Martha Burk

Human Resources Representative

- Tammy Carlson



WEB SITE POLICIES

--MARK TROESTER

The Campus Web Planning and Advisory Committee (WebPAC) has obtained approval for four new Illinois State University Web site policies. These policies are now available on the Policy Web site at the following URLs:

8.2.10 Illinois State University Web Sites

<http://www.policy.ilstu.edu/fiscal/websites.html>

8.2.11 Guidelines for Essential Elements in University Web Site with a Public Presence

http://www.policy.ilstu.edu/fiscal/websites_public.html

8.2.12 Guidelines for Establishing A Web Presence and Domain Names

http://www.policy.ilstu.edu/fiscal/web_domain_names.html

8.2.13 Guidelines for Web Site Accessibility Requirements

http://www.policy.ilstu.edu/fiscal/website_accessibility.html

OUTDOOR ADVENTURE PROGRAM— ANNUAL USED EQUIPMENT SALE

--JOSH STRATMAN

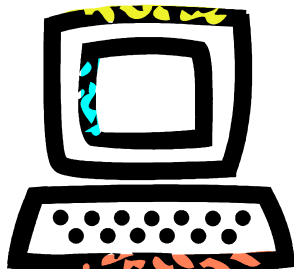
The Outdoor Adventure Program will be hosting its annual used outdoor equipment sale on **Saturday, November 9**. The sale will be held at the **Student Recreation Building** on the corner of Beech and Willow from **10:00 a.m. until noon**.

You can get high-quality, well-maintained, outdoor gear at bargain prices. VISA, MasterCard, and Discover are accepted, as well as cash and personal checks. Numbers will be passed out beginning at 6:30 a.m. so you will not have to stand in line to hold your spot. The Outdoor Adventure Program is a part of the Department of Recreation Services & University Golf Course.

TECHZONE – COMPUTER EQUIPMENT DISCOUNT BENEFIT

--DAVID GREENFIELD

TechZone is an on-campus source for personal computer purchases, Internet Tools 2002 CD-ROM, University Login ID Password Resents, ResNet Ethernet and printer cables, and campus technology information. A friendly,



knowledgeable staff is available to answer technology questions and also assist with placing orders.

TechZone offers students, faculty, staff, and annuitants (retirees) discount pricing from Dell, Apple, Gateway, CDW-G and Crucial Technology.

SERVICE AWARDS

--TOM FOWLES



25 YEARS

Ruth A. Hortin, 2540 Health Services
Richard R. Kempf, 4450 TV 10
Corine A. Kinsolving, 8900 Milner Library
Thomas W. Schiebel, 6360 Student Technology Support

20 YEARS

Maureen A. Roach, 2520 Student & Alumni Placement

15 YEARS

Jerry L. Head, 9000 Facilities Management
Michael L. Lanham, 9100 Campus Services/Grounds
Mark Schopp, 1210 Student Accounts
Boyd E. Spencer, 9000 Facilities Management

10 YEARS

David Shives Jones, 9100 Campus Services/Grounds
Earl E. Nalley, 9100 Campus Services/Grounds
Richard S. Works, 1320 Environmental Health & Safety

FLU SHOT CLINIC

--DIANE WATERS

The annual Flu Shot Clinic will be November 4 through 15, Monday through Friday, 11:00 a.m. to 5:30 p.m., on Floor 2 of the Student Service Building. Shots will be given on a first-come, first-served basis.



The influenza vaccine is free to all students. Based on state funding, there is a limited supply of free vaccine for faculty, staff and retirees who are enrolled in the state health insurance plan. Faculty/staff without state health insurance and spouses/domestic partners may receive the vaccine for \$12. Spouses/domestic partners must be accompanied by the eligible student, employee or retiree.

State of Illinois/ISU employees and retirees must present their current state ID and provide their social security number to receive the shot free of charge. Students must present their student ID. The \$12 charge should be paid by cash or check to ISU Student Health Services.

FRIVOLOUS FACTS

- 👁️ About 99 percent of pumpkins marketed domestically are used as jack-o'-lanterns at Halloween.
- 👁️ Americans purchase an estimated 20 million pounds of candy corn for Halloween each year, and 93 percent of American children go trick-or-treating.
- 👁️ Americans spent about \$6 billion on Halloween in 2000, making it the second-biggest holiday – after Christmas – in terms of dollars spent.
- 👁️ In the United States, about 8 percent of pet owners dress their pets in costumes at Halloween.

BIRTHS – CONGRATULATIONS

- ❖ First child for Randy (CISS) and Tasha Hill, **Xanders Elliot** was born September 17, 2002, weighing in at 8 lbs., 9 oz., and measuring 22 inches long.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Marcia Strum (Info Tech) on the death of her mother, Marcella Anderson, September 23, 2002.
- ❖ Dave Jorgensen (University Communications) on the death of his father, Leighton Jorgensen, September 8, 2002.
- ❖ Rosa Getty (Facilities Management) on the death of her grandmother, Rosie Lee Sanders, September 25, 2002.
- ❖ Roger Burmaster (Facilities Management) on the death of his father, Virgil Burmaster, August 20, 2002.
- ❖ Sidney Barlow (Facilities Management) on the death of his father, Sidney Barlow Sr., September 5, 2002.
- ❖ Jan Beer (Human Resource Office) on the death of her mother, Ruby Cummins (Retired Cook of Campus Dining Services), September 23, 2002.

RETIREMENTS (EFFECTIVE SEPTEMBER)

- ❖ Stella Kidwell, Campus Dining Services
- ❖ Elaine Margaret Olson, Campus Dining Services
- ❖ Alice L. Wade, Campus Dining Services
- ❖ Cynthia Hope Walter, Illinois Special Olympics

RESIGNATIONS (EFFECTIVE SEPTEMBER)

- ❖ Barbara Curtis, Comptrollers Office
- ❖ Rhonda Kay Tryon, Health Services
- ❖ John S. Williams, Campus Dining Services

NEW EMPLOYEES – WELCOME (EFFECTIVE SEPTEMBER)

- ❖ Mary F. Ball, Campus Dining Services
- ❖ Myrna A. Breese, Facilities Management
- ❖ Michael L. Crutcher, Facilities Management
- ❖ Bruce W. Garbee, Facilities Management
- ❖ Susan K. Giddings, Campus Dining Services
- ❖ Darcy Lee Hoffman, Thomas Metcalf School
- ❖ Jacqueline D. Marshall, Asst. to Vice President Univ. Advancement
- ❖ Christina L. McGowan, Facilities Management
- ❖ Ravi Shankar Meduri, Student Affairs
- ❖ Artie M. Stanley, Facilities Management
- ❖ Darrell E. Williams, Facilities Management
- ❖ Phillip A. Winans, Telecommunications & Networking

PROMOTIONS – A TIP OF THE HAT TO YOU (EFFECTIVE SEPTEMBER)

- ❖ Erie Johnson, Dishroom Supervisor, Campus Dining Services
- ❖ Susan Mitchell, Chief Clerk, Student Counseling Services
- ❖ Teresa Lyn Raney, Administrative Assistant I, Registrar
- ❖ Linda L. Hinds, Administrative Clerk, Fine Arts
- ❖ John P. Madison, Network Engineer II, Telecommunications & Networking
- ❖ Judith A. Zimmermann, Human Resource Assistant III, Human Resources



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.



Fall is a great time to plant trees as they are going into a dormant state. Local nurseries will have tree sales going on as well.

**SPOTLIGHT ON...
JUDY BECKER**

If first impressions count, the Department of Psychology puts its best foot forward when Judy Becker greets visitors to the department office. Judy can be a real charmer and easily puts one at ease. She is easy to talk with and in no time can have a conversation flowing. Handling mundane, repetitive questions day in and out can be boring and frustrating; but Judy spins around and quickly changes the air with a funny quip or pleasant remark. Judy is an asset to the university and the department is lucky to have her on its staff.

--MARILYN KAMMLER

Whether it is 7:30 in the morning or 4:25 in the afternoon, Judy always has a friendly word when I need help; and with my expertise on the department's copier (usually touchy and uncooperative), this is quite often. Her ability to work through a very difficult time in her personal life while the department was short-handed is also noteworthy.

--JAMES J. JOHNSON



Do you have a Civil Service employee who you would like to thank, whose work goes "above and beyond" the standard performance levels, or who you think is worthy of being highlighted in this column? Please mail all suggestions with an explanation to the editor (paburre@ilstu.edu).

ANNUAL CHILDREN'S HOLIDAY PARTY

--CHRISTA LAWHUN

Mark your calendars now and hold the time for the annual Children's Holiday Party. This year we have reserved the small gym in Horton Field House on **Saturday, December 7** from 10 a.m. to noon. Plans at present include the Gamma Phi Circus, Santa, and lots of treats. Bring your children to enjoy this annual event with other Illinois State University employees. Signs will be posted to assist you in finding the location.



CIVIL SERVICE TIDBIT

"Employees in a status position under the State Universities Civil Service System and retirees from such positions may also enroll in any State of Illinois public university covered by the State Universities Civil Service System with exemption from tuition and application fees according to the schedule in effect at the institution they attend."

[Source: 3.1.17 EDUCATIONAL BENEFITS, University Policies, Procedures, and Guidelines at www.policy.ilstu.edu/policydocs/educational_benefits.htm]

LEISURE U

--JOSH STRATMAN

Illinois State University's Leisure U is offering some exciting, non-credit classes this semester. Everyone 18 and over is welcome to participate. Spaces for the classes are limited so sign up now at the Student Recreation Building, 500 N. Beech St., or at the Outdoor Store at 220 N. Main St. You may sign up by phone and pay by credit card. For more information, please call Recreation Services at 8-7529.

Class	Class Dates	Sign-up Ends	Price
First Aid	Oct. 19	Oct. 16	\$22
Billiards	Oct. 19,26 Nov. 2,9	Oct. 16	\$32
Therapeutic Massage	Oct. 23	Oct. 18	\$20
The Rec Gets Personal	Oct. 20	Oct. 18	\$10
Yoga	Oct. 26 Nov. 2,9,16,23	Oct. 21	\$40
Investment 101	Nov. 4,6,11,13	Oct. 30	\$18

OUTDOOR ADVENTURE PROGRAM

--JOSH STRATMAN

The Outdoor Adventure Program is offering some exciting trips this semester. Everyone 18 and over is welcome to participate. Spaces for these classes are limited so sign up now at the Student Recreation Building at 500 N. Beech St., or at the Outdoor Store at 220 N. Main St. You may sign up by phone and pay by credit card. For more information, prices, and registration please call Recreation Services at 8-7529.

Trip and Location	Trip Dates	Sign-up Ends
Canoeing -- Mackinaw River	Oct. 26	Oct. 16
Sea Kayaking, Snorkeling and Camping -- Florida Keys, FL	Jan. 2-11	Dec. 4
Cross Country Skiing and Cabin Living -- Grand Teton Nat. Park, WY	Jan. 3-10	Dec. 2

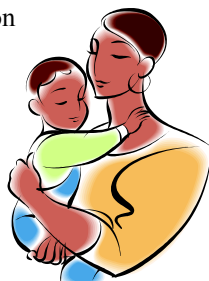
CHILD CARE DISCOUNTS

--JANET BREMNER

As a University employee, you can receive a 10% discount on tuition plus a waiver of the \$50 registration fee at *A Shining Star Learning Center*. This new state licensed facility is located at 17 Traders Circle, Normal. The telephone number is 309/454-5559.

A 5% discount off the full-time weekly tuition continues to be offered by the Chesterbrook Academy. They have several locations in Bloomington/Normal, and their telephone numbers can be found in the yellow pages under Day Care.

While Illinois State does not endorse one child care arrangement over another, employees are encouraged to investigate these options thoroughly.



CIVIL SERVICE COUNCIL MEMBERS 2002-03

GROUP I: Vicki Bryan, 2320 Financial Aid, 8-2782, vlbryan@ilstu.edu; Pat Schnitker, 4040 Graduate School, 8-2109, plschnit@ilstu.edu; Christa Lawhun, 9000 Facilities Management, 8-5611, cllawhu@ilstu.edu

GROUP II: Lin Hinds, 5600 College of Fine Arts, 8-8330, llhinds@ilstu.edu; Elaine Thoennes, 2781 Recreation Services and University Golf Course, 8-5742, ecthoen@ilstu.edu; Theresa Sanchez, 5620 School of Art, 8-5622, tasanch@ilstu.edu

GROUP III: Ron Thompson, 6380 Classroom Technology Support Services, 8-7732, rdthomp@ilstu.edu; Jack Wylie, 1520 Central Receiving, 8-8011, jdwyli@ilstu.edu; Julie Caplinger, 6370 Faculty Technology Support Services, 8-7582, jacapli@ilstu.edu

GROUP IV: Andy Monninger, 9100 Campus Services, 8-2035, camonni@ilstu.edu; John Moss, 9000 Facilities Management, 6-9966, jlmoss@ilstu.edu; Paul Collins, 9000 Facilities Management, 6-9966, pvcolli@ilstu.edu

GROUP V: Barb Dallinger, 2640 Information Services, 8-8540, bldalli@ilstu.edu; Terry Brown, 9100 Building Services, 8-2035, wtbrown@ilstu.edu; Martha Burk, 8900 Library Administration, 8-3474, mjb Burk@ilstu.edu

HISTORY MYSTERY

What building opened in 1920 and first became the Thomas Metcalf Laboratory School for teachers and classes (K-12)? This building basically acted as Metcalf and U-High rolled into one at that time. Adlai Stevenson was one of the school's most famous pupils. (Answer on back page.)

FAMILY CAMPAIGN

--MARTHA BURK

The Family Campaign is an on-going part of the Campaign for Illinois State University. In the first stage, big donors were approached. In the Family stage, faculty, staff, students, and retirees are being asked to contribute.

I feel it is very important for all Civil Service staff to get involved in the Family Campaign. Our contributions, no matter how large or small, really count. Corporations look at the percentage of employees who have donated to the university before they determine whether they are interested in contributing. Some universities have percentages of donations as high as 35-40%. Ours is 12.2% currently (up from the year before). Civil Service donation to this point is 8.6% of the total number of CS employees. I think that if we are going to be taken seriously as an important part of university life, it would help us a great deal to be more involved. It is not necessary to donate a large sum of money. Any contribution adds to the number of donors and increases the donor percentages. All donors are listed on the web site, regardless of amount of donation. In addition, you can determine where your money will be spent. The money can be taken out in very small increments by payroll deduction, a really painless way to help the university and thus, help ourselves. Please consider making a donation to the Family Campaign today.

COMPUTER TIPS

--CONNIE BARLING

You are responsible for what happens with your password.

Protect Your Password:

- ✓ Never write it down or give it to anyone, your password is yours alone.
- ✓ Change it often, but change it immediately if you think it has been compromised.

Tips on Choosing a Password:

- ✓ Don't use names, numbers or dates which are personally identified with you.
- ✓ Choose easy to remember and hard to guess words, such as choosing an acronym of a favorite saying.
- ✓ Use uppercase, lowercase and numbers.
- ✓ Don't use a set of adjacent keyboard keys (i.e. POIUY).

Passwords are used to verify your identity; they are the cornerstone to system security.

Please email any suggestions for tips for computer users or any questions pertaining to the above tip to secure@ilstu.edu.



Don't share your password with
ANYONE.

HISTORY MYSTERY ANSWER

Moulton Hall was named after Samuel Moulton, a University founder and congressman who mortgaged his property to keep the University going through the Civil War. Samuel Moulton was also a member of the original Board of Education. The residence of Moulton Hall includes the Office of the University Registrar which consists of: the new Student Service & Referral Center, Veterans Services, Academic Records & Evaluation Services, and Technical & Student Information Systems Services. Academic Scheduling and the Department of Physics are also housed in this building.

[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. Also, any campus activities or information that would be relevant to Civil Service personnel can be submitted.

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

