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OpenLine Newsletter

Civil Service Council

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OpenLine Newsletter, September 16, 2002

Civil Service Council
Illinois State University

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OpenLine

OpenLine is published monthly by the Civil Service Council of Illinois State University, Campus Box 1300, Normal, IL 61790-1300.

SEPTEMBER 16, 2002

VOLUME XXVII, NUMBER 3

DATES TO REMEMBER

- October 1.....Council meeting**
- October 1.....Next news deadline
- October 15.....Council meeting**
- October 16..... Next OpenLine distribution
- October 19.....Sweetest Day
- October 27..... Daylight Savings ends
- October 31..... Halloween

INSIDE

- Service Awards p. 2
- Potpourri..... p. 2
- Redbird ID Card Spirit Day..... p. 3
- Frivolous Facts p. 3
- HR WorkLife Programs p. 3
- History Mystery..... p. 3
- Fall Bus Trip p. 4
- Plan for Your Future p. 4
- Spotlight On p. 4
- Your Input Please..... p. 4
- Homecoming Schedule..... p. 5
- Homecoming Participation..... p. 5
- Grounds Advice..... p. 5
- Campus Corner..... p. 5
- Interesting Info p. 5
- Civil Service Tidbit p. 5
- Dinner Theatre..... p. 5
- Computer Tips..... p. 6
- History Mystery Answer p. 6
- Contact Us..... p. 6

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Quick Quote

Anywhere is walking distance, if you've got the time.

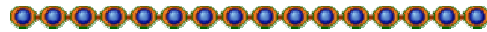
--Steven Wright, Comedian, 1994

COUNCIL MEETING RECAP

--ELAINE THOENNES

August 20, 2002, Spotlight Room, Bone Student Center, noon to 1 p.m. The Fall Shopping Trip was discussed and Coral Ridge Mall in Iowa was chosen as the destination. There is a meeting at SUCSS to discuss a pilot program for higher-level Civil Service classifications. The program is an attempt to address some identified barriers to filling higher-level Civil Service positions. Human Resources was notified that employment registers would be voided for Secretary II, III, IV, Staff and Administrative. This affects all state universities. Everyone must retest to be placed on the register. The Council telephone information line was discussed, and we will place a request in the OpenLine asking for feedback from constituents. Students are planning a 9-11 remembrance from noon to 1 p.m. on the Quad with release time granted. Also discussed was release time for staff to attend classes and the availability of classes for those on 2nd or 3rd shifts. Policies on hiring extra help employees were covered in the meeting, too.

September 3, 2002, Spotlight Room, Bone Student Center, noon to 1 p.m. Martha has received a few requests to be on the Parking Committee and is following up with each of them. Pat Schnitker will be the third council member for the Election Committee. November 9 was the date chosen for the Fall Shopping Trip to Coral Ridge Mall. The Amana Colonies was also added as a second location. Plans were discussed for the Council's participation in the Homecoming Parade on October 5. The Holiday Party was set for December 7. A discussion was held at the request of our guests regarding parking policies for staff with motorcycles. The Council will address the issue with Parking Services.



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 1st and 3rd Tuesdays of the month from noon to 1p.m. in the Spotlight Room of the Bone Student Center.

COMMITTEE NEWS

--MARTHA BURK

New scholarship for Civil Service staff members announced!

Before they left Illinois State, Dr. and Mrs. Al Goldfarb set up a scholarship account to benefit members of the Civil Service staff. This is separate from the scholarships that the Council awards to children of Civil Service staff members. The new scholarship is called the Carl Johanson Scholarship, in honor of Dr. Goldfarb's father-in-law.

Continued on page 2...



SERVICE AWARDS

--TOM FOWLES

30 YEARS

- Mary S. McCulley, 3500 Telecommunications
- Rebecca J. Short, 2660 Redbird Arena

25 YEARS

- George E. Carter, 2610 Food Service
- Linda L. Elliott, 9100 Campus Services/Grounds
- Susan K. Sloss, 1600 Connections

20 YEARS

- Delories J. Beverly, 9100 Campus Services/Grounds
- Jeffrey C. Goggin, 2781 Campus Recreation-Beech
- Emma A. Hunt, 2200 Admissions
- Janet R. Jones, 9100 Campus Services/Grounds
- Ted G. Smith, 580 Payroll

15 YEARS

- Sharon L. Foiles, 4420 History
- Laura K. Kennedy, 8910 Radio Station WGLT
- Allen K. Love, 9100 Campus Services/Grounds
- Reah Mae Martin, 2520 Student & Alumni Placement
- William H. Trotter, 9100 Campus Services/Grounds
- Larry D. Uphoff, 2600 University Housing Services
- Daniel Russell Zeller, 9250 Parking Services
- David R. Zschau, 9000 Facilities Management

10 YEARS

- Fay Kien Lee, 2610 Food Service
- Michael B. Priest, 3500 Telecommunications
- Robert P. Whalen, 4480 Communication

COMMITTEE NEWS ... CONTINUED FROM PAGE 1

The scholarship is in the amount of \$500 per year (\$250 per semester). The money can, for instance, be used for books and supplies, extra childcare expenses, travel expenses, or even to help someone who has to take an unpaid leave of absence to finish their student teaching.

Eligibility for the scholarship will be determined by the following criteria. The applicant will:

1. Be a full-time ISU Civil Service employee who has at least two years of continuous service at Illinois State University.
2. Be a student working toward a degree or diploma.
3. Have achieved at least junior status (including master's degree and doctoral candidates).
4. Have a grade point average of "C" or above during his/her college career to date. Scholarship will be one of two criteria considered for the award. Financial need is the second criteria.
5. Be a student at Illinois State University.

The application forms may be accessed on the Civil Service Council Web site (<http://www.csc.ilstu.edu>). Or, you may request that the application forms be mailed to you via Mail Services. Send your request to Martha Burk (email: mjburk@ilstu.edu or call 8-3474). Applications must be filled out and returned to Martha Burk, 8900 Milner Library, by October 18, 2002.

POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ [None reported]

MARRIAGES – CONGRATULATIONS

- ❖ [None reported]

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Sidney Barlow, Facilities Management, on the death of his father-in-law, Robert Transor, July 30, 2002.
- ❖ Margarita Delgado, Facilities Management, on the death of her mother in Mexico, August 26, 2002.
- ❖ Tim Herrell, Facilities Management, on the death of his father, John H. Herrell, August 13, 2002.

RETIREMENTS (EFFECTIVE AUGUST)

- ❖ Joseph C. Miller, Student Alumni, Placement Services

RESIGNATIONS (EFFECTIVE AUGUST)

- ❖ Justin T. Cox, Parking Services
- ❖ Joyce A. Gibs, Registrar
- ❖ Corey P. Hendricks, Fieldhouse Maintenance
- ❖ Christena L. Hosea, University Housing Services
- ❖ Robin L. Scrivner, Facilities Management
- ❖ Eric A. Smith, Human Resources
- ❖ Sean C. Vezain, Campus Dining Services
- ❖ Sherry A. White, University Police
- ❖ Amy K. Winn, Financial Aid

NEW EMPLOYEES – WELCOME (EFFECTIVE AUGUST)

- ❖ Kari Jo Bates, Thomas Metcalf School
- ❖ Rebecca Bogardus, Campus Dining Services
- ❖ Stanley E. Camp, Facilities Management
- ❖ Brittani C. Evans, Campus Dining Services
- ❖ Adam L. Feaman, Campus Dining Services
- ❖ Kathy L. Garland, Human Resources
- ❖ Paula S. Graves-Hutson, Health Services
- ❖ Marcine L. Keller, Center for the Advancement in Teaching
- ❖ Holly N. Medler, School of Social Work
- ❖ Rebecca A. Meier, Campus Dining Services
- ❖ Michael K. Neal, Campus Dining Services
- ❖ Jeanne E. Thompson, School of Art
- ❖ Tenna L. Webb, Mennonite College of Nursing

PROMOTIONS – TIP OF THE HAT TO YOU (EFFECTIVE AUGUST)

- ❖ Jennifer S. Bonack, Chief Clerk, Student Counseling Services
- ❖ Ray F. Brown, Athletic Turf Specialist, Facilities Management
- ❖ Capri E. Gonzalez, Account Tech I, Student Health Services
- ❖ Joyce B. Brgoch, Administrative Clerk, Dean of Education
- ❖ Laura J. DiMascio, Deputy Director, Univ. Marketing and Communication
- ❖ Cynthia D. James, Administrative Clerk, Academic Senate



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.



REDBIRD ID CARD SPIRIT DAY

--JOE ALEXANDER

Join us at the **Bone Student Center** on **October 4, 2002** for the Redbird ID Card Spirit Day! The all-in-one Redbird/Faculty/Staff/Student ID Card is convenient, fast and easy. Just swipe it at select Bone Student Center locations! Purchases made with funds deposited on the Redbird Student ID or Faculty/Staff ID cards will receive 10% off at the following Bone Student Center locations on October 4:

- Barnes & Noble Bookstore (10% off only ISU clothing and gifts)
- Giuseppe's in the 1857 Room
- Brewster's Lounge & Brewster's Annex
- Redbird Clubhouse
- Culinary Expressions
- Lobby Shop
- McDonald's (contact 438-2222 for further details)

Need to know how to make a deposit on your card?

Mail deposit: Redbird Card Debit Account Deposit
1210 Cashier (Make check payable to Illinois State University and include your name and Social Security Number.)

Walk-Ins: Cashier on Dry Grove -- or
Redbird Card Office on the 2nd Floor of the Bone Student Center

Machine: Cash to Card Machines (3-D Machines) are located at Southside Dining Center across from Subway, inside Watterson Food Court next to the cashiers, Milner Library across from the circulation desk and at the computer lab, and at the Bone Student Center outside the Redbird Card Office.

Please visit the Redbird Card Office Web site at www.comptroller.ilstu.edu/redbird for a location sheet with all locations accepting the ID card.

If you need a special accommodation to enjoy the event, please contact the Bone Student Center at 438-2222. Allow sufficient time to arrange the accommodation.

FRIVOLOUS FACTS

Researchers have discovered that events such as pleasant family celebrations or evenings with friends boost the immune system for the following two days. Unpleasant moments had the opposite effect: negative events, such as



being criticized at work, weakened the immune function for one day afterward.

H.R. WORKLIFE PROGRAMS - OFFERING NEW TRAINING & DEVELOPMENT

--TOM AKERS

The needs of the faculty and staff are driving more changes for Training and Development this fall. And, as the Office of Human Resources continues to evolve, a new combination of services called WorkLife Programs has emerged. Included in WorkLife Programs are: the Wellness Programs, Family Services, the Employee Assistance Program (EAP), and this month's featured area – Training and Development (visit our Web site at www.hr.ilstu.edu for service options).

As the cost of travel and other expenses associated with external training and conferences have become increasingly more impractical, faculty and staff are looking at fewer and/or less expensive opportunities. At the same time, however, the University's *Educating Illinois* goals point out the need for ongoing professional development activities. In an effort to help fill the void, Training and Development has been working to identify less costly alternatives by expanding seminar and workshop offerings and/or promoting internal conferences.

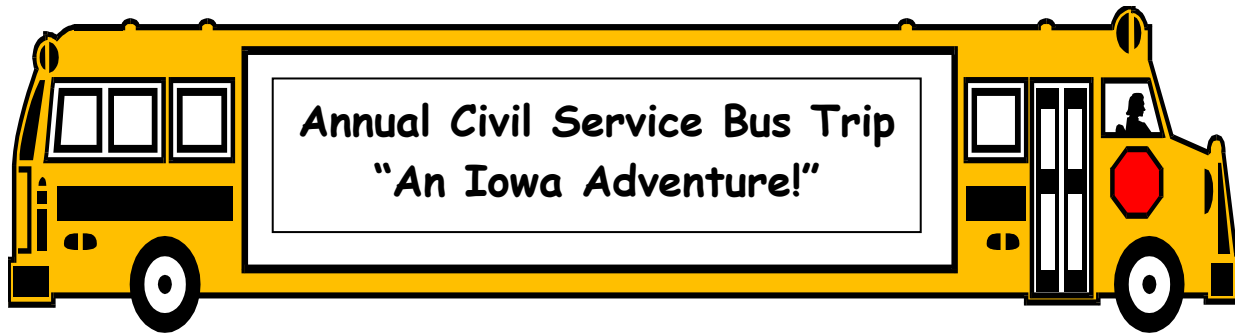
This year the Leadership Development seminars are being shortened and offered more frequently to accommodate busy schedules. The courses can be taken individually or for series certification. Evening sessions are available to provide attendance options outside of normal workday hours. And finally, the addition of leadership consulting and training services is now being offered to individual departments (as resources allow).

Development Programs that are open to every employee of the University will include All About Illinois State, Oral Communications, and Diversity sessions along with new program topics that have been requested by our participants (e.g. business grammar and proofreading). Watch for the details in our fall newsletter and on the HR Web site as they become available.

As in the past, employees of the University may also pursue a certificate in the PRO and/or Club Customer programs. PRO programs are geared towards assisting office professionals in their efforts to improve and attain new skills. Club Customer focuses on mastering the superior customer service skills necessary to successfully offer "A small-college experience with large-university opportunities." Enrollment forms and further information may be found at the Office of Human Resources Web site (www.hr.ilstu.edu).

HISTORY MYSTERY

What building was acquired in 1986, was formerly a Key Pharmacy, and previously housed Placement Services? (Answer on back page.)



--BARB DALLINGER

Please join us on **November 9, 2002** as your Civil Service Council hits the road again! This time we are heading west to Iowa, and you have a choice of two places which are about 20 miles apart:

Shop 'til you drop at the **Coral Ridge Mall** (indoor), featuring an NHL regulation-size ice arena, the Iowa Children's Museum, John Deere Play Plot, an antique carousel and over 120 terrific stores to shop (www.coralridgemall.com).

-OR- Discover the unique experience of **The Amana Colonies**, a National Historic Landmark tucked in the rolling hills of eastern Iowa. Enjoy the historical sites, shopping, entertainment, area artisans and food (<http://www.jeonet.com/amanas/welcome/index.html>).

Beat the hustle and bustle of the holiday shopping season. Let us do the driving, worry about the parking, and drop YOU and your friends and family off at the front door. Friends and family are welcome with no limit to the number of tickets reserved and purchased for a group.

Make check payable to the **ISU Civil Service Council** for the total (\$20 per adult/child) and send to **Barb Dallinger, 2640 Bone Student Center** to reserve your seat(s). Please include your 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.

PLAN FOR YOUR FUTURE – IT IS YOUR RESPONSIBILITY!

--JANET BREMNER

There will be a Retirement Planning Conference and Fair on Wednesday, October 9 from 9 a.m. to 4:30 p.m. at the Bone Student Center. Registration will be open from 8:30 a.m. to 3 p.m. outside the Old Main Room.

Learn strategies to design your financial future. Understand housing options. Learn more about Social Security, Medicare, and the State Universities Retirement System. Explore legal issues, estate planning, care-giving options for aging parents, and other family and health issues. Discover ways to spend your time in retirement, such as traveling, and volunteering and participating in community organizations and activities.

Panel discussions, break-out sessions, and a vendor fair are included. The vendor fair will be open from 11 a.m. to 4:30 p.m. in the Ballroom and will have over 35 vendors, various door prizes, and refreshments.

The conference and fair are free and open to all. Participants may attend all or parts of the event. More information is available at the Office of Human Resources Web site (<http://www.hr.ilstu.edu/fair>).



SPOTLIGHT ON... ERIC SHORT

--RETA THAMES

Eric Short of Mail Services returned to work on August 22, 2002 after serving 6 months in Germany with the Kankakee Unit of the National Guard. Thank you, Eric!



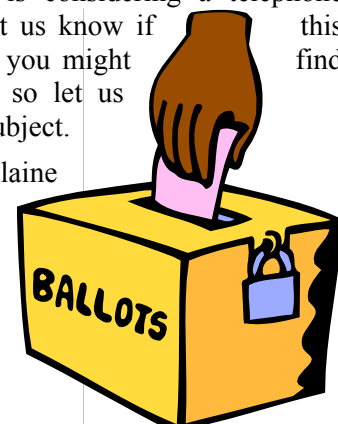
Do you have a Civil Service employee that you would like to thank, whose work goes "above and beyond" the standard performance levels, or that you think is worthy of being highlighted in this newsletter? Please mail all suggestions with an explanation to the editor (paburre@ilstu.edu).

YOUR INPUT PLEASE

--ELAINE THOENNES

The Civil Service Council is considering a telephone information line. Please let us know if this idea is something you think you might find useful. Your input counts, so let us know your thoughts on this subject.

Send your comments to Elaine Thoennes through email at ecthoen@ilstu.edu, through campus mail at 2781 Recreation Services, or by phone at 8-5742.



HOMEcomings 2002 SCHEDULE

Monday, September 30, 2002

- ✓ Kickoff Luncheon
11 a.m., Quad – \$5.50
- ✓ Singled Out
7 p.m., Ballroom, Bone Student Center

Tuesday, October 1, 2002

- ✓ Wacky Olympics
8 p.m., Hancock Stadium

Thursday, October 3, 2002

- ✓ Redbirds on Stage
7 p.m., Ballroom, Bone Student Center

Friday, October 4, 2002

- ✓ Luncheon with Erin Moore '87
Noon, Ballroom, Bone Student Center – \$10 in advance
- ✓ Hospitality Headquarters
3 – 7 p.m., Circus Room, Bone Student Center
- ✓ Torchlight Parade
7 p.m., begins at Hewett-Manchester Halls
- ✓ Pep Rally, Bonfire, Fireworks
8 p.m., University High School practice field – Cheerleaders, Big Red Marching Machine, free food
- ✓ Battle of the Bands
9 p.m., University High School practice field

Saturday, October 5, 2002

- ✓ Hospitality Headquarters
8 a.m. – 3 p.m., Circus Room, Bone Student Center
- ✓ 5K Town and Gown Run/Walk
9 a.m. – Call (309) 438-5631 for details, entry fee
- ✓ Campus Walking Tour
10 a.m. and 1 p.m., leaves from the Bone Student Center
(lasts approximately one hour)
- ✓ Parade
10:30 a.m., steps off at College Avenue and University Street
- ✓ Alumni Tailgate and Redbird Barbecue
11:30 a.m. – 2:30 p.m., University High School practice field – \$6, catered by Famous Dave's
- ✓ Tailgating
11:30 a.m. – 2:30 p.m., University High School practice field, Ropp and east stadium lots
- ✓ Football: Redbirds vs. Southwest Missouri State
2:30 p.m., Hancock Stadium – \$12 general admission, \$7 youth
- ✓ Reggie's Homecoming Bash
8:30 – 11:30 p.m., Bone Student Center – Music, dance, comedian

www.homecoming.ilstu.edu
Information: (309) 438-8790
Football tickets: (309) 438-8000
Alumni/Reunion info: (309) 438-2586



Illinois State University
HOMEcomings 2002
Catch the Redbird Spirit
September 30 - October 6

HOMEcomings PARTICIPATION

--PAT SCHNITKER

The Civil Service Council will again be making your presence known at the Homecoming Parade on **October 5, 2002 at 10:30 a.m.** Parade starts at the corner of University and College. For the complete parade route, visit the homecoming Web site (<http://www.homecoming.ilstu.edu/parade/index.shtml>). There will be lots of great places from which to view all of the floats, bands, and organizations. Let your council members and others around you know you are there!



GROUNDS ADVICE

--TERRY EVERETT

A Green Mountain Sugar Maple tree was planted on the quad between Williams and Fell Halls during Illinois State University's September 11 Remembrance event. The state tree of New York was chosen to be planted to honor those who lost their lives during the September 11 attacks.

CAMPUS CORNER

--BARB DALLINGER

Early in 1861, President Lincoln circulated a request for 75,000 male volunteers for a three-month duty to help solve growing programs in the South. One hundred thirteen men from the Bloomington area volunteered, five of whom were from Illinois State Normal University (ISNU). While five might not seem an impressive number, there were only ten students in the first ISNU graduating class -- six women and four men.

INTERESTING INFO

--DIANNE LIEBENSTEIN

As of July 31, 2002, the Permanent Civil Service personnel count is at 1555. Also according to that record, there are 298 Extra Help Civil Service employees.

CIVIL SERVICE TIDBIT

"An employee shall be granted, without loss of salary, bereavement leave of up to three workdays due to the death of a member of the immediate family or household member."

For further details, check out **3.1.11 Leave of Absence** on the University Policies, Procedures, and Guidelines Web Site (www.policy.ilstu.edu/policydocs/leaves.htm).

DINNER THEATRE

--JULIE CAPLINGER

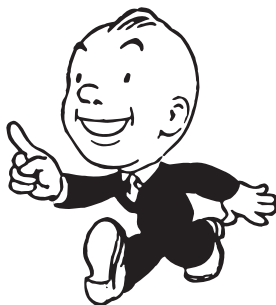
Would you be interested in attending a Conklin Dinner Theatre show with other ISU employees? The Council is contemplating coordinating a trip to see a murder/mystery show with audience participation at the Conklin Dinner Theatre called "Dedicated to the End". Guests would be welcome, and prices would be \$25.50 per person/guest on a Thursday evening, Friday evening or Sunday brunch. This show runs from March 6 to April 20. Please send an e-mail of interest to Julie (jacapli@ilstu.edu) by Friday, September 30, so that at the following Council meeting we can determine if we should proceed with the booking.

COMPUTER TIPS -

USING HUMOR TO PRESENT TECHNOLOGY TIPS
TO COMPUTER USERS

--CONNIE BARLING

Complete faith in computers?



Backup what you
want to keep.

PLEASE EMAIL (SECURE@ILSTU.EDU) ANY SUGGESTIONS FOR
TIPS FOR COMPUTER USERS OR ANY QUESTIONS PERTAINING
TO THE ABOVE TIP.

HISTORY MYSTERY ANSWER



The Student Accounts Building currently houses the following services: the Cashier's Office, Student Accounts, and University Collections.

It is located at the corner of Kingsley and Dry Grove.
[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).

