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OpenLine Newsletter

Civil Service Council

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12-16-2003

### OpenLine Newsletter, December 16, 2003

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.

DECEMBER 16, 2003

VOLUME XXVIII, NUMBER 6

## DATES TO REMEMBER

December 25.....Next classified ad deadline  
**January 6.....Council meeting**  
 January 6.....Next *OpenLine* article deadline  
 January 12.....Spring classes begin  
 January 19.....Martin Luther King, Jr. Holiday  
**January 20.....Council meeting**

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# The Civil Service Council



wishes each of  
 you and your  
 families a very  
 happy and safe  
 holiday season!

## FRIVOLOUS FACTS

Christmas as we know it today is a Victorian invention of the 1860s. Probably the most celebrated holiday in the world, our modern Christmas is a product of hundreds of years of both secular and religious traditions from around the globe.

[Source: [www.historychannel.com/exhibits/holidays/christmas/world.html](http://www.historychannel.com/exhibits/holidays/christmas/world.html)]

## Quick Quote

-ABRAHAM LINCOLN



Most folks are about as  
 happy as they make up their  
 minds to be.

## SERVICE AWARDS

--TOM FOWLES

### 25 YEARS

- ❖ Connie Sue Barling, 3470 Admin Information Systems, 12/19/1978
- ❖ Donald T. Cruise, 1200 Comptroller's Office, 12/16/1978
- ❖ Nel Louise Wallace, 5300 College of Education, 12/5/1978

### 20 YEARS

- ❖ Janis M. Nehrt, 2200 Admissions, 12/5/1983

### 15 YEARS

- ❖ Thomas Eugene Hawthorne, 2610 Food Service, 12/1/1988
- ❖ Erie Johnson, 2610 Food Service, 12/27/1988

### 10 YEARS

- ❖ Sarah E. Musselman, 4120 Biological Sciences, 12/16/1993
- ❖ Thomas Hughes Salzman, 1120 Internal Auditor, 12/6/1993

## BUS TRIP THANK YOU

--DORIS SHAW AND MARCIA STRUM

Kudos to all that helped to make our bus trip to Gurnee Mills Shopping Mall a success.

"Prizes" were donated by the following campus departments:

Health Promotions,  
Student Life,  
Sexual Assault  
Prevention &  
Survivor Services,  
Bowling and  
Billiards, Student  
Health Service  
Nurses, and Info  
Tech.



Please feel free to give us your suggestions for shopping locations for next year (see "Contact Us" column on the last page).

## CONDITIONS FOR SUBMITTING ADS

Only Illinois State University employees and retirees may submit ads. There is a limit of ONE ad per employee or retiree, per issue. The ad must be resubmitted for each issue it is run. The appropriate fee must be included with each submission form. Ads must be submitted on the Ad Submission Form, located in the OpenLine or on the Council website, photocopies are acceptable. No ads will be accepted over the telephone. One item or service allowed per submission form. Ads must be 20 words or less. Ads will not be accepted for travel, credit cards, real estate, financial, .com, nude, personals, and firearms to stay within accepted University practices and statutes. Ads will appear in the next OpenLine, space permitting. Any ad not run due to space limitations will be held and appear in the following OpenLine; if you wish to cancel the ad the individual who submitted the ad must contact Pat Schnitker. Refunds will only be given if the ad was held for the following edition and canceled prior to the submission deadline for that issue. Only your first name, home phone number, and email will appear in the ad, no ISU numbers will be published. OpenLine and the Civil Service Council are not responsible for any item or service advertised. The OpenLine staff and Civil Service Council reserves the right to restrict, edit or refuse any advertisement.

## CLASSIFIED ADVERTISEMENTS

### For Sale

- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).
- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).
- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).
- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).

### Great Christmas Ideas

- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).
- Ad removed for Web display as per the Illinois State University policy governing commerce on the Web (8.2.10).

**"Introductory" Advertising Rates:** Auto \$5, Personal Service \$5, all other categories \$2.

**To submit an ad:** Complete the Classified Ad Submission Form. Send or deliver the form and payment to Pat Schnitker, 4040 Graduate School, Hovey 310. Ad must be received by the 25<sup>th</sup> of the month (i.e. October 25 for November OpenLine)

### OpenLine Classified Ad Submission Form

All information must be printed clearly.

First and Last name: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ISU phone: 8-\_\_\_\_\_

Best time to reach you at your home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Campus Box/Dept: \_\_\_\_\_

Check one category:

- Free Items                       Personal Service  
 For Sale-Auto                       Wanted  
 For Sale-Other

**ONE word per box. 20 words or less.**


### Abbreviations

AC = Air Conditioning	GC = Good Condition	PW = Power Windows
AT = Auto Transmission	Lrg = Large	RD = Rear Defroster
BR = Bedroom	LR = Living Room	Rm = Room
CC = Cruise Control	Mos = Months	S6 = Sleeps/Seats 6
DR = Dining Room	MR = Moon Roof	Sz = Size
EC = Excellent Condition	9P = 9 Passenger	SR = Sun Roof
EM = Email	PL = Power Locks	W&D = Washer and Dryer
FM = Family Room	PS = Power Seats	

SEND THIS COMPLETED FORM AND PAYMENT TO PAT SCHNITKER, 4040 GRADUATE SCHOOL.



Built in 1916, which building supplies campus buildings with heat?

[Answer on back page.]

## GROUNDS ADVICE

--TERRY EVERETT

The thin narrow roots of large trees in the past were used by the Indians as a thread to sow the birch bark onto the framework on their canoes.

## HR WORKSHOPS AND SESSIONS

--TOM FOWLES

These retirement workshops are designed for members of the SURS Traditional and Portable plans. Learn all about SURS: retirement formulas; purchasing service; reciprocity; sick leave as service credit; Social Security; Medicare; health insurance; life insurance; SURS death benefits; SURS statement; Senate Bill 211; SURS estimates; SURS retirement application and process. Contact the Human Resources Office at 438-8311 to enroll. Review the workshop materials on the Web prior to attending ([www.hr.ilstu.edu/benefits/retirement\\_meetings.shtml](http://www.hr.ilstu.edu/benefits/retirement_meetings.shtml)).

Date	Time	Location
Wednesday, January 14, 2004	1:30-5:00 p.m.	Edwards 306
Thursday, February 19, 2004	1:30-5:00 p.m.	Nelson Smith 101
Wednesday, March 17, 2004	1:30-5:00 p.m.	Edwards 306
Thursday, April 8, 2004	1:30-5:00 p.m.	Nelson Smith 101
Wednesday, May 12, 2004	1:30-5:00 p.m.	Edwards 306

In the State Universities Retirement System Benefit Estimator sessions you will learn how to use the SURS Estimator to project pension benefits under the SURS Traditional and Portable plans; and allow you to ask questions about retirement. Contact HR at 438-8311 to enroll. Visit the SURS Web site ([www.surs.org](http://www.surs.org)) to request Member Access prior to attending a session.

Date	Time	Location
Friday, January 16, 2004	3:00-4:30PM	Julian 113
Thursday, February 26, 2004	3:00-4:30PM	Julian 113
Friday, March 19, 2004	3:00-4:30PM	Julian 113
Thursday, April 15, 2004	3:00-4:30PM	Julian 113
Friday, May 14, 2004	3:00-4:30PM	Julian 113

## UNIVERSITY POLICIES/PROCEDURES

### 5.3.1 FIRE SAFETY/MEDICAL ASSISTANCE PROCEDURES

The procedures to follow when a fire alarm sounds include:

1. Call 911 immediately and report the alarm. Please note that if an alarm is sounding, but it is unknown if there is a fire, the report to the dispatcher should only indicate that there is an alarm, not a fire.
2. All alarms should be considered real. No one is to remain in the building unless they are prevented from exiting by fire and/or smoke.
3. Always check the doors for heat and the halls for smoke before exiting.
4. Evacuate the building by using the nearest exit.
5. Do not use the elevators.

Please visit [www.policy.ilstu.edu](http://www.policy.ilstu.edu) for more information on this topic.

--DIANNE LIEBENSTEIN

### BIRTHS – CONGRATULATIONS

- ❖ Brett Swigart of Campus Dining Services has a new son as of October 26, 2003. Camden Drew Swigart was born 8 lbs., 6 oz. and 20 inches long.
- ❖ Susanne Robb of the Department of Curriculum/Instruction has a new granddaughter as of October 7, 2003. Morgan Ofelia was born 7 lbs., 5 oz. and 19 inches long.

### SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Norman Cochran, Facilities Management, on the death of his brother Leslie Cochran, October 17, 2003.
- ❖ Agnes Barr, Facilities Management, on the death of her sister Ernestine Bullard Ebright, November 4, 2003.
- ❖ Anthony Pugh, Facilities Management, on the death of his brother Leslie Pugh, November 15, 2003.
- ❖ Vikkie Cossio, School of Art, on the death of her grandmother Agnes Carby, September 14, 2003.
- ❖ To the family of Charles Shaw, Facilities Management (Carpenter), Charles died October 14, 2003, we offer our sympathy. The Family of Charles also wants to thank the employees and the University for all the support shown to them during this time. Thank you, Corina Shaw and family.
- ❖ To the family of Leslie Pugh, Facilities Management (Building Service Worker), Leslie died November 15, 2003. The Family of Leslie also wants to thank the employees and the University for all the support shown to them during this time. Thank you, Anthony Pugh and family.

### RETIREMENTS – EFFECTIVE SEPTEMBER 2003

- ❖ Linda Lou Elliott, Facilities Management
- ❖ Cheryl Lynn Hinthorne, Campus Dining Services

### RETIREMENTS – EFFECTIVE OCTOBER 2003

- ❖ Joseph A. Bane, Agriculture

### RESIGNATIONS – EFFECTIVE SEPTEMBER 2003

- ❖ Linda R. Reed, Campus Dining Services

### RESIGNATIONS – EFFECTIVE OCTOBER 2003

- ❖ Elizabeth D. Moore, Health Services
- ❖ Jennifer L. Steenbergen, Admin. Information Systems

### WELCOME TO ISU – EFFECTIVE SEPTEMBER 2003

- ❖ Teresa A. Berner, Art Gallery
- ❖ Teresa Lynn Fulling, Thomas Metcalf School
- ❖ Kendra Ann Rollins, Thomas Metcalf School

### WELCOME TO ISU – EFFECTIVE OCTOBER 2003

- ❖ Matthew C. Childress, Psychology
- ❖ Cathi Sue Richter, Health Services
- ❖ Jorge Luis Vega, University Police
- ❖ Anthony D. Wood, Campus Dining Services

### PROMOTIONS – EFFECTIVE SEPTEMBER 2003

- ❖ Cheryl L. Cope, Secretary IV, Student Counseling Services
- ❖ Lori I. Fox, Staff Secretary, Technology
- ❖ Shad M. Wagehoft, Police Corporal, University Police
- ❖ Mary E. Drillon, Immigration Specialist, International Studies
- ❖ Janet A. Tulley, Program Director, School of Music

### PROMOTIONS – EFFECTIVE OCTOBER 2003

- ❖ Colleen Bennett, Clerk, Admissions
- ❖ Cynthia M. Cotton, Inventory Rec. Control Supvr.
- ❖ E. Marlene Hitch, Library Tech II Assistant

*Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Dianne Liebenstein by phone at 438-8311 or by e-mail ([dbliebe@ilstu.edu](mailto:dbliebe@ilstu.edu)) to report births, marriages, or deaths of immediate family members.*



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## STATE FARM SELECTED AS 403(B) PROVIDER

- TOM FOWLES

The Board of Trustees approved State Farm as a 403(b) vendor at its October 24th meeting. State Farm joins ING, VALIC, Fidelity, Lincoln National, and TIAA-CREF as approved vendors for new accounts. American Century will no longer be able to solicit new participants; however, current participants may continue to contribute by payroll deduction.

Information about State Farm's 403(b) program may be found on the HR web site under benefits ([www.hr.ilstu.edu/benefits/tda.shtml](http://www.hr.ilstu.edu/benefits/tda.shtml)). If you would like to consider State Farm for your 403(b) and you have an agent, simply call your agent. If you do not already have an agent, contact the Bloomington Agency Field Office at 309/862-1446 to request to meet with an agent.

The recommendation to add State Farm and drop American Century was made by a campus committee composed of five faculty and staff members. Committee members met over the summer to review product offerings received in response to a Request for Proposal issued by Illinois State.



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## HISTORY MYSTERY ANSWER

The **Heating Plant** supplies the campus buildings with heat. In 1969, a remote automation center, which is capable of controlling and monitoring all of the room air systems on campus, was installed. The Heating Plant was converted from coal to gas in 1965. The plant heated 2,527,000 square feet of classrooms, residence halls and offices on campus. The change to gas made the operations quieter and cleaner and allowed the heating plant to meet future growth requirements without relocating.



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

