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Civil Service Council

8-19-2003

OpenLine Newsletter, August 19, 2003

Civil Service Council
Illinois State University

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Civil Service Newsletter

WEB: www.cscouncil.ilstu.edu
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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.

AUGUST 19, 2003

VOLUME XXVIII, NUMBER 2

DATES TO REMEMBER

September 1 Labor Day holiday
September 2.....Council meeting
September 2.....Next *OpenLine* article deadline
September 16.....Council meeting
September 17.....Next *OpenLine* distribution

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WE NEED YOU !!!

-- VICKI BRYAN

Your Civil Service Council sponsors several activities each year including bus trips, the Homecoming parade entry, Children's Christmas Party, spring raffle to raise money to fund the CSC scholarships, chicken lunch, spring awards ceremony, etc.

There are over 1500 Civil Service employees at Illinois State University, but only 15 Civil Service Council members. It is difficult for just 15 individuals to accomplish the yearly activities for so many people.

We need volunteers to serve on the Activities Committee to help with the things we do for all Civil Service employees. If we have several volunteers, each person would have minimal time involvement while benefiting your fellow Civil Service workers here at Illinois State University. **Spreading the work among more of us requires less time from each of us.**

To volunteer, please contact Marcia Strum by phone (557-0600 ext. 231) or via email (mbstrum@ilstu.edu). Please help us so we can better serve you!

LUNCH IN SEPTEMBER

-- MARTHA BURK

The Third Annual Lunch on Milner Plaza sponsored by the Civil Service Council will take place on **Friday, September 12 from 11:30 a.m. to 1:30 p.m.** Faculty and staff are invited to participate. Two pieces of chicken, potato salad, cole slaw, a roll, dessert, and a soda will be served.

The price for the lunch is \$6.00. Please send your reservations to Jan Jolynn Staley, 5590 Marketing. All reservations must be prepaid. No reservations may be made by email or phone. Please specify if you need a vegetarian meal. Include your name(s) and a check made out to the Civil Service Council, along with your daytime phone number and campus address. (Your name(s) will be placed on a list and checked off when you come to the picnic.)

The deadline for reservations is **Monday, September 8**. Space is limited, so please order your tickets early. All profits will benefit the Civil Service Scholarship Fund. If you have questions, please contact Martha Burk at mjburk@ilstu.edu or 8-3474.

Detach Here

Quick Quote

- PIERRE AUGUSTE RENOIR

It is after you have lost your teeth that you can afford to buy steaks.

FRIVOLOUS FACTS

Sixty percent of big-firm executives said the cover letter is as important or more important than the résumé itself when you're looking for a new job.



Name: _____
Addr: _____ Phone: _____

- Standard meal (\$6.00).
- Vegetarian meal (\$6.00).

Name: _____
Addr: _____ Phone: _____

- Standard meal (\$6.00).
- Vegetarian meal (\$6.00).

Name: _____
Addr: _____ Phone: _____

- Standard meal (\$6.00).
- Vegetarian meal (\$6.00).

Name: _____
Addr: _____ Phone: _____

- Standard meal (\$6.00).
- Vegetarian meal (\$6.00).

Name: _____
Addr: _____ Phone: _____

- Standard meal (\$6.00).
- Vegetarian meal (\$6.00).

Total amount enclosed: \$ _____

Send this form along with your check made out to the "Civil Service Council" totaling \$6.00 per person to Jan Jolynn Staley, 5590 Marketing.

TELECOMMUNICATION CHANGES

--BILL BLOMGREN

Starting August 1, 2003 University telephone operator services will be available Monday through Friday from 7:00 a.m. to 7:00 p.m. and will be closed on weekends and holidays. After hours, callers will receive a message advising them that operator services are closed and to look for directory information on the TNSS Web page. Callers will also be advised to call 911 if the call is of an emergent nature.

To reach a University telephone operator, press 0 from any University telephone or call 8-2941 from a TTY. Off-campus callers can reach a University operator by calling (309) 438-2111 or by calling (309) 438-2941 for TTY access. Directory look up information is also available at www.tnss.ilstu.edu.



HISTORY MYSTERY

What building, opened in August of 2000, was the first in 143 years to be named for a benefactor. \$1.5 million was contributed for this facility and is the largest private gift ever designated to the Illinois State Athletics Department. [Answer on back page.]

HR RETIREMENT SESSIONS

--TOM FOWLES

Retirement Workshops: This session is 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 HR at 438-8311 to enroll. Review the workshop materials at www.hr.ilstu.edu/benefits/retirement_meetings.shtml prior to attending.

Day	Date	Time	Location
Wednesday	September 24, 2003	1:30-5:00 p.m.	Edwards 306
Wednesday	October 22, 2003	1:30-5:00 p.m.	Edwards 306
Wednesday	November 12, 2003	1:30-5:00 p.m.	Edwards 306
Wednesday	December 10, 2003	1:30-5:00 p.m.	Edwards 306

State Universities Retirement System Benefit Estimator:

Learn how to use the SURS Estimator to project pension benefits under the SURS Traditional and Portable plans; ask questions about retirement. Contact HR at 438-8311 to enroll. If you haven't already done so, visit www.surs.org to request Member Access prior to attending this session.

Day	Date	Time	Location
Friday	September 26, 2003	3:00-4:30 p.m.	Julian 113
Friday	October 24, 2003	3:00-4:30 p.m.	Julian 113
Friday	November 14, 2003	3:00-4:30 p.m.	Julian 113
Friday	December 12, 2003	3:00-4:30 p.m.	Julian 113

SERVICE AWARDS – AUGUST

--TOM FOWLES

30 YEARS

- ❖ Connie A. Guhlstorf, 2600 University Housing Serv, 8/6/1973
- ❖ Calvin Douglas Miller, 2640 Bone Student Center, 8/27/1973
- ❖ Bill Earl Tanner, 9000 Office of Energy Management, 8/6/1973

25 YEARS

- ❖ Norman Victor Cochran, 9100 Facilities Management, 8/1/1978
- ❖ Diana Kay Mcmann, 2540 Health Services, 8/14/1978
- ❖ Kim Albarene Thompson, 3470 Admin Info Systems, 8/14/1978

20 YEARS

- ❖ E. Lucille Baker, 2610 Food Service, 8/29/1983
- ❖ Robert G. Bone Jr., 8610 Conferencing Unit, 8/1/1983
- ❖ Joan Bontz, 9100 Facilities Management, 8/15/1983
- ❖ Marie Yvonne Bosche, 8900 Milner Library, 8/15/1983
- ❖ Cathy Lynn Garrelts, 2202 University Registrar, 8/17/1983
- ❖ Lyonel Jule Leonard, 9000 Facilities Management, 8/29/1983
- ❖ Michael Lindsey Schulz, 9000 Office of Energy Management, 8/15/1983
- ❖ Edward N. Ulbrich, 9000 Facilities Management, 8/1/1983



15 YEARS

- ❖ Timothy Brian Arnold, 9000 Office of Energy Management, 8/8/1988
- ❖ Sheryl Lea Donnelly, 9100 Facilities Management, 8/1/1988
- ❖ Susan Lynn Jones, 2610 Food Service, 8/1/1988
- ❖ Martha Kiser, 7100 University High School, 8/17/1988
- ❖ Octavio R Montenegro, 9100 Facilities Management, 8/29/1988
- ❖ Gloria Jean Mott, 2610 Food Service, 8/18/1988
- ❖ Nora Piedra, 9100 Facilities Management, 8/1/1988
- ❖ Patricia Lee Schnitker, 4040 Graduate School, 8/18/1988
- ❖ Connie C. Shannon, 5120 School Of Kines & Rec, 8/16/1988
- ❖ Mary Ann Swearingen, 9100 Facilities Management, 8/29/1988
- ❖ Vina Rozel White, 4260 Womens Studies, 8/25/1988
- ❖ Bettelou Jane Wimp, 3500 Telecommunications, 8/3/1988
- ❖ Susan Leslie Yacko, 5060 Family & Consumer Science, 8/15/1988

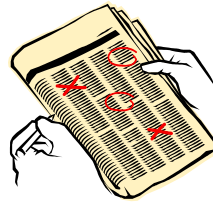
10 YEARS

- ❖ Deborah Lee Brown, 4060 University College, 8/2/1993
- ❖ Donald Gene Dawson, 2610 Food Service, 8/18/1993
- ❖ Raymond Charles Mucha, 2540 Health Services, 8/2/1993
- ❖ Rodger Dale Smith, 2610 Food Service, 8/30/1993
- ❖ Vicki Lynn Sullivan, 1300 Office Of Human Resources, 8/3/1993

ADVERTISING IN THE *OpenLine*

--ELAINE THOENNES

The Civil Service Council began working on offering classified ads to employees in May. After checking on legalities and discussing procedures we are ready to go! Please review our advertising guidelines and submission form and prepare to sell something you don't need or buy something you do! We hope this additional service to our constituents will garner many positive transactions. Please feel free to provide your comments on this new service by contacting your Council Representative or simply emailing the Council at escouncil@ilstu.edu.



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 Web site (photocopies are acceptable). No ads will be accepted over the telephone.
- One item or service per submission form.
- Ads must be 20 words or less.
- Ads will not be accepted for travel, credit cards, real estate, financial, .com, nudity, personals, and firearms to stay within accepted University practices and statutes.
- Ads will appear in the next issue of the *OpenLine*, space permitting. Any ads not run due to space limitations will be held and appear in the following issue of the *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 reserve the right to restrict, edit or refuse any advertisement.

“Introductory” Advertising Rates:

- Vehicle \$5
- Personal Service \$5
- All Others \$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 25th of the month (i.e. August 25 for September *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:

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

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	

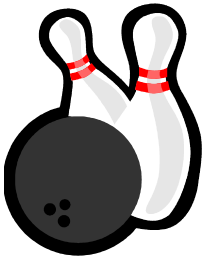
Send this completed form and payment to Pat Schnitker, 4040 Graduate School.

**ADVERTISE
IN THE *OpenLine***

FACULTY/STAFF BOWLING LEAGUE

--GARY DUFFY

The Faculty/Staff Wellness Bowling League will soon begin, and all interested in participating in the 2003-2004 season should contact Dan Stanislaus at 8-2709 (dwtani@ilstu.edu) or Gary Duffy at 8-2214 (glduffy@ilstu.edu). Regular bowlers and/or substitutes are welcomed.

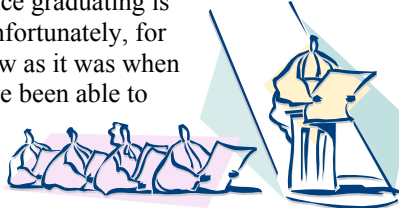


There will be a League meeting on August 27 at 4:30 p.m. in the Bowling and Billiards Center with bowling beginning September 3. The exact schedule is not yet in place for this year but we meet every Wednesday at 4:30 p.m., excluding

Thanksgiving and over the Christmas break. The league play is generally over by 7 p.m. The comptroller's Web site (www.comptroller.ilstu.edu) will have more updated information.

SPOTLIGHT ON...

Glenn Rinker, Bachelor of Science, May 2003: As an employee, I started taking classes (during my off-duty time) at ISU during the summer of 1994 (mostly one class each semester). This May, I received my second Bachelor of Science degree in applied computer science. My first degree was in agricultural industries at SIU-Carbondale. If I can do it, anyone else can. Although I would suggest starting earlier than your middle forties to pursue a degree, since the main response I get to any resumes I send out since graduating is "Your resume is on file." Unfortunately, for me, my field isn't as open now as it was when I first started. I wouldn't have been able to do it, though, without a lot of support from my family.



If you or someone you work with recently obtained a degree while working full-time at Illinois State, we would love to hear from you. Please include your name, degree recipient's name, degree earned, as well as any personal thoughts on the road to graduation. Also accepted is any information about an employee who has performed above usual standards. (See contact information on last page.)

HR WELLNESS EFP

--NIKKI GEGEL

Register now for the Employee Fitness Program (EFP) for the fall 2003 semester. The available choices this



semester include badminton, basketball, fitness lab, land aerobics, lap swimming, t'ai chi, water aerobics and yoga. Visit www.hr.ilstu.edu/wellness/efp.shtml for the EFP registration forms!



The fall session begins August 18. Contact Nikki Gegel at nbgegel@ilstu.edu for further information.

CAMPUS CORNER

--BARB DALLINGER

A great storm in 1902 damaged buildings, trees and shrubs throughout campus. In 1903 after the buildings had been repaired, John L. Gregory was hired to restore the grounds and school garden. In three months, he planted 350 trees, 254 shrubs, and 113 climbing vines preserving Jesse Fell's dream of a tree-filled Quad. At President David Felmley's special request, he included nut-bearing trees to guarantee food for the campus squirrels and birds.



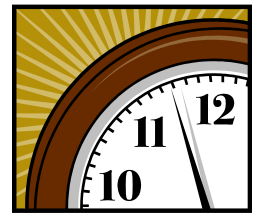
MEETING MINUTES RECAP

--ELAINE THOENNES

July 15, 2003: The Council approved the Classified Ad Submission form with some changes. Complete information and the ad submission form will be in the August *OpenLine* issue; the first ads will appear in the September issue. Pam Pirtle, of the ODAA Office, offered to attend a meeting to provide the Council with more information. The Council agreed to contact her and schedule a meeting date. Although Tammy Carlson from HR could not be present, she provided information that all people affected by bumping were being notified July 15. The Civil Service Council meeting for August 19 is moved to August 26. A thank you letter from the McLean County Board was sent to President Al Bowman and copied to Martha Burk regarding assistance received from the ISU staff.

August 5, 2003: The Scholarship Committee will be meeting soon to review applications and make their selections. Human Resources provided an update on layoffs and bumpings. Council members were selected for committees. A request for volunteers will be put in the *OpenLine* asking for assistance on the Activities Committee. Discussed plans for the picnic, homecoming, shopping trip, and children's holiday party.

For complete minutes, please see our Web site (www.cscouncil.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 1 p.m. in the Spotlight Room of the Bone Student Center.



CIVIL SERVICE TIDBIT

3.1.34 Removal of Goods from University Property

University employees may not remove University property, or convert for their personal use or consumption any item belonging to the University, a student, or a fellow employee. This prohibition includes materials discarded by students through the residence hall refuse system, i.e., bottles, aluminum cans, magazines, materials placed in dumpsters; and material discarded at the site of new construction or at the site of remodeling projects.

[For more information about this policy, please refer to the University Policies, Procedures, and Guidelines at www.policy.ilstu.edu]

POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ None reported.

MARRIAGES – CONGRATULATIONS

- ❖ Chris Ahillen, Administrative Information Systems, married Betsy on July 5, 2003.
- ❖ Stephen Hopkins, Administrative Information Systems, married Michelle on July 5, 2003.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Paul Dillow, Classroom Technology, on the death of his mother, Marie, June 14, 2003.
- ❖ David Marple, Environmental Health & Safety, on the death of his grandmother, Rose Schroeder, July 27, 2003.
- ❖ Steven Anderson, Facilities Management, on the death of his father, William Anderson, July 27, 2003.
- ❖ Anita Williamson, Facilities Management, on the death of her father, James Hamilton, July 23, 2003.
- ❖ John Williamson, Facilities Management, on the death of his father-in-law, James Hamilton, July 23, 2003.
- ❖ Dennis and Mark Deterding, Facilities Management, on the death of their father, Ralph Deterding, July 15, 2003.

RETIREMENTS – BEST WISHES (Effective June 2003)

- ❖ Donna Marie Eveans, University Marketing & Communications
- ❖ Janice Pritchett, Economics
- ❖ Cecil Feit Wade, Facilities Management

RESIGNATIONS – BEST WISHES (Effective June 2003)

- ❖ Audrey L. Dennis, Administrative Information Systems
- ❖ Maria F. L. Knox, Illinois Special Olympics
- ❖ Jan Anne Olson, University High School
- ❖ Frank X. Ramirez, Campus Dining Services
- ❖ William F. Steinbacher-Kemp, Milner Library
- ❖ Jane A. Vorhies, Administrative Information Systems

PROMOTIONS – A TIP OF THE HAT TO YOU (Effective June 2003)

- ❖ Robert Earl Crawford, Foreman Supervising Farm, Agriculture
- ❖ Adam E. Loscar, Telecommunicator Police, University Police
- ❖ Kameron M. Cox, Copy Center Operator, University Marketing/Communications
- ❖ Jacqueline M. Hux, Estimator Printing, University Marketing/Communications
- ❖ Karen S. Long, Coord. Printing Production, University Marketing/Communications
- ❖ Kathryn Ann Waterkotte, Asst. Administrative II, International Studies

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) to report births, marriages, or deaths of immediate family members.

CIVIL SERVICE COUNCIL REPS. -- 2003-2004

--VICKI BRYAN

GROUP I:

- 01 **Pat Schnitker** 4040 Graduate School (Hovey Hall)
438-2109 plschnit@ilstu.edu
- 02-2 **Christa Lawhun** 9000 Facilities Management (Physical Plant Office)
438-5611 cilawhu@ilstu.edu
- 00-2 **Vicki Bryan** 2320 Financial Aid (Fell Hall)
438-2782 vlbryan@ilstu.edu

GROUP II

- 01 **Elaine Thoennes** 2781 Rec. Services & Univ. Golf Course (Beech St. facility)
438-5742 ecthoen@ilstu.edu
- 02 **Theresa Sanchez** 2202 Records Office (Moulton Hall)
438-8499 tasanch@ilstu.edu
- 03 **Jan Jolyn Staley** 5590 Marketing (Williams Hall)
438-7261 jjstaley@ilstu.edu

GROUP III

- 01 **Jack Wylie** 1520 Central Receiving (John Green Food Serv. Bldg.)
438-8011 jdwylic@ilstu.edu
- 02 **Julie Caplinger** 6370 Faculty Tech. Support Svcs. (Instr. Tech. & Dev. Cntr)
438-7582 jjacapl@ilstu.edu
- 03 **Doris Shaw** 2540 Student Health Services (Student Service Bldg.)
438-8712 djshaw@ilstu.edu

GROUP IV

- 01 **John Moss** 9000 Facilities Management (Physical Plant Office)
436-9966 jlmoos@ilstu.edu
- 02 **Paul Collins** 9000 Facilities Management (Physical Plant Office)
436-9966 pvcoll@ilstu.edu
- 03 **Andy Monninger** 9100 Campus Services (Grounds Maintenance)
438-2035 camonni@ilstu.edu
(Served 2000, 2001, 2003; no one nominated from Group IV to begin serving from 2003-05; Andy agreed to serve 03-04; spring 04 will have 2 seats open, 1 3-year term and 1 2-year term)

GROUP V

- 01 **Melody Palm** 2640 Business Office (Bone Student Center)
438-2222 mapalm@ilstu.edu
(Completing Terry Brown's term effective 3-02)
- 02-2 **Martha Burk** 8900 Library Administration (Milner Library)
438-3474 mjburk@ilstu.edu
- 03 **Steven Lancaster** 2610 Campus Dining (Office of Residential Life)
438-2042 sjlanca@ilstu.edu

EX-OFFICIO MEMBERS

Human Resources Representative:

- Tammy Carlson** 1300 Human Resources (Nelson Smith Building)
438-8846 tscarls@ilstu.edu

Campus Communications Committee Representative:

- Marcia Strum** 5151 Info Tech (205 N. Main, STE 300, Bloomington)
557-0600 ext 231 mbstrum@ilstu.edu

State Universities Civil Service Committee Representative and

Employee Advisory Committee Representative:

- Dave Turner** 9000 Facilities Services (Heating Plant)
438-5516 dltur@ilstu.edu

OpenLine Editor:

- Pam Burress** 3500 Telecommunications & Networking (WHA)
438-2795 paburre@ilstu.edu

NOTES:

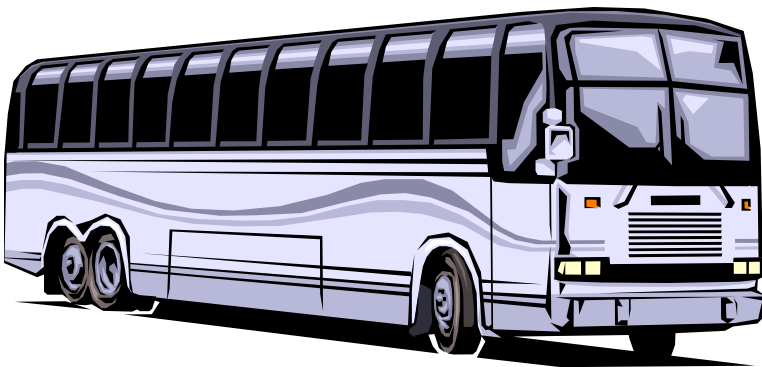
- First column indicates year became Council member, a dash followed by a number indicates which term. Example: Martha Burk is 02-2. The 02 indicates she was elected to begin serving a three year term in July 2002.
- The -2 indicates this is her/his second three year term.

FALL BUS TRIP

--BARB DALLINGER

The fall bus trip is being planned, so mark your calendars for **November 15, 2003** for a shopping trip to Gurnee Mills.

Gurnee Mills has over 220 stores under one roof, offering up to 60% off every day. It is in a convenient location, just 45 minutes from both Chicago and Milwaukee on I-94 at Route 132 West (Grand Avenue), right across the street from Six Flags Great America. For more details and shop listing, visit their Web site (www.gurneemills.com).



**Watch for next month's issue
to have the sign-up sheet
and more details about the trip!**

HISTORY MYSTERY ANSWER

The Kaufman Football Building contains nine coaches' offices, the team locker room, a training room, an equipment room, and a large team meeting room.



[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 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).

