

Illinois State University

ISU ReD: Research and eData

OpenLine Newsletter

Civil Service Council

7-15-2003

OpenLine Newsletter, July 15, 2003

Civil Service Council
Illinois State University

Follow this and additional works at: <https://ir.library.illinoisstate.edu/oln>

Recommended Citation

Civil Service Council, "OpenLine Newsletter, July 15, 2003" (2003). *OpenLine Newsletter*. 158.
<https://ir.library.illinoisstate.edu/oln/158>

This Book is brought to you for free and open access by the Civil Service Council at ISU ReD: Research and eData. It has been accepted for inclusion in OpenLine Newsletter by an authorized administrator of ISU ReD: Research and eData. For more information, please contact ISUReD@ilstu.edu.

Civil Service Newsletter

WEB: www.cscouncil.ilstu.edu

E-MAIL: cscouncil@ilstu.edu

OpenLine

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

JULY 15, 2003

VOLUME XXVIII, NUMBER 1

DATES TO REMEMBER

August 5.....**Council meeting**
 August 5 Next *OpenLine* article deadline
 August 18 Fall semester begins
August 19.....**Council meeting**
 August 20 Next *OpenLine* distribution

INSIDE

Telephone Directory Updates p. 3
 Meeting Minutes Recap p. 3
 History Mystery p. 3
 Potpourri p. 3
 A Great Job p. 3
 Service Awards p. 3
 FY-2004 Council Officers Elected p. 4
 Committee Opportunities p. 4
 History Mystery Answer p. 4
 Contact Us p. 4

STAFF

EDITOR Pam Burress
 COPY EDITOR Narry Kim
 CIRCULATION Lois Lindholm
 Lyle Augstin
 Joanne Hartman
 Marge Irving
 Owen Minear
 Caroline Ober
 Marilyn Wahls
 COUNCIL LIAISON Vicki Bryan



Quick Quote

-Chinese Proverb

"Teachers open the door, but you must enter by yourself."



FRIVOLOUS FACTS

Some people consider the \$1 bill unlucky



because there are so many 13s on it: There are 13 stars, 13 stripes, 13 steps, 13 arrows and even an olive branch

with 13 leaves on it. Of course the \$1 bill is unlucky - if it was lucky it would be a \$100 bill.

FROM THE CHAIR

-- MARTHA BURK

The Civil Service Council was established in the spring of 1959 under the presidency of Robert Bone for the purpose of providing non-academic staff a voice on campus. The Council has functioned since then, with a growing voice, as part of the shared governance system. Our purposes have expanded a great deal from the beginning of the organization. Members of the Council have been included in many committees and our input is regularly sought by the administration and others.

This is an excerpt from the Civil Service Council Constitution which was approved in May 2002 (Article II - Governance Role).

The purpose of the Civil Service Council of Illinois State University shall be:

- 1) To provide a means of effective communication for the exchange of ideas and information between the civil service staff and its employee groups and the Director of Human Resources, the President, the Academic Senate, the Board of Trustees, and other appropriate bodies;
- 2) To represent the civil service employees to University administration and to advise the administration in the formation and implementation of policies and procedures relating to civil service employees;
- 3) To study and make recommendations regarding campus conditions of employment, problems, or needs, either at the request of the University administration, at the request of civil service employees, or upon its own initiative.

The Council is elected yearly, on a fiscal year basis. There are 15 voting members, with three members being elected from each of five groups. The term of office is three years with five members (one from each group) rotating off each year. An individual can serve only two consecutive terms and then must go off the Council for a year before running again.

We have a chair, a vice chair, a secretary and a treasurer, all elected yearly at the first meeting in July. The Executive Committee, consisting of the four officers and the past chair, meets once a month for a lunch meeting. The Council as a whole meets twice a month. We also have an e-mail address, cscouncil@ilstu.edu, which reaches only the four officers of the Council. Our constituents, and others, can use this to contact us. The Executive Committee members also use it to keep in touch with each other and get questions answered quickly.

The chair's duties have become more extensive over time. For instance, I am on 14 more committees than I was when I was elected. Not all departments on campus are willing to let their staff members accept the position. I am grateful to my dean, Cheryl Elzy, for allowing me to do so.

In addition to the 15 voting members, the Council currently has six non-voting ex-officio members:

- A. Employee Advisory Committee representative. This is a state-mandated position.
- B. A representative selected for a term of two years to serve on the Campus Communication Committee.
- C. SURS Members Advisory Committee (SURSMAC) - A nonacademic representative who is appointed by the president of the University and serves at his/her direction.
- D. A representative from the Office of Human Resources designated by the director of Human Resources, and serving at his/her direction.

[Continued on page 2]

- E. Immediate Past Chair.
- F. Editor of the OpenLine.

The Council publishes a monthly newsletter for Civil Service employees, titled the *OpenLine*. A recent survey indicated that this newsletter is the most widely read communication for Civil Service employees on campus.

We also have an extensive web site: www.cscouncil.ilstu.edu. It includes some history of the organization, the minutes, accomplishments, pictures of award and scholarship winners, forms for the various scholarships, information about our many activities, and various shared governance documents.

Our annual budget is about \$7,000, most of which goes for printing the *OpenLine* and for supplies and general expenses. We also have an account at the Credit Union. We put the money that we earn in that account, so it can carry over from year to year. These funds are used for our scholarships and other expenses.



Council members serve on many University committees, including the Academic Senate, the Planning & Finance Committee of the Academic Senate, the Campus Communication Committee, the Executive Committee for the Committee for Diversity, the Advisory Council for the Family Campaign, the NCA Accreditation Team, the Employee Advisory Committee, the iCampus Faculty/Staff Portal Committee, the Social Security/Identify Theft Committee, the University Parking Board, the Sick Leave Bank Appeals Committee, the Presidential Search Committee, and the Foundation Board. Members also serve on a number of Civil Service Council internal committees, including the Constituent Groups Committee, Awards, Elections, Constitution and By-laws, Educating Illinois, Scholarships, and Activities.



This year, for the first time, I represented Illinois State at the Council of Councils meeting at the University of Illinois, Chicago. This is a statewide organization made up of Civil Service Council members. It has been in existence for five years. Subjects discussed at the meeting were the Systems Office, SURS, the "30 and out" law, health insurance, Social Security, and formal incorporation of the Council of Councils organization. The major function of the newly incorporated body would be to lobby the state legislature on behalf of Civil Service staff. A national organization of Civil Service staff is also being organized.

The Council sponsors various activities throughout the year, all of them open to all employees of Illinois State, including bus trips, a picnic, participation in the Homecoming Parade, work with the WJBC Brotherhood Tree, and an annual holiday party featuring the Gamma Phi Circus for the children and grandchildren of employees.



The council has, for many years, had the pleasure of awarding scholarships. We hold fund-raisers throughout the year to help support this effort. Our biggest one is a raffle that is held in the spring and usually earns us well over \$1,000. We traditionally award four \$500 scholarships each academic year to children of Civil Service employees. These scholarships are awarded on the basis of both need and academic achievement. The scholarships are partially funded by the Foundation.

This year, for the first time, we awarded the Carl Johanson Scholarship. This was endowed by Al and Elaine Goldfarb. The scholarship is named for Elaine's father. It is given to a Civil

Service employee who is at least a junior and is seriously working on a degree. Our recipient this year is a full time employee, who is working on an applied computer science major with a history minor. This part-time course of study will take 9 years to complete. She is also raising a son.

An annual joint AP/Civil Service Award Ceremony is held each year in the spring. Scholarships are announced and two forms of awards are given to staff. Distinguished Service Awards are given to several outstanding employees. They typically excel in three categories – work, service to the university outside of their job, and service to the community. These awards carry a \$500 payment. We also bestow an Esprit de Corps Award. This is for a Civil Service Staff member, not on the council, who has gone the extra mile to help the council, the Civil Service staff, and the university.

We had many guest speakers on a wide range of subjects this year: Mark Troester discussed the new iCampus Portal; then President Victor Boschini talked about the budget and responded to a list of questions on a wide range of subjects; Vice President Steve Bragg discussed the topic of the integration of Human Resources and Academic Personnel and the Identity Theft/Social Security Number problem; Jan Shane and Paul Borg addressed the NCA Accreditation process; Wayne Ericson presented information about the USA Patriot's Act and the University's response to it; Becky Benner's topic was the University Family Campaign; and Joe Rives discussed Educating Illinois twice.



In addition, we were asked to provide formal feedback on other issues this year:

- The Consensual Relations Policy
- The Domestic Partners Resolution
- Health Insurance Portability and Accountability Act - HIPAA (Laura Knoblauch was kind enough to come and explain this to us).

Finally, we were asked by our constituents to deal with a number of issues. Many were job-related and were passed on to Human Resources after we did some research for the staff member. These all involved personnel issues that I am unable to discuss. But I am very proud of two other issues that we handled this year.

A contingent of motorcycle riders came to one of our meetings with a complaint that they had to pay for two parking stickers if they wanted to drive a car and, once in a while, drive their motorcycles to work. They also didn't think there were enough parking spaces for motorcycles on campus. We talked to Bob Nuckolls about this issue. He was very interested in this issue already and offered a solution. Motorcycle riders will no longer be buying two stickers as of this fall and Parking Services is looking at more spaces for them.

Another issue that we worked on this year is the growing problem of Identity Theft/and Social Security Number misappropriation. We sent a long, detailed letter to Steve Bragg, suggesting a number of things that could be done on campus to improve the situation. If I may quote Steve, in his statement to the Academic Senate: "As a result of the letter that we received from the Civil Service Council, we have established a special committee to document all of the uses of Social Security Numbers on campus. This is a prelude to a series of committees that we will establish, which will look at how we can tighten the use of identifiers." The Civil Service Council feels this is an issue that is vital to everyone on campus and is happy that the administration agreed with us.

This has been an exciting year to serve on the Civil Service Council.

TELEPHONE DIRECTORY UPDATES

-- SHARON STILLE



Telecommunications and Networking Support Services (TNSS) is updating information located on pages 1 through 58 of the current telephone directory. Memos have been sent to deans, directors and department heads to verify and update information for the following sections.

FOCUS: Campus services information. [pp. 9-13]

Alphabetical Department Listing: Quick alphabetic listing and cross referencing for departmental name changes. [pp. 24-32]

Personnel by Department: Used to list personnel only. [pp. 34-58]

Faculty/Staff Section: Human Resources (HR) maintains the information for campus addresses and home addresses. If either address has changed, complete a PERS 903 form from HR's Web site. This form also can be used to restrict home telephone and home address information.

Employees need to make sure HR has their proper home address for the January mailings of W-2 forms. Undeliverable W-2 forms will be returned to Illinois State's Payroll Office.

E-mail addresses are administered by Computer Infrastructure Support Services. University telephone numbers and University e-mail addresses cannot be restricted. [pp. 60-102]

Emeritus Section: The August emeritus newsletter will give information for sending address updates.

Any questions concerning the directory need to be directed to Sharon in TNSS at sastill@ilstu.edu or 8-8728. ☎

MEETING MINUTES RECAP

--ELAINE THOENNES

Recap June 17, 2003: A preliminary year-end treasurer's report was distributed. ☉ The classified ad proposal for the OpenLine was discussed. ☉ Scholarship forms are available on the Council Web site or by contacting Martha Burk. ☉ A report was given for SSN Committee stating that the first charge is to determine everywhere on campus SSNs are used. ☉ Approved memo addressing release time that will be sent to Facilities Management. ☉ Elected Melody Palm as the temporary chair to preside over the election of the chair at first meeting in July. ☎

Recap July 1, 2003: Elections for officers for 2003-04 were held: Martha Burk, Chair; Vicki Bryan, Vice Chair; Elaine Thoennes, Secretary, and Pat Schnitker, Treasurer. ☉ Distributed updated year-end treasurer's report. ☉ Scholarship applications were distributed to each council member. ☉ Classified ad proposal was approved. ☉ Distributed and discussed a confidentiality statement for Council members to follow. ☉ Two ex-officio positions are available, one for the Campus Communication Committee and a second for the Foundation Board. ☎

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.

HISTORY MYSTERY

What campus building opened in 1975, but began construction in 1968. It is considered the "academic heart" of the University, with nearly one million people passing through its doors each year. [Answer on back page.]

POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ Ari Turetzky, Administrative Information Systems, on the birth of his daughter, Cecilia Ann, May 13, 2003.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Kim Sawyer, Administrative Information Systems, on the death of his grandfather, Noble Roller, June 6, 2003.
- ❖ Jackie Kephart, Administrative Information Systems, on the death of her father-in-law, Noble Roller, June 6, 2003.
- ❖ Kathryn Gardner, Administrative Information Systems, on the death of her mother, Zelma Walden, May 2, 2003.
- ❖ Pam Beach, Administrative Information Systems, on death of her grandfather, Claude Gordon, June 1, 2003.

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 (dbleibe@ilstu.edu) to report births, marriages, or deaths of immediate family members.

A GREAT JOB

--MARTHA BURK, VICKI BRYAN,
PAT SCHNITKER, ELAINE THOENNES

Christa Lawhun has managed the Council Web site for several years. As you have probably noticed, she continually updates and improves the site. This has required a lot of time spent on both learning Web site creation, and in maintaining it. Christa puts a lot of effort into this, and those years of effort are probably unrecognized. We want to publicly thank Christa for her enthusiasm and dedication.

You're doing a great job, Christa!

Pam Burruss came on board about a year ago as editor of the OpenLine. She created the new format to give the newsletter a whole new look. Pam adds some special creative touches to make the OpenLine interesting and fun to read. As editor, she receives the information for each issue, prepares the layout for proofing, and takes the final copy to be printed. She really keeps everyone on track about upcoming deadlines. Additionally she serves as backup for our Web site if Christa is unavailable. We appreciate her efforts.

You're doing a great job, Pam!

SERVICE AWARDS - JULY

--TOM FOWLES

35 YEARS

- ❖ Patricia K. Walker, 2202 University Registrar

30 YEARS

- ❖ Linda J. Bagby, 1220 Purchasing Office

25 YEARS

- ❖ Janet Bertagnolli Connelly, 5620 School of Art
- ❖ Joey Anne Mehsner, 8900 Milner Library
- ❖ Vernon L. Speicker, 9100 Facilities Management

20 YEARS

- ❖ Debra W. Grossman, 2610 Food Service
- ❖ William T. Nelson, 9100 Facilities Management

15 YEARS

- ❖ Judith A. Brown, 2202 University Registrar
- ❖ Marsha Lou Runge, 2600 University Housing Services

10 YEARS

- ❖ James Gregory Harris, 9100 Facilities Management
- ❖ Samuel Lewis Short, 9100 Facilities Management
- ❖ Richard Wayne Tomevi, 9000 Office of Energy Management
- ❖ Neva J. Waller, 4620 Psychology
- ❖ Sandra Kay Warlow, 1200 Comptroller's Office

FY-2004 COUNCIL OFFICERS ELECTED

-- VICKI BRYAN

Congratulations to the new Civil Service Council Officers for FY-2004 who were elected at the July 1, 2003 meeting. They will serve from July 1, 2003 until June 30, 2004.

- **CHAIR: Martha Burk**, 8900 Library Administration (Milner Library), 8-3474, mjburk@ilstu.edu.
- **VICE-CHAIR: Vicki Bryan**, 2320 Financial Aid (Fell Hall), 8-2782, vlbryan@ilstu.edu.
- **SECRETARY: Elaine Thoennes**, 2781 Recreation Services and University Golf Course (Beech St. facility), 8-5742, ecthoen@ilstu.edu.
- **TREASURER: Pat Schnitker**, 4040 Graduate School (Hovey Hall), 8-2109, plschnit@ilstu.edu.

COMMITTEE OPPORTUNITIES

-- ELAINE THOENNES

The Civil Service Council is looking for two individuals who have passed their six-month probation period to serve on committees.

The **Campus Communication Committee** appointment is for two years. The committee serves as a communication link between the Board of Trustees and faculty/staff. The representative will need to attend the quarterly BOT meetings and 2-3 meetings before each BOT meeting. Planning meetings are scheduled as needed during the summer months to plan the quarterly discussion hours. Special meetings throughout the year may also be scheduled.

The **Foundation Board** appointment is for one year. The Illinois State University Foundation's purpose is to assist in developing and increasing education opportunities and the facilities of the University and to receive, hold and administer gifts with the primary objective of serving the educational purposes of the University. The Board is the governing body for the Foundation. This is a non-voting position. Meetings are scheduled for four Saturdays a year with our representative needing to attend four Council meetings to provide a report after each one.

If you are interested in either of these positions, please contact Martha Burk at mjburk@ilstu.edu or 8-3474 by August 1.

HISTORY MYSTERY ANSWER

Milner Library was named after Ange V. Milner, the University's first librarian from 1890-1928. She



loved the students and wrote many of the male graduates during the First World War. She attended biology classes at the University in 1875 and in 1878. In 1880, she assisted in mounting specimens for the Natural History Museum and in cataloging scientific books. Milner also helped organize the Illinois Library Association. She served on the committee to establish a State Library Commission.

[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 (escouncil@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).

