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Civil Service Council
Illinois State University

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OpenLine

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MAY 20, 2003

VOLUME XXVII, NUMBER 11

DATES TO REMEMBER

June 3.....**Council meeting**
 June 3..... Next news deadline
 June 15..... Father's Day
June 17.....**Council meeting**
 June 18..... Next *OpenLine* distribution
 June 21..... First day of summer

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EMPLOYEE AWARDS CEREMONY

--MARTHA BURK

The combined Civil Service (CS) and Administrative Professional (A/P) awards ceremony took place on April 15 this year. It was a well-attended and highly-enjoyable affair. The Civil Service Council Chair Martha Burk opened the meeting with a short welcome to all. Christa Lawhun from the CS Council followed in her own inimitable fashion and lightened up the mood a great deal by swaggering up to the stage with a cowboy hat, a Texas Christian U belt buckle, and squirt guns. After she took these items off and dressed President Victor Boschini in them she said, "Ain't he cute?" It brought down the house!

The official entertainment was by The Madrigal Brass Quintet, Illinois State's premier student brass ensemble. Susan Kern, vice president for University Advancement, presented the scholarships to children of Civil Service employees. The students who won this year were Stephanie Boulware, Carlie Stephens, Kyle Timmerman, and Andrew Cotton.

A new scholarship was awarded this year – the Carl Johanson award. This is a scholarship endowed by Al and Elaine Goldfarb. It benefits a Civil Service staff member who is at least a junior and is seriously working on a degree. This scholarship was won by Lori Devore.

The Esprit de Corps awards were then presented. Each Council is allowed to award one of these to someone, not on the Council, who has by their efforts, advanced the cause of the A/P or CS staff. The winners of this award were Victor Boschini and Sandi Krumtinger, respectively.



The Distinguished Service awards were then presented. The A/P awards went to Julie Barnhill, Paul Ronczowski, and Terri Ryburn-Lamonte. The Civil Service awards went to Barb Dallinger, Jan Johnson, Judy Marshall, Juliana Rusher, Roberta Thomas, and Sharon Wetzel. The meeting was closed by A/P Council Chair Chika Nnamani and then everyone enjoyed punch and cookies.

MEETING WITH THE VICE PRESIDENTS

--MARTHA BURK

The Civil Service Council and the A/P Council met with the four vice presidents on April 17 to discuss the budget. The vice presidents had been charged by the president to come up with a rough budget plan that could be used in preparing materials for the upcoming Board of Trustees meeting on May 9. They met with the Academic Senate and members of the Student Government Association for this purpose as well.

Steve Bragg pointed out that this is a "watershed year." He explained that what we do now will determine what we do for the next 10 years. The University needs the ability to be more flexible in order to handle the budget crisis. Many ideas were discussed among the attendees including: 9-, 10-, 11-month contracts; 6-hour work days; allowing A/P personnel who have the credentials to teach; allowing Milner faculty to teach; job sharing; programmatic differentiation (i.e., no across the board cuts – it leads to mediocrity); outsourcing of some functions; and whether people would choose a pay raise even if it meant someone else losing their job.

Many other ideas have been and are being discussed. The future of general education and FOI are both on the table. It is possible that some areas will be cut altogether (areas central to the teaching mission of the university will be protected). It will take time to decide about any possible lay-offs. Human Resources will have programs set up to help people look for new jobs if this becomes necessary. The vice presidents expressed an interest in gathering more budget suggestions. Please e-mail suggestions directly to them or to Richard Dammers (rdammers@ilstu.edu), and he will compile and forward them.

Quick Quote

--Mark Twain

"Don't go around saying the world owes you a living. The world owes you nothing. It was here first."

HISTORY MYSTERY

What campus building opened in 1959 and was named for the University's Centennial Celebration in 1957?

FRIVOLOUS FACTS

In 1914, President Woodrow Wilson made the official announcement proclaiming Mother's Day as a national holiday that was to be held each year on the second Sunday of May.

1.1.9 SANCTIONS FOR UNAUTHORIZED RELEASE OF PROTECTED HEALTH INFORMATION

Patient privacy is a high priority at Illinois State University. We have written policies and procedures designed to protect patient privacy and confidentiality. Copies of those policies and procedures can be found in the policy manuals of the units within the health care component. We take unauthorized release of our patients' personal health information seriously. If any member of the Illinois State University health care component workforce observes or has knowledge of any unauthorized release of protected health information from Illinois State University, they must immediately report this release to the University Privacy Officer. Failure to do so may result in discipline as an accomplice to the unauthorized release.

For more information about this policy, please see the University Policies, Procedures, and Guidelines at www.policy.ilstu.edu.

SERVICE AWARDS - MAY

--TOM FOWLES

25 YEARS

- ❖ Marie J. Bobrosky, 8900 Milner Library
- ❖ Jill Call, 1000 President's Office
- ❖ Jay F. Self, 0580 Payroll
- ❖ Thomas L. Vlahovich, 9100 Facilities Management

20 YEARS

- ❖ Vernon L. Smith, 9100 Facilities Management

15 YEARS

- ❖ Janet M. Brown, 4060 University College
- ❖ Melinda J. Cheek, 1220 Purchasing Office
- ❖ Cynthia M. Cotton, 1520 Central Receiving
- ❖ Mark N. Vollstedt, 9000 Office of Energy Management

10 YEARS

- ❖ Robert C. Brunke, 3500 Telecommunications
- ❖ Fengqin L. McCrone, 3500 Telecommunications
- ❖ Lewis A. Wheatley, 3500 Telecommunications

GROUNDS ADVICE

--TERRY EVERETT

It is a good practice to prune plants that flower in the spring soon after they have bloomed. This allows for an entire year to pass before they bloom again.



A common mistake is to prune plants in the fall, causing several of the blooms for the following spring to be eliminated.

HR WORKLIFE PROGRAMS

--NIKKI GEGEL



Summer 2003 Employee Fitness Program: The summer session begins May 19. Activities offered include: badminton, land aerobics, lap swim, table tennis, water aerobics, water walking, and yoga. Registration forms and schedule information are available on the Wellness Program Web site (<http://www.hr.ilstu.edu/wellness/efpschedule.shtml>). Contact Nikki Gegel (438-8845 or nbgegel@ilstu.edu) for further information.

Parenting Sessions: Summer sessions are coming soon: June 17—Self Esteem Strategies; June 19—Improving Communications; June 24—Learning Disabilities; June 26—Internet Dangers; and July 1—Anger Management. All sessions will be held from 12:05 to 12:55 p.m. in Conference Services room 115. Call 438-8311 to register.

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ Christina M. McCormick, Campus Dining Services, on the birth of your son, Collin Thomas McCormick, on April 11.
- ❖ Chris Jackson, University Assessment Office, on the birth of your grandson, Jonovan Isaiah Finley, on March 20.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Brad Brakebill, Facilities Management, on the death of his mother-in-law, Jean Pitt, April 29.
- ❖ Steve Detloff, Facilities Management, on the death of his father, William Detloff, March 31.
- ❖ Wilber Wertz, Facilities Management, on the death of his mother-in-law, Mary E. Goldsmith, April 2.

RETIREMENTS – BEST WISHES (Effective April 2003)

- ❖ Steve L. Chestney, Facilities Management
- ❖ Marlon D. Harrison, Facilities Management
- ❖ Stanley E. Nelson, Facilities Management
- ❖ Raymond E. Smock, Administrative Information Systems
- ❖ Ronald R. Swanson, Facilities Management
- ❖ John R. Tannura, Office of Human Resources

RESIGNATIONS – BEST WISHES (Effective April 2003)

- ❖ Josephine Anne Geigner, Sociology & Anthropology

RESIGNATIONS – BEST WISHES (Effective March 2003)

- ❖ Charles P. Hoback, Facilities Management
- ❖ Karen J. Leach, University College
- ❖ Catherine A. Traynor, Legal Services

NEW EMPLOYEES – WELCOME (Effective April 2003)

- ❖ Stacy L. McWhorter, Laundry Worker, University Housing Services
- ❖ Julie E. Meenen, Chief Clerk, Curriculum & Instruction
- ❖ Allen D. Monroe, Laundry Worker, University Housing Services
- ❖ Jon P. Muzzarelli, Photographer III, University Marketing & Communications

NEW EMPLOYEES – WELCOME (Effective March 2003)

- ❖ Audli L. Yeakel, Chief Clerk, Dean of Education

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

- ❖ Patrick H. Moraleda, Pharmacist Supervisor, Health Services
- ❖ Marsha J. Perry, Duplicating Machine Operator II, College Business Support
- ❖ Mary A. Stack, Graduate School Specialist, Dean of Graduate School

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

- ❖ Angela R. Scott, Staff Clerk, School of Music
- ❖ Felicia A. Young, Human Resource Assistant III, Human Resource Office

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

CAMPUS CORNER

--BARB DALLINGER

In 1868, the Board asked President Richard Edwards "Do students who go to the Normal school really teach?" In response, Edwards sent out letters of inquiry to the 145 students who had graduated from the Normal school. Of those graduates, only 29 or 7% were not actively teaching in a classroom. Thirteen of those had married after teaching at least a year and six were deceased. He proudly reported the remaining ten had all taught several years prior to leaving the field.

MEETING MINUTES RECAP

--ELAINE THOENNES

APRIL 8, 2003: Past officers or committee members were asked to pass on any files to a current officer. ■ Council reviewed and approved Resolution for Victor Boschini that will be presented at the Staff Awards Ceremony. ■ Council members were assigned to contact vendors who gave donations last year for raffle prizes. ■ The newest Activity Committee member Nancy Barrington was introduced. ■ Proposed by-law revision was distributed and will be discussed at the next meeting.

MAY 6, 2003: After Council discussion, the motion was passed to move the spring picnic to the fall for this year. ■ It was announced our HIPAA representative will be Kathi Hamilton. ■ We continue to get more prizes donated for the raffle. We have sold approximately 2000 raffle tickets. ■ After discussing the proposed by-law revision, the proposal failed to receive Council approval. ■ A report was given on the Employee Advisory Committee meeting held April 24 and 25 at Eastern Illinois University. The next EAC meeting will be at Illinois State University on July 17 and 18. ■ A report was given on the Merit Board meeting held April 30. ■ A Civil Service Systems Office orientation session will be held May 21. Contact Teresa Rademacher in the SUCSS Office (217-278-3150 or teresar@succs.state.il.us) or Dave Turner (438-5516) for information.

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.



STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE

--DAVID TURNER

Committee Purpose and Responsibility: The State Universities Civil Service Advisory Committee, also known as the Employee Advisory Committee (EAC), is organized for the purpose of serving the State Universities Civil Service Merit Board in an advisory capacity on all matters pertaining to the State Universities Civil Service System. The Committee has as its responsibility to recommend actions and present problems to the Merit Board in accordance with the interests and needs of all employees in the University System.

Committee and University System History and Administration: The State University Civil Service System, its governing body the Merit Board, and this employee advisory committee were established by House Bill 831 during the 67th Illinois General Assembly, and became law on January 1, 1952. The University System and Merit Board Offices are located at 1717 South Philo Road, Urbana, IL. The University System Director is Mr. Tom Morelock, who reports to the Merit Board. The Merit Board is composed of 11 members from the governing boards of the State universities in Illinois. The Chairman of the Merit Board is Mr. John Brewster, SIU Trustee from Marion, IL.

Committee Membership: The State Universities Civil Service Advisory Committee is composed of 19 members who have full-time certified status appointments in the University system; and have at least three current consecutive years of civil service employment at their place of employment. Nine are elected by and from the civil service employees of the University of Illinois (four from the Urbana-Champaign campus, four from the Chicago campus including one

[Continued in next column...]

representing the Division of Specialized Care for Children, and one from the Springfield campus). Three are from Southern Illinois University (one from each of the three campuses in Carbondale, Edwardsville, and the School of Medicine in Springfield). One is from each of the other State universities (Northern Illinois University, Illinois State University, Western Illinois University, Eastern Illinois University, Northeastern Illinois University, Chicago State University, and Governor State University). A regular term for a member is four years. An incumbent who remains eligible may continue to apply for re-election.

Meetings: This advisory committee meets quarterly as a minimum according to Illinois Statute. Special meetings, standing committee meetings, and subcommittee meetings are called as needs develop and circumstances warrant. Approved travel expenses are paid by the member's employer. The location of the meetings varies as members take turns hosting the advisory committee on or near their place of employment. Director Morelock is invited to the quarterly meetings, usually accompanied by member(s) of this administrative staff.

Individual Responsibilities: In accordance with the charge and obligation given as a new member is seated, members are to:

- represent all civil service staff of the University System. Deliberations, decisions and recommendations should be on behalf of the total staff, not solely for the members or the member's electorate;
- support the cause of higher education in the State of Illinois;
- improve the Civil Service portion of State service, giving equal loyalty to duties of employment and of citizenship;
- respect the opinions of others while upholding a personal perspective;
- promote the spirit of harmony and fellowship among those represented, and between them and those charged with administrative responsibility in each employing institution or agency.

Also, members are to:

- become thoroughly familiar with the statute creating the State Universities Civil Service System, the Civil Service Rules, and the Constitution and Bylaws of this Committee;
- commit to attend all meetings, to be informed on issues and involved in discussions;
- enhance two-way communication, and effectively report both the needs of fellow civil service employees and the actions of the University System.

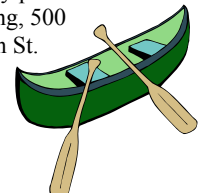
Related Committees: Standing Committees are the Executive Committee, Legislative Committee, and Election Committee. Subcommittees that may be called upon to work on specific issues are: Class Specification Review, Statutory Amendments, Discharge/Demotion, Examination Review, Management Information System, Non-Status Appointments, Ongoing Benefits, Oral Board, Probationary Period, Procedures Manual, Restructuring of Classes, Seniority, State-Wide Step Plan, Temporary Upgrade, Procedures for Layoff, Promotional Line, and the Constitution and By-laws Subcommittee.

OUTDOOR ADVENTURE PROGRAM TRIPS

--JOSH STRATMAN

TRIP -- LOCATION	TRIP DATES	SIGN-UP BY
Canoeing—Kishwaukee River, IL	Jun 7	Jun 3

Space for this class is limited. You may register by phone with a credit card or in person at the Student Recreation Building, 500 N. Beech St., or at the Outdoor Store, 220 N. Main St. For more information, prices, and registration please call 438-PLAY.



COMPUTER TIPS

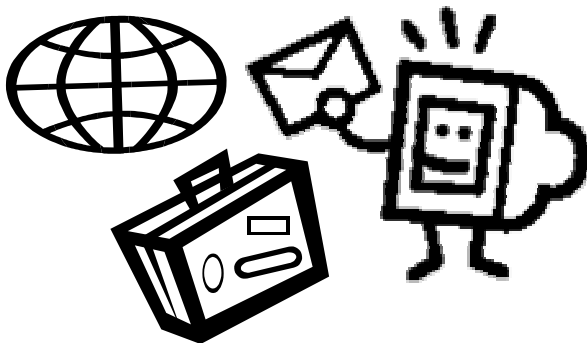
--CONNIE BARLING

School's out for the summer.

It is time to plan our summer vacations. So what should we do about our e-mail while we are away? We stop our postal service, paper service, delivery service, etc. So what can we do with our e-mail? Depending on how long you will be gone and what you are doing for your vacation, there are a couple of things you can do to handle your e-mail:

1. Forward your email,
2. Send an automated reply, or
3. Use Webmail2 if you have access to the Web.

Computer Infrastructure Support Services has set up a Web page that offers these services (<https://secure.ilstu.edu/ulid>).



Please e-mail any tips for computer users or any questions pertaining to the above tip (secure@ilstu.edu).

HISTORY MYSTERY ANSWER

The School of Music is housed in **Centennial East**, along with Kemp Recital Hall, and Allen and Westhoff Theatres. Kemp Recital Hall was named after Benny B. Kemp, a piano instructor at Illinois State and an assistant to the department chairman and coordinator of recital



programs who had been at the University since 1963. Allen Theatre was named after Mabel Clare Allen, who was the director of all theatre productions for the University from 1930 to 1960. Westhoff Theatre was named after Frank W. Westhoff, who taught at the University from 1900 to 1938 and served as the first head of the music department.

[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).

