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Civil Service Council

4-15-2003

OpenLine Newsletter, April 15, 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.

APRIL 15, 2003

VOLUME XXVII, NUMBER 10

DATES TO REMEMBER

May 6 Council meeting
 May 6 Next news deadline
 May 11 Mother's Day
May 20 Council meeting
 May 21 Next OpenLine distribution
 May 26 Memorial Day observed

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Quick Quote

--Will Rogers

"The income tax has made more liars out of the American people than golf has."

FRIVOLOUS FACTS

On April 15:

- President Lincoln died at 7:22 a.m., in Washington, D.C., 1865.
- The Titanic struck an iceberg and sank, 1912.

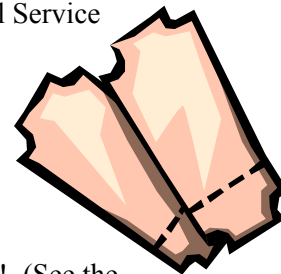
ANNUAL SCHOLARSHIP RAFFLE

--LIN HINDS

The Civil Service Council will be holding the 2003 Annual Scholarship Raffle to support scholarships for dependents of Civil Service staff members.

2003 Grand Prize: A Digital Camera!

Many other prizes are available. For a complete list of prizes, visit our Web site (www.cscouncil.ilstu.edu).



Ticket price: \$1.00 each or \$6.00 for 5 tickets.

Tickets can be purchased from any Council member!! (See the contact information for the Council representatives on page 4.)

The drawing will be held at the Civil Service Council meeting on May 20, so feel free to join us to watch the drawing live. (Winners need not be present to win.)

CANCELLATIONS

--MARTHA BURK

The spring bus trip has been canceled due to the difficulty in choosing a date that would work for everyone. We are planning a trip to Gurnee Mills Shopping Mall in the fall. Check future OpenLine issues and Council minutes for more details.

The Conklin Barn II Dinner Theatre trip has also been canceled due to the low number of participants.

We will continue to look for activities to offer to the community. Please send us any thoughts or ideas you may have. Your help and suggestions are always welcome (cscouncil@ilstu.edu). If you would be interested in joining the Council's Activities Committee, please contact Martha Burk (8-3474 or mjburk@ilstu.edu).

COUNCIL MEETING CHANGE

--MARTHA BURK

The Civil Service Council will meet on Tuesday, April 8, in Milner Library's conference room 311 inside the administration office suite. The regular meeting on April 15 has been canceled due to the involvement of many of the Council members at the Administrative Professional and Civil Service Awards Ceremony. Feel free to bring your lunch or drinks.

HISTORY MYSTERY

What building opened in 1957 and was named after the Dean of Illinois State University from 1928-1946. This dean was also a Professor of Education and Psychology and was acting President for a short period of time in 1930 when David Felmley fell ill. The clock on the side of the building was dedicated to John F. Kennedy shortly after his assassination in 1963. In 1964, a \$900,000 addition was also added.

SEEKING COMMITTEE MEMBERSHIP

--MARTHA BURK

The Civil Service Council has been asked to name a representative to the HIPAA (Health Insurance Portability and Accountability Act) Privacy Sanctions Committee. The act is intended to insure the privacy of patient records. Anyone who violates this privacy will be subject to sanctions.

The Illinois State University policy concerning HIPAA is available on the Illinois State University Policy Web site (www.policy.ilstu.edu/policydocs/health_information.html).

The HIPAA Privacy Sanctions Committee is chaired by the vice president of student affairs. Committee members include the university privacy officer, director of student health service, civil service representative, administrative professional representative, faculty representative and a student representative. The Committee reports to the President. The Committee is responsible for determining whether the privacy and confidentiality of protected health information has been violated. The Committee also determines the degree of discipline (within set standards) for violations.

If you are interested in serving on this important new committee and your supervisor approves, please send an email to Martha Burk (mjburk@ilstu.edu). If you do not have easy access to email, you may call Martha at 8-3474. Please include a few sentences outlining your interest in this committee and any past committee work.

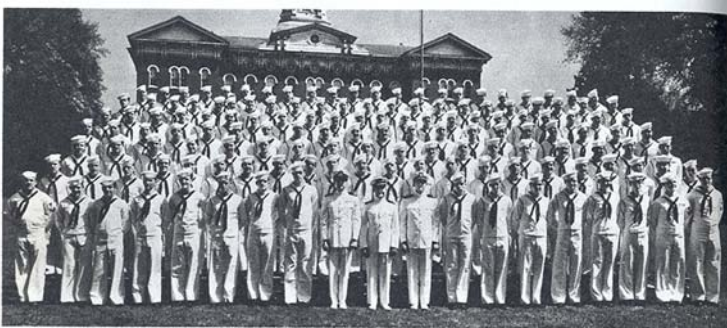
CAMPUS CORNER

--BARB DALLINGER

The Campus During Times of War: During World War II, Illinois State Normal University (ISNU) enrollment dropped significantly. While male students were going to war, female students were assuming emergency teaching positions, assisting the war effort, or finding lucrative jobs in industry. Faculty ranks were also depleted, as faculty members were called to service or temporarily assigned to defense work.

President Fairchild was determined to retain every faculty member no matter how small classes became. He knew that once the war was over, enrollment would increase again and finding good faculty would be difficult.

Spirits at the school were raised when it was announced in the spring of 1943 that 291 Navy men would be sent to ISNU to study the Navy V-12 program. Fell Hall became their home. Soon signs were appearing on campus that read "military personnel only." By the end of the V-12 program in 1945, over 600 men had completed their coursework at ISNU.



CIVIL SERVICE TIDBIT

1.1.1 EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

Illinois State University is committed to providing equal opportunity and an educational and work environment for its students, faculty, and staff free from any discrimination based on race, color, religion, sex, national origin, sexual orientation, ancestry, age, marital status, physical or mental disability, unfavorable discharge from military, or status as a disabled veteran or veteran of the Vietnam Era.

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

SERVICE AWARDS

--TOM FOWLES

30 YEARS

- ❖ John Tannura, 1300 Human Resources, April 16, 1973

25 YEARS

- ❖ John Clement, 3470 Admin Information Systems, April 3, 1978

20 YEARS

- ❖ William Brown, 9100 Facilities Management, April 1, 1983
- ❖ Imelda Mayer, 9100 Facilities Management, April 3, 1983
- ❖ Tom Ryan, 9100 Facilities Management, April 25, 1983
- ❖ Timothy Simmons, 3420 University Marketing & Communications, April 4, 1983

15 YEARS

- ❖ Eric Klawitter, 9000 Facilities Management, April 18, 1988
- ❖ Robert Siebert, 2660 Redbird Arena, April 25, 1988
- ❖ Warren West, 5120 School Of Kinesiology & Recreation, April 8, 1988

POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ Michael Gibson, Milner Library, on the birth of your daughter, Paige, March 31, 2003.
- ❖ Marcine Keller, Teaching Assessment Center, on the birth of your son, Quinn Isaac, January 28, 2003.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Kenneth Davis, Facilities Management, on the death of his father, Freddie Davis, March 12, 2003.
- ❖ Gerald Carlson, Facilities Management, on the death of his father-in-law, Harold Schwedersky, March 10, 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 (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.

GROUNDS ADVICE

--TERRY EVERETT

The oldest kind of tree known to mankind is the ginkgo tree. Ginkgo is a large picturesque tree at maturity, grown for its shade, large size, and bold accent in the landscape. Illinois State University has a very fine example of this type of tree on the Quad. It is located to the left of the main quad entrance to Cook Hall (facing the building).

BENEFIT CHOICE FAIR

--MARGE HEWITT & VICKI SULLIVAN

The Benefit Choice Fair for this year will be on Tuesday, May 6 in the Old Main Room of the Bone Student Center from 10 a.m. to 2:30 p.m. Representatives have been invited from CIGNA, Health Alliance, OSF, CompDent, Minnesota Life, Flexible Spending (MCAP, DCAP), MetLife (Long Term Care), Prudential Long Term Disability, Reliastar, and all the Tax Deferred Annuity companies. The various vendor representatives will answer questions about the benefit plans, and staff from the HR Customer Service Center will also be available to answer questions.

Some choices to consider making during the Benefit Choice period are as follows: signing up for the Flexible Spending Program comprised of the Medical Care Assistance Plan (MCAP) and the Dependent Care Assistance Plan (DCAP); participating in the Sick Leave Bank; and opting out of the health, dental and vision coverage.

Benefit Choice period begins Thursday, May 1 and will end at midnight on Friday, May 30. The Benefit Choice booklets will be distributed the last week of April.

FACULTY/STAFF CHILD CARE

--KAREN STEPHENS

The Illinois State University Child Care Center, located in 124 Turner Hall, has summer only enrollment slots available for children of Illinois State University faculty and staff. Children must be between the ages of 3 and 8 years of age. The Center's summer session operates from June 16 to August 8 from 7:15 a.m. to 4:45 p.m. Monday through Friday.

Highlights of the summer program include learning center activities, in-depth projects geared to children's interests, campus field trips, and outdoor water play. Cost is \$140 per child per week for full or part time care. Enrollment slots will be filled on a first-come, first-serve basis.

To request an enrollment application, email your name and mail code to Karen Stephens, director (kstephen@ilstu.edu). Those considering enrollment are encouraged to set an appointment for touring the facility prior to May 2. By May 16, applicants will be notified whether enrollment space is available for their child.

OUTDOOR ADVENTURE PROGRAM TRIPS

--JOSH STRATMAN

TRIP -- LOCATION	TRIP DATES	SIGN-UP BY
Camping/Hiking--Garden of the Gods, IL	Apr. 18-20	Apr. 6
Backpacking River--River Trail, IL	Apr. 18-20	Apr. 7
Horseback Riding--Condit's Stables, IL	Apr. 19	Apr. 8
Mountain Biking--Comlara Park, IL	Apr. 19	Apr. 8
Backpacking--Garden of the Gods, IL	Apr. 25-27	Apr. 14
Whitewater Rafting--Peshtigo River, WI	Apr. 25-27	Apr. 15
Backpacking--Appalachian Trail, VA	May 11-19	Apr. 23
Canoeing--Kishwaukee River, IL	Jun. 7	Jun. 3
Backpacking--Rocky Mountains, CO	Aug. 4-13	Jul. 11

Spaces for these classes are 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 at 220 N. Main St. For more information, prices, and registration please call 438-PLAY.

FUND-RAISER SUCCESS

--BARB DALLINGER

Thank you for supporting your Civil Service Council.

Thanks to your support, the PartyLite Civil Service Council fund-raiser was an amazing success! This means that we will be able to continue to offer and support various activities such as the Children's Holiday Party, the shopping trips, and many more.



Thank you.

MEETING MINUTES RECAP

--ELAINE THOENNES

April 1, 2003: Julie Jenson presented information about layoffs and bumping rights. She distributed a handout with a list of Web sites for additional information as well as an example of a layoff/bumping situation. The definition of a layoff "is a stoppage of work, required by management, because of reduction in the amount of work, discontinuance of a particular kind of work, lack of available funds, lack of available space for the execution of work planned, interruptions caused by unfavorable weather, an emergency or catastrophic situation." Layoff order is determined first by status and then by service and seniority. Bumping is defined as "an employee exercises seniority rights in layoff." ❖ In other business, the Council passed endorsement of the revised Consensual Relations Policy. ❖ The Council received information from the Foundation stating that due to the economic conditions, our next fund allocation will need to cover a two-year period, both FY04 and FY05. ❖ The Administrative Professional and Civil Service Awards Ceremony will be Tuesday, April 15 at 1:00 p.m., the same day as our next scheduled Civil Service Council meeting.

March 18, 2003: The Committee read Terry Brown's resignation letter and introduced Melody Palm, who will complete Terry's term on the Council. Paul Collins will replace Terry Brown as the Council member representative on the Parking Committee. ❖ The Council also endorsed the resolutions for same-sex and opposite-sex domestic partners. ❖ The Governor's policy on vacation does not apply to universities. ❖ Human Resources reported that there is no further update on the 403(b) situation. Julie Jenson will attend the April 1, 2003 Civil Service Council meeting to discuss the statutes and rules regarding bumping and layoffs. ❖ The role of Civil Service Council members and confidentiality were also discussed regarding situations with constituents.

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.



VALUE OF BENEFITS AT ILLINOIS STATE UNIVERSITY

--TOM FOWLES

In addition to cash compensation, University employees enjoy a package of benefits that can be translated into "dollars saved." The table below illustrates the value of the benefits package. The table uses hourly rates of \$12.50 per hour (\$24,375 annually) and \$25.00 per hour (\$48,750 annually) for calculating the value of each benefit.

BENEFIT	AVERAGE UTILIZATION	\$12.50 / HOUR	\$25.00 / HOUR
Vacation	17.5 days average usage per year	1,641	3,281
Holidays	11 days per year	1,031	2,062
Administrative Days	2 days holiday shutdown	188	375
Health/Dental Insurance	Employee state paid premium	5449	5359
Health/Dental Insurance	Dependent state paid premium	5284	5284
Life Insurance	Employee state paid premium	105	211
Retirement Contributions	Employer's cost of benefits	2389	4778
BENEFITS VALUE (subtotal)		\$16,087	\$21,350
Other Potential Benefits:			
Sick Leave	8.5 days average usage per year	797	1,594
Rest Periods	17.33 days per year	1,625	3,250
Extended Sick Leave	1.8 days average usage per year	169	338
Available Paid Time Off	Jury Duty, Funeral Leave, Military Leave (estimated 4 days)	375	750
BENEFITS VALUE (grand total)		\$19,053	\$27,282

(Above illustration is based on a 35-year-old employee with two dependents enrolled in the Quality Care Health Plan and the Quality Care Dental Plan.)

Other money saving benefits include Tuition Waiver Programs:

- Children of Illinois State employees who attend a state university in Illinois are eligible for a 50% tuition waiver upon meeting the eligibility requirements (employee/parent must have at least 7 years of service credit in SURS).
- Civil Service employees receive a full tuition waiver at Illinois State University or any other state university in Illinois.

YOUR CIVIL SERVICE COUNCIL REPRESENTATIVES

GROUP I: ----- **Vicki Bryan**, 2320 Financial Aid (Fell Hall), 8-2782, vlbryan@ilstu.edu; **Christa Lawhun**, 9000 Facilities Management (Physical Plant Office), 8-5611, cllawhu@ilstu.edu; **Pat Schnitker**, 4040 Graduate School (Hovey Hall), 8-2109, plschnit@ilstu.edu.

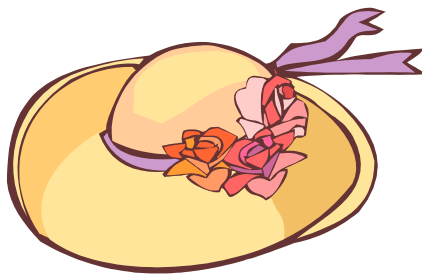
GROUP II: ----- **Lin Hinds**, 5600 College of Fine Arts (Center for Visual Arts), 8-8330, lhinds@ilstu.edu; **Theresa Sanchez**, 5620 School of Art (Center for Visual Arts), 8-5622, tasanach@ilstu.edu; **Elaine Thoennes**, 2781 Recreation Services and University Golf Course (Beech St. facility), 8-5742, ecthoen@ilstu.edu.

GROUP III: ----- **Julie Caplinger**, 6370 Faculty Technology Support Services (Instructional Tech & Dev Center), 8-7582, jacapli@ilstu.edu; **Ron Thompson**, 6380 Classroom Technology Support Services (Nelson Smith Bldg.), 8-7732, rdthomp@ilstu.edu; **Jack Wylie**, 1520 Central Receiving (John Green Food Services Building.), 8-8011, jdwyllie@ilstu.edu.

GROUP IV: ----- **Paul Collins**, 9000 Facilities Management (Physical Plant Office), 6-9966, pvcolli@ilstu.edu; **Andy Monninger**, 9100 Campus Services (Grounds Maintenance), 8-2035, camonni@ilstu.edu; **John Moss**, 9000 Facilities Management (Physical Plant Office), 6-9966, jlmoss@ilstu.edu.

GROUP V: ----- **Terry Brown**, 9100 Building Services (Facilities Services), 8-2035, wtbrown@ilstu.edu; **Martha Burk**, 8900 Library Administration (Milner Library), 8-3474, mjburk@ilstu.edu; **Barb Dallinger**, 2640 Information Services (Bone Student Center), 8-8540, bldalli@ilstu.edu.

Ex-officio Members: ----- **Pam Burress** (OpenLine Editor), 3500 TNSS, 8-2795, paburre@ilstu.edu; **Tammy Carlson** (Human Resources Liaison), 1300 Human Resources, 8-8311, tscarls@ilstu.edu; **Marcia Strum** (Campus Communications Committee Representative), Info Tech, 205 N. Main Suite 300, Bloomington, 557-0600 ext. 231, mbstrum@ilstu.edu; **David Turner** (State University Civil Service Committee Representative & Employee Advisory Committee Representative), 9000 Power Plant, 8-5516, dlturne@ilstu.edu.



University Staff Association

"Hats Off to You"

Old Main Room - Bone Student Center

Wednesday, May 21st

11:30 a.m. - 1:00 p.m. (doors open at 11:30)

Chef Salad

Dinner Roll and Drinks

Assorted Pies

The program will include lunch, socializing, drawing for door prizes, and a performance by a vocal trio. **We are encouraging everyone who attends to wear a hat to the luncheon.** Members only are eligible for door prizes.

Please mail your reservation today. Members extend a special invitation to non-members in your office to join USA and attend the luncheon. USA is supported solely by its members through the payment of dues. Our dues are the only resource available to cover operating expenses such as decorations or to remember members at special times in their lives.

\$\$\$\$\$ The University Staff Association invites luncheon attendees to participate in a 50/50 raffle with proceeds benefiting the Neville House. Tickets will sell only during the luncheon for \$1 a ticket or 5 tickets for \$3. The winning ticket will receive half the collected funds. **\$\$\$\$\$**

Release time for Civil Service Staff is authorized and may be granted by supervisors based on operating needs of individual departments.

If you have special dietary needs, please contact Sandi Krumtinger @ 438-8082.

Please detach and mail to: **Sandi Krumtinger**
4100 College of Arts and Sciences

Name _____

Mail Code and Department _____



Member's Luncheon	\$8.00	Make check payable to	
		UNIVERSITY STAFF ASSOCIATION	
Non-Member's Luncheon	\$8.50		
Retiree	\$8.00	Total: Dues & Luncheon	= \$12.00 _____
		Luncheon	= \$ 8.00 _____
		Nonmember Lunch	= \$ 8.50 _____
Dues for 2003	\$4.00	Retiree	= \$ 8.00 _____

(Dues are for the period December 1, 2002 through November 30, 2003)

Member's Birthday _____

RESERVATIONS WILL BE ACCEPTED UNTIL MAY 16, 2003

(Sorry, no phone reservations)

NOTE: RETIREES ARE LIFETIME MEMBERS AND DO NOT PAY DUES.



ELECTRONIC RESOURCES & PERSONAL USE

--CONNIE BARLING

As with the telephone, at times we use our work computer for personal business. Most employers will not refuse an employee to use a work phone for emergency personal phone calls or occasional personal phone calls when



they are time sensitive. Usually the same guidelines are used for personal computer use using university resources. Each department will have their own policies or understanding regarding personal telephone and computer usage. The following tips are general statements and you should refer to the university's policies and well as your own department's policies for guidance.

- Consider where the resource (phone, computer, etc.) is located. If it is located in a public location, you may need to arrange to use the resource in a more private location.
- Restrict personal use to a minimum. If possible use the resource during breaks.
- Keep all your personal computer files in a separate location from business files. If you leave, remove your personal files, and don't forget about your electronic "out" mailbox.
- Familiarize yourself with the Appropriate Use Policy (www.policy.ilstu.edu/fiscal/appropriate_use_policy.htm). It has some restrictions regarding e-mail usage.

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

HISTORY MYSTERY ANSWER

The following academic departments are located in **Schroeder Hall**: Criminal Justice Sciences, History, Politics and Government, Geography/ Geology, and Sociology and Anthropology. It contains 49 classrooms and office space for 89 faculty members.



[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 the 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).

