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Civil Service Council

3-18-2003

OpenLine Newsletter, March 18, 2003

Civil Service Council
Illinois State University

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Recommended Citation

Civil Service Council, "OpenLine Newsletter, March 18, 2003" (2003). *OpenLine Newsletter*. 154.
<https://ir.library.illinoisstate.edu/oln/154>

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Civil Service Newsletter

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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.

MARCH 18, 2003

VOLUME XXVII, NUMBER 9

DATES TO REMEMBER

April 1.....Council meeting
 April 1 Next news deadline
 April 6 Daylight Saving Begins
April 15.....Council meeting
 April 15..... Tax Day
 April 16..... Next OpenLine distribution
 April 20..... Easter

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Quick Quote

--Oscar Wilde

"I always pass on good advice, it is the only thing to do with it, it is never of any use to oneself."

FRIVOLOUS FACTS

Starch is used as a binder in the production of paper. It is the use of a starch coating that controls ink penetration when printing. Cheaper papers do not use as much starch, and this is why your elbows get black when you are leaning over your morning paper.

CIVIL SERVICE COUNCIL ELECTIONS

--ELAINE THOENNES & VICKI BRYAN

Everyone should have recently received a Civil Service Council nomination form through campus mail. You may have noticed we made a few changes this year. First a few basics: There are five Council "groups" which have three seats each on the Council. The groups are simply a way to divide the Civil Service staff, much like a town divides its voters into precincts. The term for a Civil Service Council representative is three years; so each year, one seat within each group is available for election.

Now for the new part: As a result of by-law changes made last year, in order to streamline the election process to make it more efficient and to ensure those being nominated are interested in the position, we have some changes in the nomination process. We are now collecting the nominee's name, information, and supervisor's signature all in the first step rather than receiving a nominee name and then contacting the nominee; who many times did not even know she/he had been nominated and would decline simply because they were not interested.

To nominate yourself, please complete the nomination form yourself. If you would like to nominate someone else, the person you are nominating must complete the nomination form. A complete nomination form has all requested information provided, as well as the nominee's and supervisor's signatures. Only complete forms will be considered.

Forms should be submitted to Elaine Thoennes, Election Committee Chair, 2781 Recreation Services. All nomination forms must be received by the Election Committee no later than 4:30 p.m. March 21, 2003. Nominations received after that date will not be considered.

The voting ballots you will receive this spring will contain the names and information of all nominees for your group – the same process we have been using.

If you have any questions, please contact the Election Committee Chair, Elaine Thoennes at 438-5742 or ecthoen@ilstu.edu.

SPRING BUS TRIP PLANNED

Mark your calendars now to reserve May 24 for the next Civil Service Council bus trip. The location and details have not been worked out yet, but a bus has been arranged. More details will be announced later.

CONKLIN'S BARN II DINNER THEATRE

The Civil Service Council is coordinating an evening at Conklin's Barn II Dinner Theatre on April 12 (the registration deadline is March 26). More information and the registration form can be found on our Web site (<http://www.cscouncil.ilstu.edu>).

HISTORY MYSTERY

This building, which opened in 1968, was named after an emeritus assistant professor of agriculture who served as food service manager for the navy unit quartered in Fell Hall in 1943-45. (Answer on back page.)

March 4, 2003 - Wayne Ericson joined the meeting to discuss the USA Patriot Act Committee created about a year ago. A copy of the committee's report and current status were distributed. The committee is working on the University response to the Congressional Patriot Act. They are working on the following: the development of a USAPA checklist for Illinois State University; a Quick Guide for access to University records and communications; reviewing current Illinois State University policies; holding a series of round table meetings with government agencies; having work reviewed by legal counsel, seeking campus feedback; and planning to conduct a readiness test when everything is in place. The Council also discussed possible dates for a spring bus trip, the sick leave bank, and raffle. Human Resources announced an immediate change in sick and vacation payouts in regard to 403(b) contributions at termination/retirement.

February 18, 2003 - Joe Rives came to provide a progress report on Educating Illinois. He explained that his goal is to share Educating Illinois and its progress with each governance unit. The plan is in the second year of implementation with 9% of action items being done last year for a total of 25% of the 156 action items complete. Copies of the resolution for discussion were distributed. Barb Dallinger distributed PartyLite packets to Council members to begin candle sales for our fund-raiser to support Civil Service activities. Conklin's Theatre Trip reservation forms are now available. Martha Burk and Marcia Strum requested more feedback to take to Campus Communication Committee meetings. The Council also discussed the need to take advantage of opportunities such as attending the faculty meeting and Academic Senate meeting.

For complete minutes, please see <http://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.



SERVICE AWARDS

--TOM FOWLES

25 YEARS

- ❖ Bonnie Faye Mohr, 2660 Redbird Arena

20 YEARS

- ❖ Linda A. Foster, 9100 Facilities Management
- ❖ Randal W. Schroeder, 5020 Agriculture
- ❖ Elizabeth Ann Spelios, 1500 Mail Service Center

15 YEARS

- ❖ Richard L. Barnhill, 9100 Facilities Management
- ❖ Timothy Alphonso Bell, 2610 Food Service
- ❖ Pamela Jean Fuller, 5250 Criminal Justice Sciences
- ❖ Alfonso Puente, 9100 Facilities Management
- ❖ Douglas E. Smith, 9100 Facilities Management

10 YEARS

- ❖ Mary Ruth Fullilove, 9100 Facilities Management
- ❖ Margaret Rose Nelson, 9250 Parking Services
- ❖ Billy Lee Ruffin, 9100 Facilities Management
- ❖ Colleen Sue Whalen, 9100 Facilities Management

BIRTHS – CONGRATULATIONS

- ❖ Mary Oblinger-Hammond, University Housing Services, congratulations on the birth of your son, Dayton Crawford Oblinger-Hammond, 6 lbs. 12 oz., January 17, 2003.

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Mike L. Crutcher, Facilities Management, on the death of his mother-in-law, Hazel M. Condon, February 26, 2003.
- ❖ Charles Mitchell, Facilities Management, on the death of his mother, Alice Croner, January 18, 2003.
- ❖ Jerry Phelps, Facilities Management, on the death of his brother, Roger Phelps, February 5, 2003.
- ❖ Ben Ryburn, Facilities Management, on the death of his mother, Hazel Ryburn, January 21, 2003.
- ❖ Jeff Schaefer, Facilities Management, on the death of his mother, Sheryl Schaefer, March 1, 2003.
- ❖ Sharon Sweeney, University Police, on the death of her mother, Zita Sweeney, January 3, 2003.
- ❖ The family of Nancy DeBolt, retiree, on the death of Nancy on January 17, 2003.
- ❖ The family of Merle Diller, retiree, on the death of Merle on January 17, 2003.

RETIREMENTS – BEST WISHES

- ❖ Terance J. Tay, Facilities Management

RESIGNATIONS – BEST WISHES

- ❖ Ross A. Boshara, Parking Services
- ❖ Kimberly A. Holland, Mathematics
- ❖ Jeffrey J. McCoskey, Campus Dining Services
- ❖ Connie S. Rosa, Graduate School

NEW EMPLOYEES – WELCOME

- ❖ None reported

PROMOTIONS – A TIP OF THE HAT TO YOU

- ❖ None reported

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.

CAMPUS CORNER

--BARB DALLINGER

In the spring of 1895, Governor John P. Altgeld decided it was not the business of the state to run a neighborhood school and shocked the university community by closing the model school (University High School).

Students decided to take action. At midnight on the night before commencement, 50 students dressed in black shrouds and masks approached the Quad. They carried torches, picks, and shovels. To the rhythm of a muffled drum beat, they moved slowly around the grounds approaching Old Main. Several students carried a wooden coffin and several more a dummy of Governor Altgeld strung to a rail. At the south entrance to Old Main they stopped. An orator delivered a eulogy to University High School as two others dug a shallow grave for the coffin. Several others hung the dummy from a nearby tree and set it on fire. As townspeople gathered, the students quickly dispersed into the shadows.

OUTDOOR ADVENTURE PROGRAM TRIPS

--JOSH STRATMAN

| TRIP AND LOCATION | TRIP DATES | SIGN-UP ENDS |
|---|------------|--------------|
| Backpacking Taum Sauk Trail, MO | Apr. 4-6 | Mar. 23 |
| Hiking Sand Ridge State Forest, IL | Apr. 5 | Mar. 24 |
| Canoeing Middle Fork of the Vermillion, IL | Apr. 5 | Mar. 25 |
| Camping/Hiking Turkey Run State Park, IN | Apr. 11-13 | Mar. 30 |
| Canoeing/Camping Jack's Fork River, MO | Apr. 11-13 | Mar. 31 |

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.

LEISURE UNIVERSITY CLASSES

--JOSH STRATMAN

| CLASSES | CLASS DATES | SIGN-UP ENDS | PRICE |
|------------------------|-------------|--------------|----------|
| Therapeutic Massage | Mar. 26 | Mar. 21 | \$27.00 |
| Kayaking- Inland Water | Apr. 23 | Apr. 22 | \$30.00 |
| Map & Compass | Apr. 2, 9 | Mar. 28 | \$15.00 |
| Candle Making | Apr. 7 | Apr. 2 | \$15.50 |
| Paintball Games | Apr. 12 | Apr. 10 | \$20.75 |
| Skydiving | Apr. 26 | Apr. 21 | \$175.00 |

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.

GROUNDS ADVICE

--TERRY EVERETT



The largest osage orange tree in McLean County is located at the corner of Osage Street and Main Street in Normal near the Facilities Planning building.

The countryside used to be lined with osage orange trees since it was used as fencing before barbed wire was widely used. The large green fruit can be eaten by livestock which leads to its other common name, horse apple tree.

YOUR COUNCIL REPRESENTATIVES

GROUP I: Vicki Bryan, 2320 Financial Aid (Fell Hall), 438-2782, vlbryan@ilstu.edu; Pat Schnitker, 4040 Graduate School (Hovey Hall), 438-2109, plschnit@ilstu.edu; Christa Lawhun, 9000 Facilities Management (Physical Plant Office), 438-5611, ellawhu@ilstu.edu.

GROUP II: Lin Hinds, 5600 College of Fine Arts (Center for Visual Arts), 438-8330, lhinds@ilstu.edu; Elaine Thoennes, 2781 Recreation Services and University Golf Course (Beech St. facility), 438-5742, ecthoen@ilstu.edu; Theresa Sanchez, 5620 School of Art (Center for Visual Arts), 438-5622, tasanch@ilstu.edu.

GROUP III: Ron Thompson, 6380 Classroom Technology Support Services (Nelson Smith Bldg.), 438-7732, rdthomp@ilstu.edu; Jack Wylie, 1520 Central Receiving (John Green Food Serv Bldg.), 438-8011, jdwylic@ilstu.edu; Julie Caplinger, 6370 Faculty Technology Support Services (Instructional Tech & Dev Cntr), 438-7582, jacapli@ilstu.edu.

GROUP IV: Andy Monninger, 9100 Campus Services (Grounds Maintenance), 438-2035, camonni@ilstu.edu; John Moss, 9000 Facilities Management (Physical Plant Office), 436-9966, jlmoss@ilstu.edu; Paul Collins, 9000 Facilities Management (Physical Plant Office), 436-9966, pvcoll@ilstu.edu.

GROUP V: Barb Dallinger, 2640 Information Services (Bone Student Center), 438-8540, bldalli@ilstu.edu; Terry Brown, 9100 Building Services (Facilities Services), 438-2035, wtbrown@ilstu.edu; Martha Burk, 8900 Library Administration (Milner Library), 438-3474, mjburk@ilstu.edu.

CIVIL SERVICE TIDBIT

5.1.7 SMOKING AND TOBACCO USE

Smoking is prohibited in all facilities at Illinois State University including University vehicles. Where student activities and/or learning takes place, the use of smokeless tobacco is also prohibited. This includes: libraries, classrooms, laboratories (educational, research, and computer), and facilities where student conferences and meetings occur. Included are university vehicles when students are present. Smoking and smokeless tobacco is further prohibited in outdoor areas where seating is provided, such as: athletic contests, concerts, and other types of entertainment and productions.

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

FAMILY PROGRAMS

--NIKKI GEGEL

Family is at the center of our lives and we feel fostering connectedness is the key to fulfilling relationships. Each semester the Wellness Program offers activities and seminars that faculty/staff and retirees may attend with their family members.

Spring 2003 Activities:

- Family Swims..... March 22, April 5
- Family Zoo Day April 26
- Planetarium Shows.... Passes available through May 10

Please contact the Human Resource Customer Service Center at 438-8311 to register for any of the above activities. Please visit our Web site for more information (www.hr.ilstu.edu/wellness). We want to better serve your needs, so please contact 438-8845 with suggestions.

COMPUTER TIPS – YOUR RESPONSIBILITY TO DATA

--CONNIE BARLING

Illinois State University provides its employees with access to various types of data that is critical, sensitive and confidential, so that they may carry out their jobs. While we need access to the data, it also brings responsibility to that data. The acquisition and dissemination of information for records is based on a respect and concern for the privacy and protection of the individual who entrusted us with their personal information. All persons handling records shall be advised of the confidential nature of such information and their responsibilities in this regard. Identity theft is a growing concern, and as keepers of data, we need to ensure the data we are responsible for is protected. The University will preserve the integrity and confidential nature of communications and records to ensure that educational processes are carried forward in the most responsible manner.

Some considerations:

- data confidentiality – don't share information that you would not want to share about yourself, check with your manager if you are not sure,
- data security controls and passwords – lock your workstation and don't share your passwords,
- information storage – lock up sensitive information when not in use, and
- information disposal – shred confidential information, use special locked containers for sensitive trash, and enforce classified-waste disposal.

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



HISTORY MYSTERY ANSWER

The John Green Food Service Building is where the University's food is processed. The storage area for this building is 448 square feet, with a 25-foot high ceiling for a greater capacity of frozen food. The building also contains a 5,986 square foot bakery. There is also a testing kitchen for products and room for classroom instruction of food personnel.



[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).

