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Civil Service Council

2-18-2003

OpenLine Newsletter, February 18, 2003

Civil Service Council
Illinois State University

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Civil Service Newsletter

WEB: www.cscouncil.ilstu.edu

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OpenLine

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FEBRUARY 18, 2003

VOLUME XXVII, NUMBER 8

DATES TO REMEMBER

March 4 **Council meeting**
 March 4..... Next news deadline
 March 17..... St. Patrick's Day
March 18 **Council meeting**
 March 19..... Next *OpenLine* distribution
 March 20..... Spring Begins

INSIDE

Layoff Questions and Answers..... p. 2
 Service Awards..... p. 2
 Potpourri..... p. 2
 Outdoor Adventure Program Trips..... p. 3
 Leisure University Classes..... p. 3
 History Mystery..... p. 3
 Civil Service Tidbit..... p. 3
 Grounds Advice..... p. 3
 Campus Corner..... p. 3
 A Note From The Council's Secretary..... p. 3
 Computer Tips..... p. 4
 History Mystery Answer..... p. 4
 Contact Us..... p. 4

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Quick Quote

"One kind word can warm three winter months."
--Japanese Proverb

FRIVOLOUS FACTS

A love seat is a wide chair. It was first made to seat one woman and her wide dress. Later, the love seat or courting seat had two sections, often in an S-shape. In this way, a couple could sit together -- but not too closely!



DISTINGUISHED SERVICE AWARD NOMINATIONS

--MARTHA BURK

It is time once again to nominate outstanding Civil Service staff members for a Distinguished Service Award. This is the highest honor a staff member can receive at Illinois State and each person can receive it only once. Nominees are judged on three criteria: work, personal, and professional contributions. Individuals may be nominated for uncommon achievement in one or two categories, but will normally excel in all three areas.

The award is based on significant contributions over a period of time and is not typically given for a single contribution. Recipients receive a \$500 cash award and a plaque. In addition, recipients' names are mounted on the University's Wall of Fame in the Bone Student Center. Please contact your dean, director, department head, any member of the Civil Service Council, or access the Civil Service Council web site, www.cscouncil.ilstu.edu, for the criteria and application form.

Applications are due by March 1 and should be sent to Martha Burk, 8900 Milner Library. The award recipients will be announced at the annual A/P-Civil Service Award Ceremony on April 15. The ceremony will take place in the Bone Student Center Ballroom from 1:00-3:00 p.m.

COMMITTEE PARTICIPANTS NEEDED

--PAUL BORG AND JAN SHANE, CO-CHAIRS
NCA SELF-STUDY STEERING COMMITTEE

The NCA Self-Study Steering Committee is soliciting campus participation in the development of the NCA self study process for continued accreditation status by the Higher Learning Commission of the North Central Association. The Steering Committee invites interested members of the University Community to actively participate in this ongoing process leading to a campus site visit in 2005.

The Steering Committee is comprised of Paul Borg and Jan Shane, Co-Chairs, Vickie Bryan, Betty Chapman, Richard Dammers, Cheryl Elzy, Bruce Hawkins, Patricia Jarvis, Ken Jerich, Brent Paterson, Joe Rives, Jim Thompson, Wendy Troxel, and student members Carolyn Bathauer, Jeff Gaylor, Ken Burger, and Nicky Virgil.

Three areas of Special Emphasis for intense review and development are:

- Partnerships for Student Learning
Coordinators – Doug Hesse (ddhesse@ilstu.edu) and Brent Paterson (bgpater@ilstu.edu)
- Enhancing Faculty Distinctiveness and Excellence
Coordinator – Bruce Hawkins (bwhawkin@ilstu.edu)
- Achieving Distinctiveness through Coordinated Planning
Coordinators – Patricia Jarvis (pjarvis@ilstu.edu) and Joe Rives (jarives@ilstu.edu)

In addition to developing the three areas of special emphases, the University will address five criteria for accreditation:

- Mission and Integrity
- Preparing for the Future
- Student Learning and Effective Teaching
- Acquisition, Discovery, and Application of Knowledge
- Engagement and Service

Persons interested in participating in the NCA accreditation process should contact a member of the steering committee (www.provost.ilstu.edu/accreditation/nca/committee.shtml) or its co-chairs (pwborg@ilstu.edu or jshane@ilstu.edu).

LAYOFF QUESTIONS AND ANSWERS

--JULIE JENSON AND SUSAN STILLWELL

In light of recent discussions about the state's budget crisis, Civil Service Council members and Human Resources' staff have received many questions regarding the lay-off process. Even though there has not been any decision reached regarding layoffs, the Civil Service Council and the Office of Human Resources felt it was appropriate to share information at this time. To that end, the following question and answer segment has been developed.

How are layoffs determined?

Layoffs in the past have been determined departmentally, based on functions, needs and the amount of money the department needs to come up with. Typically they have looked at what they most easily could do without in terms of the function of the position.

Would they be based on seniority, and if so, the number of years in the current job, or the number of years at the university?

Determining what positions will be eliminated is not based on seniority unless you have multiple people performing the exact same function (i.e., if you are eliminating a BSW position, it would be the least senior.) Seniority for bumping rights comes into play when the person in a position being eliminated has more seniority than someone else in that classification. So if a department decides to eliminate a Secretary III, the incumbent in that position would have rights to a position elsewhere on campus if they had greater seniority than someone else. Seniority is by class, but carries down the promotional line. And if you have seniority in a different promotional line, you may have bumping rights there if you don't have any in your current promotional line.

Since seniority is the key, how do upgrades into another classification figure in?

If you are upgraded from a Secretary III to a Secretary IV for example, you will have the least seniority on campus as a Secretary IV until either someone else is hired into a Secretary IV position or someone else is upgraded to a Secretary IV. So if another department must decide to lay off their Secretary IV, that person will have bumping rights into your position, regardless of it being due to a reclassification. You are still the least senior person in that classification.

Are CS the first people to be cut or would A/P people be considered for layoffs at the same time?

Again, departments determine by function what positions to eliminate. The difference being AP would simply not have their contract renewed, so they wouldn't have "bumping rights" etc.

If an A/P and a CS are doing the same job (only the job titles, pay and benefits are different), and the CS person has been with Illinois State University longer, who would be laid off first, the CS person or the A/P person?

Technically, there should not be AP and CS people doing exactly the same jobs, especially in the same department. If we have this situation, again the department would determine who would get laid off.

Would a person being laid off get just a two week warning?

Civil Service status employees must receive a written notice of layoff 30 calendar days in advance of the effective date of the layoff when the layoff exceeds 30 consecutive work days.

SERVICE AWARDS

--TOM FOWLES

35 YEARS

❖ Susan E. Nolan, 2320 Financial Aid Office



30 YEARS

❖ Sheila Marie Hufeld, 8900 Milner Library
❖ Jeffrey Schlink, 9000 Office of Energy Management

25 YEARS

❖ Steven J. Silvey, 9240 University Police
❖ George Harry Southwick, 2660 Redbird Arena

20 YEARS

❖ Katherine J. Taylor, 5500 College of Business

15 YEARS

❖ Margaret A. Schmid, 9100 Facilities Management
❖ Robert W. Strawser, 9000 Office of Energy Management
❖ Judith A. Zimmermann, 1300 Office of Human Resources

10 YEARS

❖ Kathryn Marie Campbell, 9100 Facilities Management
❖ Walter Lee Fox, 9100 Facilities Management
❖ Sonny P. Garcia, 9100 Facilities Management
❖ Rosa A. Getty, 9100 Facilities Management
❖ Domitila Pantoja, 9100 Facilities Management
❖ Otis Whyte III, 9100 Facilities Management

POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

❖ None reported

SYMPATHY – OUR SINCEREST SYMPATHY

❖ None reported

RETIREMENTS – BEST WISHES

❖ Robert J. Burke, Facilities Management

RESIGNATIONS – BEST WISHES

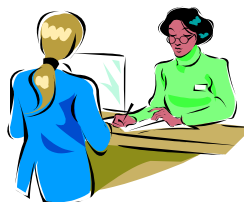
❖ Gail Bronson, Dean of Education
❖ Angela D. Childs, Facilities Management
❖ Josh Crowley, Campus Dining Services
❖ Paul F. Leiter, University Advancement
❖ William J. Pearch, Registrar
❖ Rose A. Simpson, Special Education
❖ Lauren M. Skrobot, Chemistry
❖ Kristina K. Smith, Academic Research Services

NEW EMPLOYEES – WELCOME

❖ Caroline Y. Bradd, Campus Dining Services
❖ Georgene Chissell, Campus Dining Services
❖ William E. Gibson, Campus Dining Services
❖ Dorothy Trickey, Student Health Services

PROMOTIONS – A TIP OF THE HAT TO YOU

❖ Julie A. Williamson, Cash Register Supvr, Campus Dining Services



Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Dianne Liebenstein by phone at 8-8311 or by e-mail (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.

OUTDOOR ADVENTURE PROGRAM TRIPS

--JOSH STRATMAN

TRIP AND LOCATION	TRIP DATES	SIGN-UP ENDS
Canoeing/Camping Rio Grande River, TX	Mar. 7-16	Feb. 25
Camping/Hiking/Service Tonto National Forest, AZ	Mar. 8-15	Feb. 25
Canoeing Mackinaw River, IL	Mar. 29	Mar. 17
Hiking Kickapoo State Park, IL	Mar. 30	Mar. 18
Caving/Camping Bunker's Cave, IN	Mar. 29-30	Mar. 19

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
Backpacking	Mar 3	Feb 28
Map & Compass	Apr 2, 9	Mar 13
Investment 101	Mar 18, 20, 25, 27	Mar 14
Adult CPR	Mar 22	Mar 19
Formal Dance	Mar 23, 30, Apr 6, 13, 27, May 4	Mar 19
Night Club Dance	Mar 23, 30, Apr 6, 13, 27, May 4	Mar 19
Yoga	Mar 22, 29, Apr 5, 12, 19	Mar 19

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.

HISTORY MYSTERY

Opened in 1972, this campus building was originally the Education Building. Carillon bells at the top chime on the hour from 8 a.m. to 6 p.m. (Answer on back page.)

A NOTE FROM THE COUNCIL'S SECRETARY

--ELAINE THOENNES

Just about three years ago I decided the time was right for me to get more involved with our Civil Service Council. After attending a few meetings as a guest, I was nominated to fill a position on the Council. I accepted and the next thing I knew, I was elected. I was quite honored. My role on the Council quickly became more than I expected when I was elected as secretary, a privilege I have now held for a second year. Providing minutes that give a lot of information is important to me. In my opinion, when you read the minutes of a meeting you should feel as though you know what happened just as if you were there. However, anyone who hasn't attended a meeting should, because you miss the humor and personality of meetings that can not be expressed in the minutes.

Participating in the Civil Service Council, whether as an elected member, an ex-officio or a guest, is a great way to get to know what's happening on campus and be a part of it. We work on issues for the betterment of Civil Service and the University as a whole. We bring in guest speakers to address issues important to our constituents and give an opportunity to have your questions answered. You are probably thinking my whole article is propaganda for the Council. Perhaps, however, since I have become a part of the Council, my commitment to this University has increased. It is fulfilling to be a part of this group and I am proud to be a part of it. Personally it has fulfilled me by giving me opportunities to become more connected to University happenings. I have become involved in additional committees, expanding my outreach with campus and have been given the opportunity to work with various staff both Civil Service and AP. I have stepped outside my comfort zone and become more comfortable taking part in a group, speaking up, and voicing my opinion. The other members of the Council make this very easy. It is a great group of people.

Of course, all this couldn't be possible without the encouragement and support of my supervisor, Jeff Lopez, to participate and be a part of the Council and various other activities. Jeff encourages everyone in my department to get out there and be a part of committees, activities, special events, and professional development opportunities. Come join us at a meeting; we'd love to have you!

CIVIL SERVICE TIDBIT

3.1.17 Educational Benefits

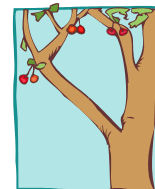
Civil Service employees who wish to enroll in classes outside of the regularly scheduled hours of work may simply enroll and register for these classes. Civil Service employees who wish to enroll in classes during regularly scheduled work hours must complete the form "Request to Take Courses During Working Hours." The forms are available in the Office of Human Resources, 101 Nelson Smith Building. Supervisory approval is required and is based on the operational needs of the unit. Make-up time may or may not be required depending upon the situation and the course being taken.

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

GROUNDS ADVICE

--TERRY EVERETT

The growth rings on the bottom side of a limb will be larger than the top and is noticeable when a limb on a tree is cut off. The purpose for this is because the tree is genetically engineered to be stronger on the bottom side of the limb in order to support the weight of the limb.



CAMPUS CORNER

--BARB DALLINGER

Edwin Hewett taught geography and history at the ISNU for 18 years before being offered the school presidency. His approach to administration and student discipline differed greatly from that of his predecessor, President Richard Edwards. President Hewett ceased entirely the practice of Edwards' disciplinary "court hearings." When asked about his approach to student pranks, Hewett responded, "It will have no permanent effects. It's like the chicken pox. They'll get over it!"

COMPUTER TIPS – LOCKING SCREEN SAVER

--CONNIE BARLING

Using the Locking Screen Saver function will save you time while protecting valuable data on your computer. It is a function that allows you to stay logged-on to the various applications, and still protect your access when you leave your computer. Locking screen savers can be implemented by an automatic timer or through a manual process. The automatic lock will engage the screen saver if you leave your computer idle for a designated length of time. You can also manually lock your screen by following the process below.

Setting up an Automatic Screen Saver with Password Protection on Windows:

- 1) Click Start, Settings, Control Panel.
- 2) Double click on Display to open the Display Properties window.
- 3) Select the Screen Saver tab.
- 4) In the Screen Saver section, select a screen saver from the selection list. Modify the settings as desired.
- 5) Check the "Password Protected" option.
- 6) Select a timer setting in the "Wait" option. A timer of 5 minutes is recommended.
- 7) Click on "Apply", then "OK".

This will invoke your computer's screen saver when the timer expires.

Manually Engaging the Desktop Lock:

- 1) Press the control-alt-delete keys at any time, and you'll be presented with an option panel.
- 2) Select "Lock Workstation".

Unlock your Desktop:

- 1) Press any key or move your mouse.
- 2) At the prompt, enter the control-alt-delete sequence.
- 3) Type your password.

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



HISTORY MYSTERY ANSWER

The College of Education, as well as the following academic departments is located in **DeGarmo Hall**: Educational Administration and Foundations; Curriculum and Instruction; Psychology; and Specialized Educational Development.



[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).

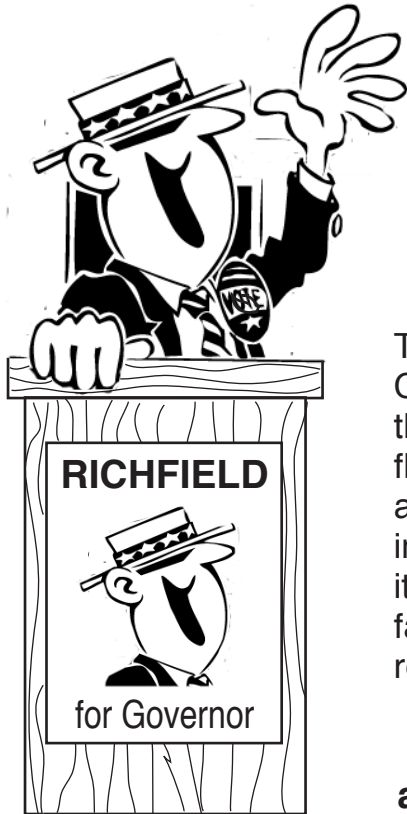


Conklin's

Barn II Dinner Theatre
Goodfield, Illinois

Dedicated to the End

by Peter DePietre



April 12, 2003

Doors opens at 6:00, Buffet 6:30 to 7:30

Show 8 to 10, \$29.50

Our group will meet at the theatre.

This hilarious audience-participation mystery opens with Congressman Richfield giving his acceptance speech on the eve of his election as Governor when bullets start to fly! The intended victim is missed, but not for long. When a bitter female reporter uncovers links to organized crime in the Governor-elect's background, the audience is sure it's on to the killer, but perhaps they're wrong. A flurry of fabulously funny characters make this an evening to remember.

**Please fill out order form below. Send form
and check to Julie Caplinger Campus Box 6370.
Any Questions...call Julie at 438-7582**

Name _____

Campus Address _____ E-mail _____

Number of reservations _____

Amount enclosed _____

Our group will meet at the theatre at 6 o'clock.

OVER 

CIVIL SERVICE COUNCIL FUND-RAISER

**PARTYLITE
CANDLES**



**Catalogs and order forms
will be available
March 1 thru March 15
from your group council member!**

Civil Service Council Representatives 2002-03

Group I

00 Vicki Bryan	2320 Financial Aid (Fell Hall)	438-2782	vlbryan@ilstu.edu
01 Pat Schnitker	4040 Graduate School	438-2109	plschnit@ilstu.edu
02-2 Christa Lawhun	9000 Facilities Management	438-561 1	cllawhu@ilstu.edu

Group II

00 Lin Hinds	5600 College of Fine Arts	438-8330	llhinds@ilstu.edu
01 Elaine Thoennes	2781 Recreation Services and University Golf Course	438-5742	ecthoen@ilstu.edu
02 Theresa Sanchez	2202 Records Office	438-8499	tasanch@ilstu.edu

Group III

00 Ron Thompson	6380 Classroom Technology Support Services	438-7732	rdthomp@ilstu.edu
01 Jack Wylie	1520 Central Receiving	438-801 1	jdwyli@ilstu.edu
02 Julie Caplinger	6370 Faculty Technology Support Services	438-7582	jacapli@ilstu.edu

Group IV

00 Andy Monninger	9100 Campus Services	438-2035	camonni@ilstu.edu
01 John Moss	9000 Facilities Management	436-9966	jlmoss@ilstu.edu
02 Paul Collins	9000 Facilities Management	436-9966	pvcoll@ilstu.edu

Group V

00 Barb Dallinger	2640 Information Services	438-8540	bldalli@ilstu.edu
01 Terry Brown	9100 Building Services	438-2035	wtbrown@ilstu.edu
02-2 Martha Burk	8900 Library Administration	438-3474	mjburk@ilstu.edu

Ex-Officio Members

Tammy Carlson	1300 Human Resources	438-8846	tscarls@ilstu.edu
Marcia Strum	5151 Info Tech	557-0600 ext 231	mbstrum@ilstu.edu
Dave Turner	9000 Facilities Services	438-5516	dltur@ilstu.edu