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OpenLine Newsletter

Civil Service Council

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OpenLine Newsletter, January 21, 2003

Civil Service Council
Illinois State University

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OpenLine

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JANUARY 21, 2003

VOLUME XXVII, NUMBER 7

DATES TO REMEMBER

February 4.....Council meeting
 February 4..... Next news deadline
 February 14..... Valentine's Day
February 18.....Council meeting
 February 18..... Next OpenLine distribution

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Quick Quote

"The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy."

-Martin Luther King, Jr.

FRIVOLOUS FACTS

In December 1956, the U.S. Supreme Court's ruling banning the segregation of Montgomery's public transit vehicles went into effect. Dr. Martin Luther King, Jr. and Rosa Parks were among the first people to ride an integrated bus, ending the historic, year-long Montgomery bus boycott.



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

COUNCIL WEB SITE ADDRESS CHANGE

--CHRISTA LAWHUN

The Civil Service Council has changed its Web address to www.cscouncil.ilstu.edu to better reflect our name. Please note that the old address may be available to remind you of the new address for a while.



MISSING ISSUES... CAN YOU HELP?

--VICKI BRYAN

While going through old Civil Service Council minutes, we found minutes are missing from the following dates:

January 1970 through December 1970
January 1971 through December 1971
January 1972 through December 1972
January 1973 through December 1973
January 1974 through December 1974

Jo Rayfield at the Archives very graciously allowed us to check if they exist there, but the missing years were not found.

If you have copies of any of these minutes, we would very much like to acquire them (or at least copy them). Please contact Vicki Bryan at vlbryan@ilstu.edu, or 438-2782.

Perhaps someone who is no longer at ISU has copies. Should you know of anyone who possibly may have these, please contact that person (or let Vicki know and she will contact them) to see if they can help us.

After all the minutes are compiled they will be sent to the Archives.

COUNCIL MEETING RECAP

--ELAINE THOENNES

January 7, 2003, Spotlight Room, Bone Student Center, noon to 1 p.m.

The Council discussed the Brotherhood Tree donations. The Brotherhood Tree received enough to meet all requirements for this year. Upcoming events of the scholarship drawing and awards ceremony were discussed. Questions for President Victor Boschini were discussed for his upcoming visit to the Council meeting on January 21. After discussing constituents' concerns regarding parking, the Council decided to invite Bob Nuckolls and Marabeth Clapp to a future meeting. The next Merit Board and Employee Advisory Council meeting will be held January 29. If you have questions or concerns, please forward them to Dave Turner at dlturne@ilstu.edu or 9000 Facilities Services.

HISTORY MYSTERY

In an area which used to be the University Farm, this building is the only original building left from the old farm. It was used as a dairy where students earned extra money milking cows. (Answer on back page.)

COOKIE DONATION

--PAT SCHNITKER

The Civil Service Council wishes to thank the President's Office for covering the cost of the decorated cookies for the Children's Holiday Party on December 7, 2002. The cookies were eagerly enjoyed by many youthful smiling faces!!



POTPOURRI

--DIANNE LIEBENSTEIN

BIRTHS – CONGRATULATIONS

- ❖ None reported

SYMPATHY – OUR SINCEREST SYMPATHY

- ❖ Lilly Meiner, Teacher Education Center, on the death of her sister, Shirley Ann Davis, December 15, 2002.
- ❖ Richard Miller, Facilities Management, on the death of his brother, Marshall Miller, Jr., December 15, 2002.

RETIREMENTS – BEST WISHES

- ❖ Marcus A. Agatucci, University Marketing and Communications
- ❖ Arlene A. Ashley, Applied Science Tech.
- ❖ Homer Irvin Bozarth, Facilities Management
- ❖ Brian R. Braye, Faculty Tech. Support Services
- ❖ Kathleen Ann Hatch, Center for Math, Science, Technology
- ❖ Eugene A. Hunter, Facilities Management
- ❖ Jeffrey Alan Imig, Psychology
- ❖ Gerald B. Liebenstein, University Marketing and Communications
- ❖ Mary Susan McCulley, Telecommunications
- ❖ Carolyn McDonald, Advancement Services
- ❖ Delores McGee, Campus Dining Services
- ❖ John L. Messer, Facilities Management
- ❖ Anita C. Norem, Milner Library
- ❖ Dianne Yvonne Petersen, Campus Dining Services
- ❖ Tony Lee Rusk, Facilities Management
- ❖ Mary Shadowsen, Office of Human Resources

RESIGNATIONS – BEST WISHES

- ❖ Teresa Robison, School of Music
- ❖ David Russell Webber, University Policy Department

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 8-8311 or by e-mail (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.

CIVIL SERVICE TIDBIT

8.2.2 Information Resource Access and Security

It is the policy of Illinois State University that information used to support the University's operations be accurate and available for use when appropriate; that the information be used in a manner which protects the integrity of the data and the privacy of those associated with it; and that confidential, sensitive, proprietary information be protected from corruption, loss, unauthorized access and disclosure.

Furthermore, it is the University's policy to promote an open computing environment that allows access for all individuals to computing resources. In order to protect its information assets, the University relies heavily on its computerized information systems and recognizes that all computerized resources, including software programs, data, hardware, and networks, must be protected from misuse and operated and maintained in a secure environment.

Access to information resources and the information technology environment is a privilege and must be treated as such by all users of University computing and network resources. Access to University information and the sharing and security of that information requires that each user accept responsibility to protect the rights of the University and the University community. Any user of University computerized resources who, without authorization, distributes, accesses, uses, destroys, alters, dismantles, disfigures or disables University information resources is a threat to the secure environment of the University community. These actions will be regarded as unethical and unacceptable conduct, and will be subject to the appropriate disciplinary actions outlined in Section 8.

[Source: University Policies, Procedures, and Guidelines at www.policy.ilstu.edu]

GROUNDS ADVICE

--TERRY EVERETT

Winter is a great time to prune trees! They are in a dormant state, which means less shock from pruning. And with the leaves gone, you can see what needs to be done much easier.

SERVICE AWARDS

--TOM FOWLES

30 YEARS

- ❖ William Blomgren, 3500 Telecommunications & Network Support Services

25 YEARS

- ❖ Edward Stephen Hinshaw, 9250 Parking Services
- ❖ Beverly Ann Jenkins, 9100 Facilities Management
- ❖ Stephen G. Leason, 2781 Campus Recreation-Beech
- ❖ Ronald Roy Swanson, 9000 Office of Energy Management

20 YEARS

- ❖ Sharon W. Cornwell, 1220 Purchasing Office

15 YEARS

- ❖ Vincent Troy Allen, 9100 Facilities Management
- ❖ Elidian Villanueva Miller, 9100 Facilities Management
- ❖ Doris Mae Sharpe, 6120 International Studies

OUTDOOR ADVENTURE PROGRAM TRIPS

--JOSH STRATMAN

<i>TRIP AND LOCATION</i>	<i>TRIP DATES</i>	<i>SIGN-UP ENDS</i>
Downhill Skiing Chestnut Mt., IL	Feb. 1	Jan. 27
Cross-country Skiing Allerton Park, IL	Feb. 2	Jan. 29
Cross-country Skiing Matthiessen State Park, IL	Feb. 8	Feb. 5
Downhill Skiing Sundown Mt., IA	Feb. 15	Feb. 9
Cross-country Skiing Parklands Foundation, IL	Feb. 15	Feb. 12

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

<i>CLASSES</i>	<i>CLASS DATES</i>	<i>SIGN-UP ENDS</i>
Aerobic Instr. Train.	Feb. 2,9,16,23 Mar. 23	Jan. 27
Pottery	Feb. 4,11,18,25 Mar. 3,17,24,31	Jan. 31
Tile Making	Feb. 7,21,28 Mar. 7	Feb. 4
Yoga	Feb. 17,24 Mar. 3,17,24	Feb. 12
Sign Language	Feb. 19,26	Feb. 17
Bicycle Repair	Feb. 20	Feb. 18
First Aid	Feb. 22	Feb. 19
Stained Glass	Feb. 25, Mar. 4,18,25, Apr. 1	Feb. 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.

CAMPUS CORNER

--BARB DALLINGER

Edwards Hall, located on the northwest side of the Quad, was named in honor of our second president Richard Edwards. In 1862, he was hired to teach mathematics. The following semester he was invited to replace Charles Hovey as school president.

Edwards was known for enforcing his strict code of student conduct. During the cold winter months students were required to be in their rooms by 7 p.m., as opposed to 7:30 p.m. during the other seasons. Weekend hours were extended until 10 p.m. on Saturdays and 9 p.m. on Sundays. Curfew violations had to be personally explained to the president during weekly "court hearings" in his office.

FINANCIAL AID FILING REMINDER

--VICKI BRYAN

If you, or your child, will be enrolled in college during the fall of 2003 and/or the spring of 2004, it is now time to be thinking about filing the financial aid application form.

The 2003-2004 Free Application For Federal Student Aid (FAFSA) is the general application for federal and state financial aid and is now available from high school guidance offices and college financial aid offices. The FAFSA is also available on-line at www.fafsa.ed.gov.

If you are filing a 2002 federal income tax return, it is recommended that you complete it before filing out the FAFSA. However, you do not need to file your income tax return with the IRS before you submit the FAFSA form.

Check with your school to find out their preferential filing date. This is the date by which the Federal Processor must receive the FAFSA. If the preferential filing date is met, the student applicant will be considered for aid from all programs for which he/she is eligible and that have available funds. Illinois State University's preferential filing date is March 1, 2003. Contact your school's financial aid office if you have questions or check the institution's web site.

RETIREMENT WORKSHOPS

--TOM FOWLES

Learn all about SURS; retirement formulas; purchasing service; reciprocity; sick leave as service credit; social security; Medicare; health insurance; life insurance; SURS death benefits; SURS statement; Senate Bill 211; SURS estimates; SURS retirement application and process. Contact Human Resources at 438-8311 to enroll.

- Friday, January 17, 2003, 1:00 to 4:30 p.m., BSC, Spotlight Room
- Friday, February 21, 2003, 1:00 to 4:30 p.m., Prairie I
- Thursday, March 20, 2003, 1:00 to 4:30 p.m., BSC, Spotlight Room
- Thursday, April 17, 2003, 1:00 to 4:30 p.m., Prairie I
- Friday, May 16, 2003, 1:00 to 4:30 p.m., Prairie I
- Wednesday, June 18, 2003, 1:00 to 4:30 p.m., BSC, Spotlight Room

SURS BENEFIT ESTIMATOR

--TOM FOWLES

Learn how to use the State Universities Retirement System (SURS) Benefit Estimator to project your pension and ask questions about retirement. Contact Human Resources at 438-8311 to enroll.

- Friday, January 10, 2003, 3:00 to 4:30 p.m., Milner 164d
- Friday, February 14, 2003, 3:00 to 4:30 p.m., Milner 164d
- Thursday, March 13, 2003, 3:00 to 4:30 p.m., Milner 213c
- Thursday, April 10, 2003, 3:00 to 4:30 p.m., Milner 164d
- Friday, May 9, 2003, 3:00 to 4:30 p.m., Milner 164d
- Thursday, June 19, 2003, 3:00 to 4:30 p.m., Milner 164d

MOTOR ASSISTANCE PROGRAM

The Motor Assistance Program (MAP) is aimed at helping students, faculty, staff, and guests of the University who experience motor vehicle problems while on campus at Illinois State University. The Motor Assistance Program, instituted by the Office of Parking Services, is ready to lend a helping hand. This service is free of charge!

The Motor Assistance Program will perform such functions as: jumpstarts, unlocking your vehicles if keys are locked in, providing a container and/or transportation for gasoline if you run out, as well as assisting if you have a flat tire.

Please call 8-8391 Monday through Friday from 7:30 a.m. to 4:30 p.m. for assistance. From 4:30 to 10:30 p.m. call (309)438-8631 for assistance. Lockout assistance only is available after 10:30 p.m. Monday through Friday, and on weekends through the ISU Police Department at (309)438-8631.



[Source: http://www.parking.ilstu.edu/motor_assistance_program.htm]

COMPUTER TIPS

--CONNIE BARLING

Fighting Spam

Just like the U.S. Postal Service (e-mail's counterpart), you are probably being bombarded with junk mail, or what is commonly known in the e-mail world as Spam. Please know that everyone is receiving such nuisance mail – it is usually not personal. Many times a message appears as if it is coming from the ilstu.edu domain, when in fact it is actually coming from another ISP. One way to fight back against Spam is to report it to the originating ISP. The folks at Schroeder Hall

Academic Computing have written an excellent “How to” on reporting Spam at <http://www.cas.ilstu.edu/shac/Knowledge/Spam/Default.htm>

You can also set up filters to block e-mail that contain a common field. The University's HelpDesk has written “How to” instructions which can be found at <http://www.ilstu.edu/helpdesk/howto/email/eudora-advanced>.

For more information on how to fight Spam, go to <http://spam.abuse.net/spam/userhelp/#report>.

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



HISTORY MYSTERY ANSWER

The School of Art teaches glass blowing in the **Vitro Center**. Artists sell their work a few times a year.

[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).

