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OpenLine Newsletter

Civil Service Council

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11-16-2004

### OpenLine Newsletter, November 16, 2004

Civil Service Council  
*Illinois State University*

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# OpenLine

NOVEMBER 16, 2004

VOLUME XXIX, NUMBER 5

## DATES TO REMEMBER

November 25 .....Next classified ad deadline  
 December 4..... Children's Holiday Party  
 December 5.....K's Merchandise Shopping  
 December 7.....Next *OpenLine* article deadline  
**December 7.....Council meeting**  
**December 21.....Council meeting**  
 December 23-31 ..... Holiday Shutdown

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## STAFF

EDITOR/LAYOUT-DESIGN..... Pam Burress  
 PROOFREADER ..... Narry Kim  
 COUNCIL LIAISON..... Vicki Bryan

## Frivolous Facts

You can't kill yourself by holding your breath. At worst, you would lose consciousness and the lungs would start to breath automatically.

[Source: [www.coolquiz.com/trivia/facts](http://www.coolquiz.com/trivia/facts)]

## Quick Quote

~ JOHN LENNON

"Though no one can go back and make a brand new start, anyone can start from now and make a brand new ending."

[Source: [www.coolquiz.com/trivia/randomquote](http://www.coolquiz.com/trivia/randomquote)]



## MONICAL'S PIZZA FUND-RAISER

~ CHRISTA LAWHUN

On November 23, 2004, grab your family, friends, and neighbors to dine at one of the Bloomington/Normal Monical's Pizza restaurants. If you can not make that date, make sure to pass on a flyer to someone who can. Don't miss this opportunity to support your Civil Service Council's scholarship awards and activities. A flyer must accompany food orders for donation to be applied. Save or pass on the flyer inside this issue (or print a copy from the Monical's web site – the link is on our home page at [www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu))!



## CHILDREN'S HOLIDAY PARTY

~ CHRISTA LAWHUN

Please join us once again for the Children's Holiday Party on December 4, 2004. The Gamma Phi Circus, Mr. and Mrs. Santa Claus, refreshments and more will assuredly make fun for all. The party will be in the small gym in Horton from 10 a.m. to noonish.



Please contact Christa Lawhun at 438-5518 or [cllawhu@ilstu.edu](mailto:cllawhu@ilstu.edu) so we can appropriately prepare for the children (we don't want anyone to walk away empty handed). This is for everyone employed at Illinois State University with children and/or grandchildren, so grab a kid or two and come on out.

## PREFERRED CUSTOMER SHOPPING NIGHT

~ THERESA SANCHEZ

On Sunday, December 5, 2004, there will be a preferred customer shopping night at K's Merchandise from 5 to 8 p.m. All Illinois State University employees are welcome, and can be admitted to this invitation-only event by presenting an ISU employee ID card at the door. Guests are also welcome when entering with an employee.

Discounts will include the following:

- 60% off select Gold Fine Jewelry
- 30% off K's Reference Price and 5% off K's sale price of other Fine Jewelry
- 50% off Manufacturer's Reference Price on Citizen, Pulsar, Seiko and Skagen Watches
- 10% off all regular priced merchandise
- 5% off all sale and clearance merchandise



At 7:30 p.m. there will be a drawing for a \$500 shopping spree. Only employees with an ID may sign up for this when they come in the store. Winner MUST be present at time of drawing. Please be sure to indicate on your entry form that you are an employee of ISU, since the employer with the highest attendance will receive a prize.

## DID YOU KNOW...

...that one of the objectives of the Civil Service Council of Illinois State University is to advise the State University Retirement System (SURS) through the representative to the Advisory Board on matters of concern to Civil Service employees?

For more information about the Council's constitution, visit our web site ([www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu)) under the [documentation](#) heading.

## SPEECH AND HEARING CLINIC

~ KAREN MCCAREY

Located on the second floor of Fairchild Hall, the Speech and Hearing Clinic provides diagnostic and therapeutic services to individuals with a variety of speech, language and hearing disorders. Hearing aid dispensing (sales and services) is also available.



Illinois State University faculty and staff and their immediate families are exempt from fees. Students are also exempt from fees. Call 438-8641 for further information or to set up an appointment. Clinic hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

## FEEDBACK BEING SOUGHT

~ MARTHA BURK

A visit to the State University Civil Service System web site (<http://www.sucss.state.il.us>) would be worth your while. One area of particular interest is the plan to streamline the university Civil Service classification system. Currently there are approximately 80 classifications used throughout the state. The staff at the System Office is looking to reduce the number of classifications and make them more logical. They are seeking the broadest possible input. Once you have accessed the above site, click on Classification Status Notices in the left-hand column. Select a specific classification series. You will find information about the history and process of changing that series. If you scroll to the bottom of the page you will find a form for comments. Your input would be carefully read and much appreciated.

## SERVICE AWARDS

~ TOM FOWLES

### 35 YEARS

- Nettie Elizabeth Strohkirch, 8900 Milner Library, 11/10/1969

### 30 YEARS

- Colleen Kay Lucht, 1320 Environmental Health & Safety, 11/4/1974

### 25 YEARS

- John M. Murphy, 9100 Facilities Management, 11/5/1979
- Patricia A. Wutz, 2200 Admissions, 11/26/1979

### 20 YEARS

- Mary Sharon Alberts, 2540 Health Services, 11/19/1984

### 15 YEARS

- Mary Louise Barcomb, 9100 Facilities Management, 11/1/1989
- Marc Allen Feaster, 7100 University High School, 11/16/1989
- Charles D. Mitchell, 9100 Facilities Management, 11/8/1989
- Ann Elizabeth Rich, 8900 Milner Library, 11/1/1989

### 10 YEARS

- Janice M. Beer, 1300 Office Of Human Resources, 11/21/1994
- Shirley A. Craig, 1300 Office Of Human Resources, 11/28/1994
- Thomas H. Fulcher, 3470 Admin Information Systems, 11/28/1994
- Gary D. Jacobson, 9000 Facilities Management, 11/28/1994
- Kevin John Lecouris, 9000 Facilities Management, 11/21/1994
- Steve B. Pydynowski, 2600 University Housing Serv, 11/7/1994
- Steven Andrew Robinson, 1120, Internal Auditor, 11/1/1994

## POTPOURRI

~ DIANNE LIEBENSTEIN

### SYMPATHY – OUR SINCEREST SYMPATHY TO:

- Patricia Carter, Facilities Management, on the death of her father, Samuel E. Carter on October 21, 2004.
- James Leroy Chambers, Facilities Management, on the death of his sister, Laura Shull on October 26, 2004.



### BIRTHS – CONGRATULATIONS TO:

- Carol Mack, Redbird Card Office, on the birth of her grandson, Trevor Jayden Elliott-Hay on August 13, 2004.

### WELCOME TO ISU – OCTOBER 2004

- Lakesha A. Henderson, Campus Dining Services
- Debra C. Cummins-Bray, Campus Dining Services
- Erika Y. Hurtado, Campus Dining Services
- Anne M. Campbell, Athletics Department
- Ruth A. Watkins, Comptrollers Office

Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Dianne Liebenstein by phone (438-8311) or by e-mail ([dbliebe@ilstu.edu](mailto:dbliebe@ilstu.edu)) to report births, marriages, or deaths of immediate family members.

## FACULTY/STAFF CHILD CARE AVAILABLE

~ KAREN STEPHENS

ISU Child Care Center, located in 124 Turner Hall, has a few Spring 2005 enrollment slots available for children of ISU faculty and staff. Children must be between 3 and 5 years of age. The Center's Spring Semester begins January 18, 2005 and operates according to the academic class calendar. Hours of operation are 7:30 a.m. to 5:00 p.m., Monday through Friday.

Highlights of the program include learning center activities, indepth projects geared to children's interests, campus field trips, and outdoor water play. Cost for each child of faculty/staff is \$175 per week for full or part time care. Daily lunch and 2 snacks are included in the cost.

To obtain an enrollment application, visit the "Application Procedure" section of the child care's web site, print off and complete the application ([www.childcarecenter.ilstu.edu](http://www.childcarecenter.ilstu.edu)), and submit it to mail code 5060 Child Care, Attn: Karen Stephens, Director.



Questions about the service can also be sent via e-mail to the Director at [kstephen@ilstu.edu](mailto:kstephen@ilstu.edu).

## UNIVERSITY POLICIES / PROCEDURES

### 7.1.32 ACCESS TO ACCOUNTING COMPUTER TRANSACTIONS

Illinois State University uses the Datatel Accounting System, which offers several transactions that allow departments/units to view their specific accounting information. To obtain access to these transactions, you must complete an [Account Creation form](#) ([www.comptroller.ilstu.edu/datatel/forms](http://www.comptroller.ilstu.edu/datatel/forms)), have your supervisor sign the form, and return it to the Comptroller's Office, Campus Box 1200. This form also allows departments to take away one employee's Datatel access and give it instead to another employee.

Refer to the Datatel Accounting System Web site ([www.comptroller.ilstu.edu/datatel](http://www.comptroller.ilstu.edu/datatel)) for a list and explanation of the many accounting transactions available to departments/units.

More information is available pertaining to this and other University policies on the policy web site ([www.policy.ilstu.edu](http://www.policy.ilstu.edu)).

# CIVIL SERVICE COUNCIL COMMITTEES FOR 2004-2005

~ MARTHA BURK

## Internal Committees:

- Activities
  - Children's Holiday Party: Keith Smith, Jack Wylie, Christa Lawhun, Martha Burk, Pat Schnitker
  - Homecoming: Tom Ryan, Christa Lawhun, Pat Schnitker, Martha Burk, Julie Caplinger
  - Bus trips: Doris Shaw, Melody Palm, Julie Caplinger
  - Picnic: Steve Lancaster, John Moss, Vicki Bryan, Paul Collins, Doris Shaw, Jan Jolynn Staley
  - Raffle - Paul Collins, John Moss, Theresa Sanchez
  - Food Drive - Theresa Sanchez, Jan Jolynn Staley Elaine Thoennes
- Awards Ceremony - Pat Schnitker, Tom Ryan
- Brotherhood Tree - Bob Sipes, Paul Collins, Julie Caplinger
- Constituent Groups Committee - Martha Burk, Vicki Bryan, Pat Schnitker, Teresa Sanchez
- Distinguished Service Awards Committee - Martha Burk, Christa Lawhun, past recipient, Rhonda Queen from Foundation, Jan Jolynn Staley
- Elections - Elaine Thoennes, Chair, Jan Jolynn Staley, Steven Lancaster, John Moss, Vicki Bryan
- Scholarships: - Martha Burk, Christa Lawhun, Steve Lancaster, 1 other council member, 1 non-council CS, Rhonda Queen from Foundation

## External Ex-Officio Positions of the Chair: Martha Burk

- Academic Senate - <http://www.academicssenate.ilstu.edu/whatis.html>
- Planning and Finance  
[www.academicssenate.ilstu.edu/Committees/InternalComDescrip.htm](http://www.academicssenate.ilstu.edu/Committees/InternalComDescrip.htm)
- Executive Committee for the Committee for Diversity
- Advisory Council for the Campus Campaign  
[www.campaign.ilstu.edu/family/steering.shtml](http://www.campaign.ilstu.edu/family/steering.shtml)
- Campus Communications Committee  
[www.bot.ilstu.edu/gov\\_docs/toc\\_docs/gov\\_statements\\_b.shtml](http://www.bot.ilstu.edu/gov_docs/toc_docs/gov_statements_b.shtml)
- Educating Illinois Coordinating Team
- Nonstatus Appointments Work-Study Committee  
[www.sucss.state.il.us/nswsc.asp](http://www.sucss.state.il.us/nswsc.asp)

## Ex-Officio Member Positions

- Campus Communications Committee (appointed position, not a Council member, 2-year term) - Marcia Strum
- Employee Advisory Committee (elected position, 5-year term, election conducted by HR) - Dave Turner
- Human Resources Representative (selected by HR) - Tammy Carlson
- OpenLine Editor - (appointed position) - Pam Burress
- Other Positions, appointed:
  - Web Master - Pam Burress  
[www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu)
  - Listserv Manager - Christa Lawhun

## External Appointed Positions

- Foundation Board - Kevin Wiand  
[www.isufoundation.ilstu.edu/about-foundation/board.shtml](http://www.isufoundation.ilstu.edu/about-foundation/board.shtml)
- Parking and Transportation Advisory Committee - Paul Collins, Ron Thompson, Dave Bentlin  
[www.parking.ilstu.edu/administration](http://www.parking.ilstu.edu/administration)
- Sick Leave Bank Appeals - Theresa Sanchez  
[www.policy.ilstu.edu/policydocs/sickleavebank.htm](http://www.policy.ilstu.edu/policydocs/sickleavebank.htm)
- 150th year Celebration - Julie Caplinger
- Health Insurance Portability & Accountability Act (HIPPA) Sanction Committee - Kathi Hamilton
- Team Excellence Committee - Steve Lancaster
- NCA Steering Committee - Vicki Bryan  
[www.provost.ilstu.edu/nca/steeringcommittee](http://www.provost.ilstu.edu/nca/steeringcommittee)
- Campus Web Planning and Advisory Committee - Pam Burress  
[www.ctsg.ilstu.edu/committees/WebPAC/](http://www.ctsg.ilstu.edu/committees/WebPAC/)

# HATS OFF TO OUR *OPENLINE* STAFF!

~ MARTHA BURK

At a recent meeting at Northern University, I learned that their Operating Staff Council thinks so highly of our *OpenLine* that they share it at their meetings. Good job, staff! And a pat on the back goes to all those that contribute ideas and articles! Also, we send a big "hello" to our friends at Northern!



## CLASSIFIED ADVERTISEMENTS

### For Sale

- 55 gallon fish tank, light with very nice wooden stand. \$150. Please phone 828-9001 between 6:30pm and 9:00pm.

### For Sale—Auto

- 2001 4-door Saturn SL2, silver blue, 23K miles, automatic, power windows, power locks, cruise control, airbags, alarm, spoiler, CD player, excellent condition. \$7850 or best offer. Please call 452-0029 after 5:00pm.
- 91 Honda Accord EX, 113K miles, power windows, power locks, automatic, sun roof, very clean; \$3250. Call 747-2532 after 6:00pm.
- 96 Ford 150 4 x 4, extended cab, full-size bed, topper, new tires. \$5600. Call 815-579-2365.

### Services Offered

- Tree and shrub trimming. Please call Carl or Terry at 310-3397, 530-5137 or 527-4492.
- Radon questions or problems? Licensed radon professional. Over 700 systems installed with 100% success rate. Call David (Bud) Smith at 473-2955.

### Advertising Rates:

- Vehicle \$5    ■ Personal Service \$5    ■ All Others \$2

### To submit an ad:

- Complete the Classified Ad Submission Form.
- Send or deliver the form and payment to Pat Schnitker, 4040 Graduate School, Hovey 309.
- Ad must be received by the 25<sup>th</sup> day of the month (i.e. August 25 for September issue).

### **OpenLine Classified Ad Submission Form**

*All information must be printed clearly.*

First and Last name: \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

ISU phone: \_\_\_\_ - \_\_\_\_\_

Best time to reach you at your home phone: \_\_\_\_\_

Email: \_\_\_\_\_

Campus Box/Dept: \_\_\_\_\_

Check one category:

- |   |   |
|---|---|
| <input type="checkbox"/> Free Items     | <input type="checkbox"/> Personal Service |
| <input type="checkbox"/> For Sale-Auto  | <input type="checkbox"/> Wanted           |
| <input type="checkbox"/> For Sale-Other |   |

**ONE word per box. 20 words or less.**


Send this completed form and payment to:

**Pat Schnitker, 4040 Graduate School.**

(Make checks payable to: Civil Service Council - *OpenLine*.)

Visit [www.ilstu.edu/depts/civilservice/documentation/openline/Ad.pdf](http://www.ilstu.edu/depts/civilservice/documentation/openline/Ad.pdf) for more information about advertising in the *OpenLine*.

## Monical's Pizza Fund-Raiser Flyer

**monical's pizza®** is proud of their staff, food, and the service they provide to the community. We couldn't do it without your help, and now we would like to say thanks in another way.

This is how you do it! You, your family, your friends, and your neighbors come to any of the area **monical's pizza®** restaurants listed below for a delicious meal. In return, **monical's pizza®** will donate 20% of your bill\* to the designated organization!! It's that simple!

Don't miss your opportunity to help out! Please remember that this special is ONLY good on the night listed below. Tell everyone to join in! **monical's pizza®** feeds you, and your organization gets the benefits!!

### Guest copy...



Organization: **ISU Civil Service Council**  
Special Night: **Tuesday, November 23rd, 2004**  
Guest Check Total: \$ \_\_\_\_ . \_\_\_\_ (before sales tax)  
20% Contribution: \$ \_\_\_\_ . \_\_\_\_

### monical's pizza® copy...



Organization: **ISU Civil Service Council**  
Special Night: **Tuesday, November 23rd, 2004**  
Guest Check Total: \$ \_\_\_\_ . \_\_\_\_ (before sales tax)  
20% Contribution: \$ \_\_\_\_ . \_\_\_\_

**monical's pizza**  
Bloomington  
718 South Eldorado  
309/662-8502

**monical's pizza**  
Bloomington  
2103 N. Veteran's Pkwy  
309/662-6933

**monical's pizza**  
Normal  
1219 South Main  
309/454-7999

### FLYER MUST ACCOMPANY ORDER FOR DONATION TO BE APPLIED.

\*Not valid with any other coupons or discount offers. Offer valid on date listed. Not valid with Delivery.  
Carry Out available at Dine In menu pricing. Must mention flyer when ordering Carry Out.

**Alcohol purchases will not be available for discount. Other restrictions may apply.**

