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OpenLine Newsletter

Civil Service Council

9-21-2004

OpenLine Newsletter, September 21, 2004

Civil Service Council
Illinois State University

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OpenLine

SEPTEMBER 21, 2004

VOLUME XXIX, NUMBER 3

DATES TO REMEMBER

September 25 Next classified ad deadline
 October 5 Next *OpenLine* article deadline
October 5 **Council meeting**
October 19 **Council meeting**
 October 18-24 Homecoming
 October 31 Daylight savings time ends
 October 31 Halloween

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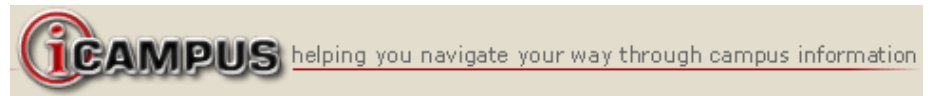
STAFF

EDITOR/LAYOUT/DESIGN Pam Burress
 COPY EDITOR Narry Kim
 COUNCIL LIAISON Vicki Bryan

PERSONAL INFORMATION NOW AVAILABLE ON ICAMPUS PORTAL

~ TOM FOWLES

When the Human Resources Office is open, staff members are always ready to assist you. However, at a time when you need information, the Human Resources Office may be closed. A new method of accessing information is being offered for those who desire a web-based alternative.



You can now use the iCampus portal if you need information about your sick and vacation benefits (usage and balances), information about the insurance plans you have chosen, or want to change your home address or emergency address.

To access iCampus, simply go to the ISU home page and select the iCampus icon (or visit www.icampus.ilstu.edu). Once on the iCampus portal home page, use your ULID and password to gain entrance. Click on the "My Info" tab, enter your mainframe personal identification number (PIN), and click on the submit button. You can then simply select the item you wish to explore. If you have never signed into the mainframe with a PIN before, use the default MMDD of your birth date. You can then change it to a PIN of your choosing.

The sick and vacation information is current as of your last payroll. The insurance information does not reflect updated information until after the affected payroll has been processed. The address information is current.

If you have any suggestions or problems with these three applications, contact Tom Fowles in Human Resources at 8-8847 or tsfowles@ilstu.edu.

Quick Quote

~ Adlai E. Stevenson Jr.

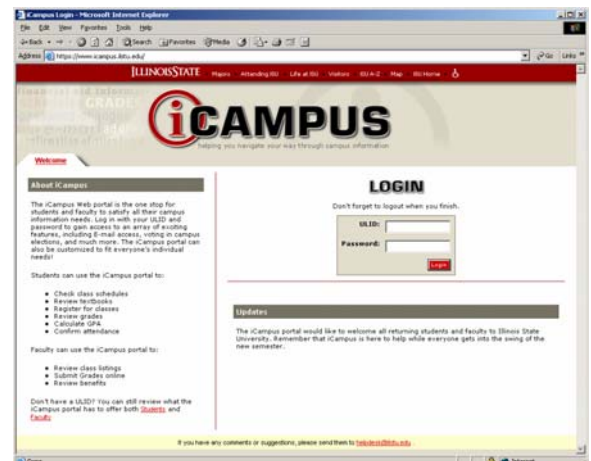
"Man does not live by words alone, despite the fact that sometimes he has to eat them."

[Source: www.quotationspage.com]

Frivolous Facts

Frozen foods were created in the mid-1920s by Clarence Birdseye. While doing survey work for the U.S. government in Labrador in 1912, he observed the natives preserving their fish in ice, and expanded on the concept.

[Source: www.coolquiz.com/trivia/directory]



CLASSIFIED ADVERTISEMENTS

For Rent

- Large 5 bedroom home. Privacy fenced backyard. 1 year lease, \$1,550 per month, plus deposit. Crestwicke area. Ph. 275-6464.

For Sale:

- Loveseat couch – plaid earth tones, \$350; computer table, \$50. Please call 820-9071 or email dee.shaw@juno.com after 5 p.m.

For Sale—Auto

- 2002 Hyundai SantaFe, 19,500 miles, EC. AT, PW, PL, AC, \$14,500. Please call 309-454-9321 after 5 p.m.
- 2003 Chevy –Z-71LS, 19,500 miles. PW, PL, AT, AM/FM/CD, EC, Flomaster exhaust. 1 owner. \$24,000 or B/O. Call 829-5091 anytime.
- 2002 PT Cruiser, 40,000 miles, excellent condition, power heated seats, leather interior, AM/FA/CD, all the bells and whistles. Please call 309-377-2941 anytime.

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 25th day of the month (i.e. August 25 for September issue).

Abbreviations

AC = Air Conditioning	GC = Good Condition	PW = Power Windows
AT = Auto Transmission	Lrg = Large	RD = Rear Defroster
BR = Bedroom	LR = Living Room	Rm = Room
CC = Cruise Control	Mos = Months	S6 = Sleeps/Seats 6
DR = Dining Room	MR = Moon Roof	Sz = Size
EC = Excellent Condition	9P = 9 Passenger	SR = Sun Roof
EM = Email	PL = Power Locks	W&D = Washer and Dryer

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 for more information about advertising in the *OpenLine*.

LEISURE UNIVERSITY CLASSES AND OUTDOOR ADVENTURE TRIPS

~ JOE MITACEK

Leisure U Class	Dates / Times	Sign-up Ends	F/S Cost
Night Club Dancing	Oct. 3, 10, 17, 24, 31, Nov. 7 6:30-7:45 p.m.	Oct. 1	\$51.00
Sign Language	Oct. 12, 14, 19, 21 5:00-7:00 p.m.	Oct. 8	\$27.00
Scuba Diving	Oct. 11, 13, 18, 20, 25, 27 6:00-10:00 p.m.	Oct. 8	\$215.00
Bridge	Oct. 20, 27, Nov. 10, 17 5:00-7:00 p.m.	Oct. 18	\$76.00

Outdoor Adventure Trip	Dates / Times	Sign-up Ends	F/S Cost
Backpacking Hoosier National Forest, IN	Oct. 8-10	Sep. 29	\$70.50
Hiking Matthiessen State Park, Utica, IL	Oct. 9	Oct. 5	\$18.75
Biking/Camping Hennepin Canal, Sheffield, IL	Oct. 9-10	Oct. 6	\$54.25
Backpacking River to River Trail, Southern IL	Oct. 15-17	Oct. 7	\$72.50

Spaces for these classes are limited so sign up now. You may register by phone with a credit card or walk in 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.

HOMECOMING PARADE

Watch for the Civil Service Council in the Illinois State University 2004 Homecoming Parade on October 23! We invite all Civil Service



employees to join us as we walk and ride the parade route. Contact the Council via email for more information (cscouncil@ilstu.edu).



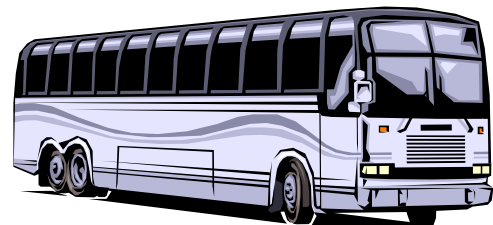
DID YOU KNOW...

...that one of the objectives of the Civil Service Council of Illinois State University is to advise the University administration on issues of concern to Civil Service employees, including the following:

1. University policies and procedures
2. Economic well being
3. Conditions of employment
4. Other matters as deemed appropriate

FALL BUS TRIP

The fall bus trip is being planned, so mark your calendars for **Saturday, November 13, 2004**. Watch for next month's issue to get the sign-up sheet and details about the trip we are planning!



SERVICE AWARDS

~ TOM FOWLES

35 YEARS

- Peggy A. Hundley, 5300 College Of Education, 9/29/1969

30 YEARS

- Mary Sue Eder, 3420 University Marketing & Comm., 9/3/1974
- Joanne Long, 6370 Faculty Technology Support, 9/16/1974

25 YEARS

- Connie Rae Bass, 8900 Milner Library, 9/17/1979
- Pearlie Mae Calhoun, 9100 Facilities Management, 9/10/1979
- Cynthia L. Jacobs, 9100 Facilities Management, 9/17/1979
- Margaret Myers, 8900 Milner Library, 9/10/1979
- Helen Elizabeth Taylor, 3420 Univ. Marketing & Comm., 9/24/1979
- Ronald Dean Thompson, 6380 Classroom Technology, 9/4/1979
- Donald Edward Wallen, 9100 Facilities Management, 9/10/1979

20 YEARS

- James Greene, 9100 Facilities Management, 9/10/1984
- Alan Patrick Hasty, 2540 Health Services, 9/17/1984
- Elizabeth I. Holt, 2610 Campus Dining Service, 9/4/1984
- Luttrell Dana Kevin, 4120 Biological Sciences, 9/4/1984
- Lura M. Ramsey, 9100 Facilities Management, 9/4/1984
- Carol J. Simpkins, 5480 Finance Insurance & Law, 9/4/1984
- Lynda Lynnette Williamson, 9100 Facilities Management, 9/4/1984

15 YEARS

- Steven Lee Coan, 2640 Bone Student Center, 9/25/1989
- Connie Kay Dubois, 2610 Campus Dining Service, 9/18/1989
- Scott Alan Genung, 3500 Telecommunications & Networking, 9/18/1989
- April Klockenga, 9100 Facilities Management, 9/7/1989
- Diane M. Leonard, 4720 Speech Pathology & Audio., 9/6/1989
- Carol Ione Riggs, 2610 Campus Dining Service, 9/5/1989
- Pamela Jo Silkwood, 2600 University Housing, 9/18/1989

10 YEARS

- Teri K. Hammer, 1010 Legal Services, 9/12/1994
- Mary H. Kelley, 2202 University Registrar, 9/27/1994
- Shirley A. Murphy, 1200 Comptroller's Office, 9/6/1994
- Gary L. Rizer, 2610 Campus Dining Service, 9/6/1994
- Brenda Kay Sandage, 9100 Facilities Management, 9/6/1994
- Brenda S. Yoder, 5500 College Of Business, 9/6/1994

UNIVERSITY POLICIES / PROCEDURES

5.4.1 LIABILITY INSURANCE

If an employee has acted in good faith, without malice, and within the apparent scope of his or her authority, legal representation will be provided in the employee's defense for a claim or action against him or her for an act or omission occurring within the scope of that individual's duties.

Indemnification for a claim or action shall not be provided if it is the result of intentional or willful and wanton misconduct.

More information is available pertaining to this and other University policies (www.policy.ilstu.edu).

CLARIFICATION

In the August 17, 2004 *OpenLine* issue, it was stated that Illinois State offers tuition waivers as a Domestic Partner Benefit. This was an incomplete statement. It should have read, "tuition waivers for children of Domestic Partners."

POTPOURRI

~ DIANNE LIEBENSTEIN

BIRTHS – OUR CONGRATULATIONS TO:

- Michelle Schuline, Enrollment Management and Academic Services and Robyn Schuline, Purchasing, on the birth of their daughter, Megan Nicole Schuline on June 27, 2004.
- Timothy Baker, Facilities Management, on the birth of his grandson, Brodie James Baker on July 27, 2004.

SYMPATHY – OUR SINCEREST SYMPATHY TO:

- Wiley Schultze, Facilities Management, on the death of his mother, Viola Schultze on August 28, 2004.
- William Hoffmann, Administrative Information, on the death of his sister, Robin C. Hoffmann, on August 3, 2004.
- Sandy Nordine, Classroom Technology Support Services, on death of her mother, Dolores Staley on August 15, 2004.
- John Staley, Telecommunications & Networking, on the death of his mother, Dolores Staley on August 15, 2004.

RETIREMENTS – JULY 2004

- Malba Langhoff Nehrt, Admissions

RESIGNATIONS – JULY 2004

- Rita T. Ganser, Milner Library
- Alyce M. Heineman, Registrar
- Christina Lee Ratajski, University Housing Services
- Julie J. Honegger Rich, Environmental Health and Safety
- Annette C. Welch, Registrar
- Christopher E. Yeadon, Campus Dining Services

WELCOME TO ISU – JULY 2004

- Brian W. Logue, Health Services
- Christine A. Postelnick, Admissions
- Robyn Scott Schuline, Comptroller's Office/Purchasing

PROMOTIONS – JULY 2004

- Brian K. Huonker, Graphic Designer III, Web Support
- Shirley M. McCauley, Secretary IV, Bone Student Center
- Theresa A. Sanchez, Admissions/Records Officer I, Registrar
- Patricia A. Wutz, Deputy Director, Admissions

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) to report births, marriages, or deaths of immediate family members.

CAMPUS CORNER

~ BARB DALLINGER



As we approach the Inauguration of President Al Bowman, our thoughts turn to past inaugurations.

Friday, October 4, 1957 was the date chosen for Dr. Robert Bone to become our ninth president. It was the last day of the first 100 years of Illinois State Normal University. A hundred years earlier, on October 5, 1857, the first class had enrolled at Major's Hall in downtown Bloomington. His inauguration ceremony was held on the Quad in the

amphitheater, what we now know as the stretch of grass in front of the new Center for the Performing Arts. The grand procession of faculty and honored guests in colorful academic regalia started at Hovey Hall and proceeded past what is now Williams Hall into their reserved seats at 9:30 in the morning. The days festivities included a luncheon for 500, an educational symposium, an afternoon reception, and a formal evening dance.

WELLNESS PROGRAM

~ NIKKI BRAUER

EMPLOYEE FITNESS PROGRAM

It's not too late to register for fall fitness program activities. We are offering Pilates classes, badminton, fitness lab, land aerobics, lap swimming, water aerobics, T'ai Chi, table tennis and yoga. Registration forms are available on our web site at (www.hr.ilstu.edu/wellness/efp_registration.shtml) or contact 8-7003.

ADVENTURES IN PARENTING

If you are interested in meeting with other parents to share and receive ideas, offer encouragement and support for one another, please contact Nikki Brauer at 438-8845 or nbgegel@ilstu.edu. The group is deciding topics, format and meeting dates. Upcoming topics are wholesome snacks, picky eaters, and discipline. Everyone is welcome!

BLOOD SCREENING

Sept. 17, 2004, 7:30 to 9 a.m.

- Lipid Profile \$18
- Chemistry Profile +Lipid Profile..... \$22
- PSA \$63

A \$3 draw fee will be added for each person. Our screenings are now located at the Lab Corp facility on Clearwater Drive in Bloomington.

HOLISTIC STRESS MANAGEMENT

Stress reduction is an art form! Explore where your stress comes from and which techniques work for your lifestyle. The class will cover stress as it relates to illness, anger, fear, and nutrition. Plus explore relaxation techniques such as journaling, music, art, and guided



imagery. This class meets on the following dates: Sept. 15 & 29, Oct. 13 & 20, Nov. 10, and Dec. 8 & 15, 2004, from noon to 1 p.m. in Degarmo 551. These classes will be facilitated by Nikki Brauer.

FAMILY ACTIVITIES

- **Family Swim** – Saturday, Sept. 18, 2004 from 1 to 3 p.m. in Metcalf Pool.
- **Family Bowling** – Saturday, Nov. 13, 2004; time slots still available.

Please contact the HR Customer Service Center at 438-8311, to register for any of the above sessions. For further information visit our web site at www.hr.ilstu.edu/wellness or contact Nikki Brauer at 438-8845.

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 information to the Council officers (escouncil@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. Or use our new mailing address, 1830 Civil Service Council.

