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OpenLine Newsletter

Civil Service Council

7-20-2004

OpenLine Newsletter, July 20, 2004

Civil Service Council
Illinois State University

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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.

JULY 20, 2004

VOLUME XXIX, NUMBER 1

DATES TO REMEMBER

July 25Next classified ad deadline
 August 3Next *OpenLine* article deadline
August 3.....**Council meeting**
 August 6 Summer session ends
August 17.....**Council meeting**
 August 23 Fall semester begins

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STAFF

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

NEW COUNCIL OFFICERS ELECTED FOR FY2005

~ MARTHA BURK

The Civil Service Council held an election to select officers for FY05 on July 6. The selected officers form the Executive Committee of the Civil Service Council. Elected were:

- **Martha Burk**, chair, works in the Administrative Office of Milner Library. She has worked at Milner for 28 years. This will be her sixth year on the Council. She can be reached at 438-3474 or mjburk@ilstu.edu.
- **Vicki Bryan**, vice-chair, is employed in the Financial Aid Office. She has been at ISU for 10 years. This is Vicki's fifth year on the Council. She can be reached at 438-2782 or vlbryan@ilstu.edu.
- **Melody Palm**, secretary, works in the Bone Student Center. She has worked at Illinois State for 10 years as a Civil Service employee and five as a temporary faculty member in the College of Business. This will be Melody's second full year on the Council. She can be reached at 438-2222 or mapalm@ilstu.edu.
- **Pat Schnitker**, treasurer, is employed in the Graduate School. She has worked at Illinois State for 18 years. This is her fourth year on the Council. She can be reached at 438-2109 or plschnit@ilstu.edu.

Members of the Executive Committee can also be reached at cscouncil@ilstu.edu. This email address reaches all four committee members.

Council meetings are held on the first and third Tuesdays of the month at noon, in the Spotlight Room of the Bone Student Center. All meetings are open to the public and visitors are more than welcome. Additional information about the Council is available on our website (www.cscouncil.ilstu.edu).

Please contact your Civil Service Council representative or a member of the Executive Committee with your concerns. The Council places a high value on confidentiality. Any ideas or suggestions you might have would also be appreciated. We depend on you to help make the organization strong!

Quick Quote

~ Mark Twain

"I never let schooling interfere with my education."

[Source: www.quoteland.com]



Frivolous Facts

Quito in Ecuador, South America, is said to have the most pleasant climate in the world. It is called the "Land of Eternal Spring." The temperature rarely drops below 46 degrees Fahrenheit during the night, or exceed 72 degrees Fahrenheit during the day.

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

CIVIL SERVICE COUNCIL REPRESENTATIVES

~ VICKI BRYAN

GROUP I: **Christa Lawhun**, 9000 Facilities Management (Physical Plant Office), 8-5518, cllawhu@ilstu.edu; **Vicki Bryan**, 2320 Financial Aid (Fell Hall), 8-2782, vlbryan@ilstu.edu; **Pat Schnitker**, 4040 Graduate School (Hovey Hall), 8-2109, plschnit@ilstu.edu

GROUP II: **Theresa Sanchez**, 2202 Records Office (Moulton Hall), 8-8499, tasanch@ilstu.edu; **Jan Jolynn Staley**, 5590 Marketing (Williams Hall), 8-7261, jjstaley@ilstu.edu; **Elaine Thoennes**, 2781 Recreation Services & University Golf Course (Beech St. Facility), 8-5742, ecthoen@ilstu.edu

GROUP III: **Julie Caplinger**, 6370 Faculty Technology Support Services, (Instructional Technology & Development Center), 8-7582, jacapli@ilstu.edu; **Doris Shaw**, 2540 Student Health Services (Student Service Bldg.), 8-8712, djshaw@ilstu.edu; **Jack Wylie**, 1520 Central Receiving (John Green Food Service Bldg.), 8-8011, jdwyli@ilstu.edu

GROUP IV: **John Moss**, 9000 Facilities Management (Physical Plant Office), 6-2413, jlross@ilstu.edu; **Paul Collins**, 9000 Facilities Management (Physical Plant Office), 6-2413, pvcoll@ilstu.edu; **Tom D. Ryan**, 9100 Campus Services (Bone Student Center), 8-2222, tryan@ilstu.edu

GROUP V: **Martha Burk**, 8900 Library Administration (Milner Library), 8-3474, mjburk@ilstu.edu; **Steven Lancaster**, 2610 Campus Dining Services (John Green Bldg.), 8-2042, sjanca@ilstu.edu; **Melody Palm**, 2640 Business Office (Bone Student Center), 8-2222, mapalm@ilstu.edu

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. 100% success rate. Call David (Bud) Smith at 309-473-2955.

To submit an ad: Complete the Classified Ad Submission Form. Send or deliver the form and payment (checks made out to Civil Service Council – OpenLine) to Pat Schnitker, 4040 Graduate School, Hovey 310. Ad must be received by the 25th of the month.

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:

- Free Items Personal Service
 For Sale-Auto Wanted
 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.

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

Conditions for Submitting Ads: Only Illinois State University employees and retirees may submit ads. There is a limit of ONE ad per employee or retiree, per issue. The ad must be resubmitted for each issue it is run. The appropriate fee must be included with each submission form. Ads must be submitted on the Ad Submission Form, located in the OpenLine or on the Council website, photocopies are acceptable. No ads will be accepted over the telephone. One item or service allowed per submission form. Ads must be 20 words or less. Ads will not be accepted for travel, credit cards, real estate, financial, .com, nude, personals, and firearms to stay within accepted University practices and statutes. Ads will appear in the next OpenLine, space permitting. Any ad not run due to space limitations will be held and appear in the following OpenLine; if you wish to cancel the ad the individual who submitted the ad must contact Pat Schnitker. Refunds will only be given if the ad was held for the following edition and cancelled prior to the submission deadline for that issue. Only your first name, home phone number, and email will appear in the ad, no ISU numbers will be published. OpenLine and the Civil Service Council are not responsible for any item or service advertised. The OpenLine staff and Civil Service Council reserves the right to restrict, edit or refuse any advertisement.

SYMPATHY – OUR SINCEREST SYMPATHY

- Sharon Walters, Intercollegiate Athletic Department, on the death of her mother, Phyllis Adams, May 31, 2004.
- Rozel White, Women’s Studies Program, on the death of her granddaughter, Emma White at birth May 2, 2004.
- Mary Swearingen, Facilities Management, on the death of her sister, Phyllis Swearingen, March 28, 2004.
- Joan Bontz, Facilities Management, on the death of her son, Scott Spaulding, May 30, 2004.
- Scott Bernard, Facilities Management, on the death of his mother, Josie Rockhold, March 27, 2004.
- Tracey Chandler, Facilities Management, on the death of his father, Carlton Chandler, May 8, 2004.
- Dan Crews, Facilities Management, on the death of his father, Bob Crews, May 22, 2004, also to Christina McGowan, Facilities Management, Bob Crews was her grandfather.

MARRIAGES – CONGRATULATIONS

- Amy Schmidgall, Bone Student Center, married Jim Johnson on May 28, 2004

DEGREES EARNED– SPRING 2004

- Majeed Abu-Qulbain, Computer Infrastructure, B.S. in Telecommunications Mgmt
- Cindy L. Caldwell, Applied Social Research, B.A. in Philosophy
- Susan Beth Deatrck, Milner Library, M.S. in Kinesiology & Recreation
- Lori June Devore, Milner Library, B.S. in Applied Computer Science
- Tim D. Flynn, Telecommunications, Master of Business Administration
- Christine Marie Knuth, University Registrar, Master of Business Administration
- Jason Eric McCrone, University Registrar, B.S. in Sociology
- Carmen Plummer, Student Accounts, B.S. in Applied Computer Science
- Lataundia Marie Samuels, Health Services, B.S. in Industrial Technology
- Theresa Ann Sanchez, University Registrar, Master of Business Administration
- Larry Dean Uphoff, University Housing Services, M.S. in Psychology
- Lynn Sands Westhoff, Internal Auditor, M.S. in Accountancy

RETIREMENTS – MAY 2004

- David W. Bean, Facilities Management
- John W. Berger, Env. Health & Safety
- David R. Gaines, Facilities Management
- Neva R. Gipson, Telecommunications
- Lynn A. Harris, Facilities Management
- Timothy J. Herrell, Facilities Management
- Jacqueline D. Manley, Facilities Management
- Richard F. Miller, Facilities Management
- Linda K. Thorp, Thomas Metcalf School

RESIGNATIONS – MAY 2004

- Colleen Bennett, Admissions
- Mark W. Gulliford, Campus Dining
- Theresa M. Highland, Web Support
- Patricia Jo Klopfenstein, Univ. Housing
- Barbara Retoff, School of Social Work
- Patsy L. Stretch, Applied Science Tech

WELCOME TO ISU –MAY 2004

- David E. Martin, Env. Health & Safety
- Lois E. Soeldner, Admissions

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.



SERVICE AWARDS

~ Tom Fowles

35 YEARS

- Betty Jane McCannon, 8900 Milner Library, 7/21/1969

25 YEARS

- Donna Jean Larson, 9100 Facilities Management, 7/27/1979
- Gregory Robert Mullins, 9000 Facilities Management, 7/26/1979

20 YEARS

- Donald J. Schmidt, 4120 Biological Sciences, 7/2/1984
- Cathy R. Stowers, 9240 University Police, 7/30/1984

15 YEARS

- Glenda L. Anderson, 3430 Computer Infrastructure, 7/24/1989
- Sharon K. Garee, 2200 Admissions, 7/18/1989
- William Carl Link, 2600 University Housing Services, 7/31/1989
- Mary N. Oblinger-Hammond, 2600 University Housing Services, 7/31/1989

10 YEARS

- Ransom L. Brank, 9100 Facilities Management, 7/5/1994
- Michelle Helen Lindenmeier, 2702 Student Legal Service, 7/7/1994
- L. Diane Tetley, 2600 University Housing Services, 7/5/1994

NEW ASSOCIATE VP FOR HR ANNOUNCED

Illinois State University is pleased to announce the appointment, effective June 1, 2004 of Ira Schoenwald, Ph.D. as the new associate vice president for Human Resources. Dr. Schoenwald



was the associate vice president for faculty affairs and academic resources at California State University (CSU) Channel Islands. Dr. Schoenwald comes to ISU with over 28 years of experience as a faculty, department chair and academic administrator at CSU Dominguez Hills and CSU Channel Islands.

Dr. Schoenwald received his Ph.D. in government from the Claremont

Graduate School in 1979. He joined CSU Dominguez Hills as a faculty member and later served as department chair for both the health sciences and public administration departments there. He also spent 10 years as an academic administrator at CSU Dominguez Hills. During this time he held several positions including director of university personnel, assistant to the president and most recently associate vice president for faculty affairs. In 1999, Dr. Schoenwald was tapped to help establish and build CSU's Channel Islands campus from scratch.

Dr. Schoenwald will complete the merger and consolidation of the various human resources functions on campus, provide leadership in implementing the goals of augmenting the Human Resources office support for faculty and staff recruitment, retention, and development, oversee the University's labor management program, and contribute to the overall University policy development.



BENEFIT CHOICE – PERIOD 2

~ Tammy Carlson

Highlights:

- Benefit Choice Period 2 is July 26 to August 20, 2004
- Employee premiums for health and dental will not increase in FY05
- CMS will send a Benefit Choice Period 2 booklet to your home address during the week of July 26
- Dental Program has a new schedule of benefits in the Benefit Choice Period 2 booklet

Quality Care Health Plan Changes:

- Family Cap, Out-of-Pocket deductible increase
- Higher penalty for not pre-certifying
- Member pays 10% of lab/X-Ray

Managed Care Changes:

- Outpatient surgery co-pay of \$100

Prescriptions Changes:

- Increased co-pays
- QCHP and some Managed Care Plans (not Health Alliance HMO or OSF Healthplans) require Mandatory Mail Service for maintenance medications

Life Insurance Changes:

- Optional Employee Life available up to 8 times annual salary to a maximum of \$3,000,000
- Spouse/Child life benefits & premiums double

Flexible Spending Changes:

- Enrollment in MCAP allowed
- Employees currently enrolled in MCAP may increase/decrease their enrolled amounts
- No enrollment or changes allowed in DCAP

For more complete information about Benefit Choice - Period 2, please refer to the materials to be provided by Central Management Services or by going to the HR website (www.hr.ilstu.edu).

TELEPHONE DIRECTORY UPDATES

~ Sharon Stille

Telecommunications & Networking (TNSS) is updating information in the current telephone directory. Deans, directors and department heads are sending changes for the FOCUS, the Alphabetical Department Listing, and the Personnel by Department sections.

The Faculty/Staff section containing campus and home information is maintained by Human Resources. If either campus or home information has changed, a PERS 903 form found on the HR Web site must be completed. Employees also need to make sure HR has their proper home address for the January mailings of W-2 forms since undeliverable W-2 forms will be returned to Illinois State's Payroll Office. University telephone numbers and University e-mail addresses cannot be restricted. Questions regarding e-mail should be directed to the Help Desk at 438-HELP or at helpdesk@ilstu.edu.

Address update information for the Emeritus section will appear in the August emeritus newsletter.

Any questions concerning the directory need to be directed to Sharon in Telecommunications and Networking at 438-8728.



DID YOU KNOW...

...that one of the purposes of the Civil Service Council of Illinois State University is to represent the civil service employees to University administration and to advise the administration in the formation and implementation of policies and procedures relating to civil service employees?



UNIVERSITY POLICIES / PROCEDURES

5.2.2 REPORTING OF CRIMES IN PROGRESS, FIRE AND MEDICAL EMERGENCIES (www.policy.ilstu.edu)

Dial 9-1-1 to notify the police immediately of crimes that are in progress (that is, crimes which are occurring at the same time you are notifying the police,) or when there is fire, smoke, or a medical emergency.

Your call will be answered by a 9-1-1 dispatcher at the Illinois State University Police Department. Be prepared to provide the following information to the 9-1-1 dispatcher: Your name, a phone number where you can be reached for call back purposes, the nature of the emergency, crime in progress, fire, or medical emergency, and the location of emergency.

Stay on the phone with the 9-1-1 dispatcher until you are told that you may hang up. The dispatcher will gain enough information initially to dispatch the appropriate agencies and will then come back and ask you for additional information.

CS COUNCIL EX-OFFICIO MEMBERS

~ VICKI BRYAN

OPENLINE EDITOR: Pam Burress, 3500 Telecommunications & Networking, (Williams Hall Annex), 8-2795, paburre@ilstu.edu

HUMAN RESOURCES MEMBER: Tammy Carlson, 1300 Human Resources (Nelson Smith Building), 8-8846, tscarls@ilstu.edu

CAMPUS COMMUNICATIONS COMMITTEE REPRESENTATIVE: Marcia Strum, 5960 Center for Math, Science & Tech (Prof. Dev. Bldg), 8-3933, mbstrum@ilstu.edu

STATE UNIVERSITIES CIVIL SERVICE COMMITTEE REPRESENTATIVE & EMPLOYEE ADVISORY COMMITTEE REPRESENTATIVE: Dave Turner, 9000 Facilities Services (Heating Plant), 8-5516, dlturme@ilstu.edu

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 (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.

