

Illinois State University

ISU ReD: Research and eData

---

OpenLine Newsletter

Civil Service Council

---

9-2005

## OpenLine Newsletter, September 2005

Civil Service Council  
*Illinois State University*

Follow this and additional works at: <https://ir.library.illinoisstate.edu/oln>

---

### Recommended Citation

Civil Service Council, "OpenLine Newsletter, September 2005" (2005). *OpenLine Newsletter*. 136.  
<https://ir.library.illinoisstate.edu/oln/136>

This Book is brought to you for free and open access by the Civil Service Council at ISU ReD: Research and eData. It has been accepted for inclusion in OpenLine Newsletter by an authorized administrator of ISU ReD: Research and eData. For more information, please contact [ISUReD@ilstu.edu](mailto:ISUReD@ilstu.edu).

### DATES TO REMEMBER

September 25 .....	Next classified ad deadline
October 1-8 .....	Homecoming activities
October 10 .....	Columbus Day observed
<b>October 11 .....</b>	<b>Council meeting</b>
October 11 .....	Next <i>OpenLine</i> article deadline
October 17 .....	National Boss Day observed
October 21-23 .....	Family Weekend
<b>October 25 .....</b>	<b>Council meeting</b>
October 30 .....	Daylight Saving Time ends
October 31 .....	Halloween

### INSIDE

Service Awards .....	p. 2
University Policies/Procedures .....	p. 2
Did You Know .....	p. 2
Potpourri .....	p. 2
What the Council Means to Me .....	p. 3
Government Web Links .....	p. 3
CS Council Representatives .....	p. 3
CS Council Ex-Officio Members .....	p. 3
Contact Us .....	p. 3
Quick Quote .....	p. 3
Classified Advertisements .....	p. 4
Frivolous Facts .....	p. 4

### STAFF

EDITOR .....	Pam Burress
LAYOUT/DESIGN .....	Narry Kim
PROOF READERS .....	Suzanne Ferrara
.....	Ramona Garner
.....	Patti Munster
COUNCIL LIAISON .....	Vicki Bryan

### SCHOLARSHIPS AWARDED FOR 2005-2006

~ MARTHA BURK

#### Carl Johanson Scholarship

The Carl Johanson Scholarship was endowed by Al and Elaine Goldfarb and is named for Elaine's father. The recipient must be an Illinois State University Civil Service employee and a student at ISU who is seriously working on a degree. This year's winner is Judith Harms of University Housing. ***Congratulations Judith!***



#### Civil Service Dependant Scholarships



Four Civil Service dependant scholarships are awarded to ISU students each year from Foundation funds. Other scholarships may be awarded to additional students attending ISU or other schools using funds raised by the Civil Service Council. This year, the Council awarded six additional scholarships, bringing the total to 10! The Council is pleased to be able to help so many outstanding students.

#### ***Congratulations to the following winners!***

- Jeannie Carlton, daughter of Jan Carlton, COE Dean's Office
- Shanna Casey, daughter of Margie Casey, Campus Services
- Alicia Collins, daughter of Paul Collins, Facilities Management
- Jacqueline Heck, daughter of Patricia Heck, Career Center
- Natalie Pfoff, daughter of Carol Pfoff, Office of the Provost
- Molly Sharer, daughter of Marie Bosche, Milner Library
- Jessica Tjaden, daughter of Sherrill Tjaden, Thomas Metcalf School
- Elizabeth Troyer, daughter of Catherine Troyer, University High School
- Maggie Ummel, daughter of Kim Ummel, Campus Dining Services
- Betsy Ummel, daughter of Kim Ummel, Campus Dining Services

### HOMECOMING PARADE

~ PAM BURRESS

Watch for the Civil Service Council in the Illinois State University 2005 Homecoming Parade on October 8!

We invite all Civil Service employees to join us as we walk and ride the parade route. Contact the Council via e-mail ([cscouncil@ilstu.edu](mailto:cscouncil@ilstu.edu)) for more information.



### EAT AT MONICAL'S PIZZA

~ PAM BURRESS

Your Civil Service Council has teamed up with Monical's Pizza once again for a fund-raising opportunity. Please mark your calendars to dine at any Bloomington or Normal Monical's Pizza restaurants for lunch or dinner on Monday, October 10. A predetermined percentage of the sales (when a flyer is presented) from that day will go to the Civil Service Council scholarship awards and activities funds. If you cannot eat at Monical's on that date, make sure to pass on a flyer to someone who can. Don't miss this easy opportunity to support your Civil Service Council's scholarship awards and activities. A flyer must accompany food orders for the donation to be applied. Get a flyer from your nearest council representative or print a copy of the flyer from the Monical's Web site ([www.monicals.com/calendar/octcalendar.shtml](http://www.monicals.com/calendar/octcalendar.shtml)) or the link is on our Home Page ([www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu))!



## SERVICE AWARDS

~ TOM FOWLES

### 30 YEARS

- Debbie Armstrong, 2202 University Registrar, 9/30/1975
- Michael E. O'Grady, 9100 Campus Services/Grounds, 9/19/1975



### 25 YEARS

- William Dale Furniss, 9100 Campus Services/Grounds, 9/15/1980
- Benjamin Theodore Ryburn, 9000 Facilities Management, 9/2/1980
- Linda Lee Young, 2610 Food Service, 9/2/1980

### 20 YEARS

- Agnes J. Barr, 9100 Campus Services/Grounds, 9/3/1985
- Cathy Jo Clark, 9100 Campus Services/Grounds, 9/3/1985
- Steve W. Mattingly, 9000 Facilities Management, 9/3/1985
- Patricia Ann Mueller, 3420 Unv Mktg & Communications, 9/23/1985
- Reta Gayle Thames, 5150 School of Info Technology, 9/24/1985

### 15 YEARS

- Susan Lynn Atkins, 9100 Campus Services/Grounds, 9/10/1990
- Helen F. Fairchild, 6370 Faculty Tech Sup Serv, 9/4/1990
- Vivian Diane Howard, 9100 Campus Services/Grounds, 9/17/1990
- Sharen Lynn Mays, 2440 Community Rights and Responsibilities, 9/20/1990
- Douglas L. McCarty, 9000 Facilities Management, 9/4/1990
- Pam Jean Merna, 7160 Redbird Football Complex, 9/4/1990

### 10 YEARS

- Sharon C. Leipold, 2540 Student Health Service, 9/18/1995
- Reinhold Miljkovich, 9000 Facilities Management, 9/18/1995
- Juliana E. Rusher, 3200 University Advancement, 9/25/1995
- Jacqueline Rae Snelling, 1000 President's Office, 9/22/1995
- Kathie J. Thoennes, 3460 Scheduling Office, 9/12/1995

## UNIVERSITY POLICIES / PROCEDURES

### 3.1.39 Address and Name Changes

The University has a need to maintain a current data base of names and addresses of its faculty and staff. Correct addresses are necessary for W-2 forms, State Universities Retirement System (SURS) mailings, and University mailings. The Office of Human Resources has the overall responsibility of maintaining the names and addresses on the University's computer systems.

Names and addresses are reported to the Office of Human Resources on the PERS 903. Forms are available in all departments and on the Human Resources Web site. Home addresses and phone numbers may be restricted from public release on this form. However, the address may still be used for University mailings and the phone number may be released in case of emergency. Faculty and staff experiencing name changes must report to the Human Resources Office located in the Nelson Smith Building, to complete additional paperwork for insurance and retirement.

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

## DID YOU KNOW...

...meetings of the entire Civil Service staff may be held at such time and place as deemed necessary or appropriate by the Civil Service Council? Special meetings may be called upon petition signed by at least ten (10) Civil Service employees in status positions and presented to the Chair of the Civil Service Council.

For more information about the constitution of the Civil Service Council, visit the Documentation section on our Web site.

## POTPOURRI

~ DIANNE LIEBENSTEIN

### SYMPATHY – OUR SINCEREST SYMPATHY TO:

- April Klockenga, Facilities Management, on the death of her brother, John Carver, August 10, 2005.
- Anna Lehr, Campus Dining Services, on the death of her brother Roger Durbin, August 19, 2005.

### BIRTHS – CONGRATULATIONS TO:

- Julie Ruby, History, on the birth of her grandson, Elliot John Humphrey, on June 16, 2005, 10 lbs., 4 oz., 22 inches long.
- Shirley Murphy, Comptroller's Office, on the birth of her grandson, Graham Alan Murphy-Hall, on August 1, 2005, 9 lbs., 7 ½ oz., 22 inches long.
- Ben Ryburn, Facilities Management, on the birth of his grandson, Jordan Earl Grant, on August 10, 2005, 5 lbs., 14 oz., 18 inches long.
- Mike Conner, Facilities Management on the birth of his daughter, Dakota Elise, on August 11, 2005, 9 lbs., 2 oz., 21 inches long.



### MARRIAGES – CONGRATULATIONS TO:

- Mike Conner, Facilities Management, on his marriage to Elise Julian on July 15, 2005.

### RESIGNATIONS – JULY 2005

- Shaletha R. Clark, Milner Library
- Kipling D. Davis, Facilities Management
- Dorraine E. Johnson, Campus Dining Services
- Anthony A. Ragusa, Web Support Services
- Lori A. Valentine, Campus Dining Services

### WELCOME TO ISU – JULY 2005

- Seth D. Brockmeyer, Telecommunications
- Mandy Jo Howard, Facilities Management
- Shirley A. Schaller, Special Education
- Amanda J. Schlehner, Bone Student Center
- Richard P. Unsbee III, Computer Infrastructure
- Holly B. Upton, Parking & Transportation



### PROMOTIONS – JULY 2005

- Nichol K. Bleichner, Police Corporal, Univ. Police Department
- Grace S. Brown, Account Tech I, Univ. High School
- Janice K. Hammons, Administrative Aide, Admissions
- Denise J. Hilscher, Chief Clerk, University Housing Services
- Catina Jones, Customer Service Rep. I, Parking & Transportation
- Anne Marie Kilroy Campbell, Staff Secretary, Athletics
- Christine A. Postelnick, Records Officer II, Admissions
- Mark J. Schopp, Account Tech III, Comptroller's Office
- Angela R. Scott, Administrative Clerk, School of Music
- Lisa S. Swan, Chief Clerk, University Registrar
- Gregory Scott Swank, Inst. Tech Media Systems, Tech Support Services

### RETIREMENTS – JULY 2005

- Mary Kathryn Gaffney, Campus Dining Services
- Tom D. Kinsella, Facilities Management
- Sarah E. Musselman, Biological Sciences

.....  
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.

# WHAT THE COUNCIL MEANS TO ME

~ STEVEN LANCASTER



Sometime prior to the Civil Service Council election in 2003, I decided it was time for me to give something back to the University and my fellow employees: many of whom I have known for over 20 years. I have served on the Civil Service Council after being elected to represent Group IV since July 2003. I was like many of you in that I was aware of the Civil Service Council, but did not have a clear understanding of all its functions. Since serving on the Council, I have found there are many more opportunities to make a difference beyond the popular shopping trips, baseball outings, picnics, and parties.

The fact that President Bowman, Provost Presley, and Vice Presidents Bragg and Mamarchev have all attended Council meetings is a strong indication of their belief in shared governance. Their informative presentations show that the University recognizes Civil Service Staff as an integral partner in the mission of the University.

I have recently been given the opportunity to lead the Civil Service Council Legislative Committee. It is the committee's charge to keep the Council informed of state and federal legislative activity that has an impact on you. It will then be the Council's duty to actively represent your interests in the most effective way. In the near future, I will be the Council's representative to work with the ISU Marketing Department to find new ways to raise awareness of the activities of the Council. It is important that, when given a voice, we use it in the most effective way.

These two initiatives have given me a renewed purpose. It is exciting, but at the same time, reminds me of the responsibility all Council members have to fulfill the trust you have given us with your vote. It is inspiring to witness the unselfish contribution of time and commitment Council members and Ex-officio members put forth in working towards the greater good for all Civil Service employees.

I am proud to be a part of the fun things the Council does for you, but more importantly, I am proud to be a part of a group of people who awards scholarships to your sons and daughters; represents your interests to administration; finds answers to your questions about policies; initiates change on Campus (as in the phasing out of Social Security numbers), and strives to make our voice heard to the politicians who affect our lives.

# CIVIL SERVICE COUNCIL REPRESENTATIVES

~ MELODY PALM

**GROUP I:** Vicki Bryan, 2320 Financial Aid (Fell Hall), 8-2782, vlbryan@ilstu.edu; Pat Schnitker, 4040 Graduate School (Hovey Hall), 8-2109, plschnit@ilstu.edu; Sarita Cox, 5570 MBA Program (College of Business Bldg.), 8-2981, smcox@ilstu.edu

**GROUP II:** Jan Jolynn Staley, 5590 Marketing (College of Business Bldg), 8-7261, jjstaley@ilstu.edu; Barb Arbogast, 5121 School of Kinesiology & Rec (McCormick), 8-5952, barbogas@ilstu.edu; Linda Klawitter, 5020 Agriculture (Ropp Agriculture Bldg.), 8-5655, ljklawit@ilstu.edu

**GROUP III:** Julie Caplinger, 6370 Center for Teaching, Learning & Technology (ITDC), 8-7582, jacapli@ilstu.edu; Jack Wylie, 1520 Central Receiving (John Green Food Serv. Bldg.), 8-8011, jdwyli@ilstu.edu; Ron Thompson, 6380 Classroom Technology Support (Nelson Smith), 8-7732, rdthomp@ilstu.edu

**GROUP IV:** John Moss, 9000 Facilities Management (Physical Plant Office), 6-2413, jlmoss@ilstu.edu; Tom D. Ryan, 9100 Campus Services (Bone Student Center), 8-2222, tryan@ilstu.edu; John (Jac) Copes, 2610 Food Services (Watterson), 6-9944, jacopes@ilstu.edu

**GROUP V:** Martha Burk, 8900 Adventure of the American Mind (Milner Library), 8-3474, mjburb@ilstu.edu; Steven Lancaster, 2610 Campus Dining Services (John Green Bldg.), 8-2042, sjlanca@ilstu.edu; Melody Palm, 2640 Dean of Students (Bone Student Center), 8-2222, mapalm@ilstu.edu

## CS COUNCIL EX-OFFICIO MEMBERS

~ MELODY PALM

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

**Employee Advisory Committee Representative:** Dave Turner, 9000 Facilities Services (Heating Plant), 8-5516, dlturne@ilstu.edu

**Campus Communications Committee Representative:** Kevin Wiand, 3040 Research and Sponsored Programs (Hovey Hall), 8-2596, kgwiand@ilstu.edu

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

## GOVERNMENT WEB LINKS

### ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE

- Academic Senate ..... www.academicsenate.ilstu.edu
- Annuitants Association ..... www.annuitants.ilstu.edu
- Administrative/Professional Council ..... www.apcouncil.ilstu.edu
- Civil Service Council ..... www.cscouncil.ilstu.edu
- Student Government Association ..... www.sga.ilstu.edu

### STATE OF ILLINOIS

- State Universities Civil Service System ..... www.sucss.state.il.us
- SUCSS Classification ..... www.sucss.state.il.us/cpm.asp
- Status Notices
- U.S. Representative Jerry Weller ..... weller.house.gov
- 11th Congressional District
- State Representative Dan Brady ..... www.rep-danbrady.com
- 88th Representative District
- State Senator Bill Brady ..... www.senatorbillbrady.com
- 44th Senate District
- U.S. Senator Dick Durbin ..... durbin.senate.gov
- U.S. Senator Barack Obama ..... obama.senate.gov

### NATIONAL

- National Education Association ..... www.nea.org

## 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.



## QUICK QUOTE



"The supreme quality for leadership is unquestionably integrity. Without it, no real success is possible, no matter whether it is on a section gang, a football field, in an army, or in an office."

-- Dwight D. Eisenhower

[Source: <http://www.successmethods.org/leadership-quotes.html>]

## CLASSIFIED ADVERTISEMENTS

### Personal Service

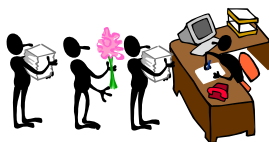
- Radon questions or problems? Licensed radon professional. Over 1000 systems installed with 100% success rate. Call David (Bud) Smith at 473-2955.
- Tree and shrub trimming. Please call Carl or Terry at 310-3397, 530-5137 or 527-4492.



### Wanted

- Gas prices are too high! Looking for a car pool buddy? Clinton - Wapella area. My work hours are 8 a.m. - 4:30 p.m. Kathleen, 309-531-8950.
- Renters for four bedroom house. Three or 4 males. Four miles from ISU. Call Jim at 309-261-2109.

## FRIVOLOUS FACTS



National Boss Day is October 16 each year. When the holiday falls on a weekend, it is generally celebrated on the working day closest to October 16. National Boss Day was started in 1958

when Patricia Bays Haroski, then an employee at State Farm Insurance Company in Deerfield, Ill., registered the holiday with the U.S. Chamber of Commerce. She designated October 16 as the special day because it was her father's birthday. Her purpose was to designate a day to show appreciation for her boss and other bosses.

[Source: <http://www.calendar-updates.com/Holidays/US/boss.htm>]

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

*All information must be printed clearly.*

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

Employment status: Full time / part time / retired / \_\_\_\_\_

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

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

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

E-mail: \_\_\_\_\_

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

Check one category:

- Free Items (\$2)                       Personal Service (\$5)  
 For Sale-Auto (\$5)                       Wanted (\$2)  
 For Sale-Other (\$2)

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


Send this completed form and payment by the 25<sup>th</sup> of the month 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*.

