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Civil Service Council

8-2005

OpenLine Newsletter, August 2005

Civil Service Council
Illinois State University

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OpenLine

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AUGUST 2005

VOLUME XXX, NUMBER 2

DATES TO REMEMBER

- August 25Next classified ad deadline
- September 5 Labor Day
- September 13..... Council meeting**
- September 13...Next *OpenLine* article deadline
- September 16.....Lunch on the Plaza
- September 22..... Autumn begins
- September 27..... Council meeting**

INSIDE

- Potpourri p. 2
- Contact Us p. 2
- Quick Quote p. 2
- Service Awards..... p. 3
- Frivolous Facts p. 3
- What the Council Means to Me p. 3
- University Policies/Procedures p. 3
- Government Web Links..... p. 3
- Classified Advertisements p. 4

STAFF

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

LUNCH ON THE PLAZA

~ PAM BURRESS



The Fifth Annual Lunch on Milner Plaza sponsored by the Civil Service Council will take place on Friday, September 16 from 11:30 a.m. to 1:00 p.m. The profits from this fund-raising event will benefit the Civil Service Scholarship Fund (for children of employees). Faculty, staff, retirees and students are invited to participate.

You may contact any Civil Service Council representative to purchase your tickets (see list below). Alternately, you may send a check to Jan Jolynn Staley, 5590 Marketing. Make checks payable to "The Civil Service Council," and be certain to include your name(s), campus address, and daytime phone number.

The price for the lunch is \$6 per person. Space is limited, so please purchase your tickets early. Direct any questions pertaining to this event to the Civil Service Council officers (cscouncil@ilstu.edu).



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, jdwylye@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, mjburk@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, 8-2596, kgwiand@ilstu.edu

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



BIRTHS – CONGRATULATIONS:

- Dennis Monkman, Campus Dining Services, on the birth of his grandson, Kaine Monkman, on June 1—7 lbs. 8 oz. and 19” long.
- Adam Feaman, Campus Dining Services, on the birth of his son, Colin Nicholas Feaman, on July 19—8 lbs. 1 oz. and 19” long.
- Sharon Stille, Telecommunications & Networking, on the birth of her grandson, Reid Jacob Stille, on August 3—7 lbs. 11 oz. and 19 ½” long.

MARRIAGES – CONGRATULATIONS:

- Mary Hinthorne, Campus Dining Services, married May 21, 2005 to Gary Hinthorne.

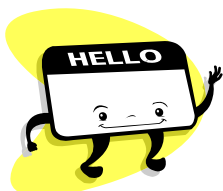


SYMPATHY – OUR SINCEREST SYMPATHY TO:

- Richard Hall, Facilities Management, on the death of his father, Thomas Hall, July 15, 2005.
- Ted Lenegar, Facilities Management, on the death of his mother, Groverline ‘Mary’ Lenegar, July 21, 2005.

WELCOME NEW EMPLOYEES – APRIL-JUNE 2005

- Sara L. Archacki, Milner Library
- Timoteo D. Asis, Parking Services
- Tammie A. Beck, Facilities Management
- Seann C. Berrocales, University Housing Services
- William H. Burch, Admin. Information Systems
- Brett Charlett, Bone Student Center
- Dana Davidson, Campus Dining Services
- Wayne W. Dixon, Admin. Information Systems
- Jennifer L. Eddy, Dean of Education
- Samuel Fisher, Facilities Management
- Lisa Ann Haas, Comptroller
- Bonni Harris, Admin. Information Systems
- Joshua Hedrick, Mail Service Center
- Teresa Kinsolving, Admissions
- Gary Leach, Facilities Management
- David Machek, Parking Services
- Patricia McGuire, Campus Dining Services
- Gary Miller, Facilities Management
- Maureen A. Parker, University Housing Services
- Jodi Rogers, Bone Student Center
- Nathan Rudge, Bone Student Center
- Bernard Schimanski, Facilities Mgmt.
- Nancy Schwartz, Illinois Special Olympics
- Debra Schwarzentruher, Public Service
- Chandra Scott, Illinois Special Olympics
- Jenna R. Self, Milner Library
- Patricia A. Shelton, University Housing Services
- John Spencer, Facilities Management
- Linda K. Vollstedt, Dean of Arts & Sciences
- Carol Weiss, Facilities Planning
- Evelyn Whitfield, Facilities Management
- Christina Williamson, Campus Dining Services



PROMOTIONS – APRIL-JUNE 2005

- Nancy Barrington, Secretary IV, Insurance & Financial Services
- David Bentlin, Administrative Assistant I, University Advancement
- Cheryl D. Budde, Administrative Aide, School of Communication
- Vickie Carrell, Administrative Clerk, President’s Office
- Cheryl Cope, Staff Secretary, Student Counseling Services
- Debra C. Cummins-Bray, Snack Bar Attendant, Campus Dining Services
- Paulette Feit, Administrative Aide, Student Counseling Services
- Sheri Henderson, Supvr. Public Functions, Bone Student Center
- Nancy N. Lett, Chief Clerk, University Housing Services
- Carmen Plummer, Applications Programmer I, Admin. Inf. Systems
- LaTaundia Samuels, Microcomputer Support Spec. III, Student Health Service
- Timothy L. Smith, Asst. Chief Plant Operations Engineer, Facilities Management
- Jacqueline Snelling, Administrative Aide, President’s Office

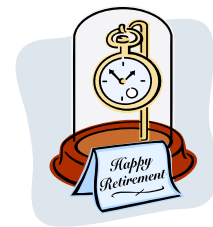


RESIGNATIONS – APRIL-JUNE 2005

- Thomas W. Akers, Sr., Human Resources
- Christopher Brown, Facilities Management
- Donald Dawson, Campus Dining Services
- Susan Giddings, Campus Dining Services
- Renae Gustafson, Milner Library
- Teresa I. Smith, Illinois Special Olympics
- Marcqus Wright, Bone Student Center
- Phillip Wolf, University Housing Services


RETIREMENTS – APRIL-JUNE 2005

- Robert Allan Barr, Sr., Facilities Management
- Charles Fleming, Facilities Management
- Anne C. Garrett, President’s Office
- David Hoeft, Mail Service Center
- O. Darlene Koberlein, Campus Dining Services
- Suette M. Overholt, Research & Sponsored Programs
- Thomas Schiebel, Student Tech. Support Services
- Janet Suhr, Admissions
- Sherrill Tjaden, Thomas Metcalf School
- David Uban, Facilities Management



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 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 (dlike@ilstu.edu) to report births, marriages, or deaths of immediate family members.

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



“Finish each day and be done with it. You have done what you could. Some blunders and absurdities no doubt crept in; forget them as soon as you can. Tomorrow is a new day; begin it well and serenely and with too high a spirit to be encumbered with your old nonsense.”



-- Ralph Waldo Emerson

[Source: www.famous-quotes-and-quotations.com/index.html]

SERVICE AWARDS

~ TOM FOWLES

30 YEARS

- Cheryl Ann Hickey, 4120 Biological Sciences, 8/4/1975
- James M. Marquis, 3420 Univ. Mktg. & Communications, 8/11/1975
- Larry D. Norby, 9100 Campus Services/Grounds, 8/4/1975



25 YEARS

- Terrence Eugene Campbell, 9000 Facilities Management, 8/11/1980
- Margie L. Casey, 9100 Campus Services/Grounds, 8/25/1980
- Mary Elizabeth Drillon, 6120 International Studies, 8/25/1980
- Herman Clifford Kruse, 9100 Campus Services/Grounds, 8/18/1980
- Nina Jayne Shindel, 4900 Enrolmnt Mgmt & Acad. Serv., 8/4/1980

20 YEARS

- Kelli Jean Brandt, 2610 Food Service, 8/16/1985
- Rebecca L. Chaffin, 2540 Student Health Service, 8/16/1985
- Arturo R. Cornejo, 9100 Campus Services/Grounds, 8/5/1985
- David H. Horine, 5660 School of Music, 8/7/1985
- Steven A. Lemons, 9000 Facilities Management, 8/12/1985
- Kathryn Ann Waterkotte, 6120 International Studies, 8/4/1985

15 YEARS

- Charles Theodore Barkulis, 2540 Student Health Service, 8/14/1990
- Jane Ellen Butcher, 3500 Telecommunications, 8/14/1990
- Howard Fredrick Carter, 6360 Student Tech Sup Serv., 8/1/1990
- Evelyn Rose Harrison, 5330 Curriculum & Instruction, 8/1/1990
- Ivy E. Hutchison, 7000 Thomas Metcalf School, 8/28/1990
- Lyn Morris-Franklin, 2320 Financial Aid, 8/29/1990
- Marsha Jean Perry, 5500 College Of Business, 8/27/1990
- Clifford Frank Spiecker, 9100 Campus Services/Grounds, 8/7/1990

10 YEARS

- Judy L. Becker, 4620 Psychology, 8/8/1995
- Vickie L. Bryan, 2320 Financial Aid Office, 8/16/1995
- Nancy D. Corwin, 2540 Student Health Service, 8/10/1995
- Shannon Michael Covey, 1500 Mail Service Center, 8/15/1995
- David A. Hall, 0580 Payroll, 8/23/1995
- Charles A. Johnson, 9100 Campus Services/Grounds, 8/20/1995
- Maureen C. Leisner, 2640 Bone Student Center, 8/8/1995
- Leslie H. Oberts, 4160 Chemistry, 8/23/1995
- Kari Beth Rust, 5700 School of Theatre, 8/1/1995

Frivolous Facts



Labor Day is a holiday honoring the working people. Labor organizations sponsor various celebrations, but for most people it is a day of rest and recreation. It also has become a symbol of the end of summer.

Two men have been credited with suggesting a holiday to honor working people in the United States - Matthew Maguire, a machinist from Paterson, N.J., and Peter McGuire, a New York City carpenter who helped found the United Brotherhood of Carpenters and Joiners. Both men played an important part in staging the first Labor Day parade in New York City on September 5, 1882.



[Source: www.calendar-updates.com/Holidays/US/labor.htm]

Enjoy the day off!

WHAT THE COUNCIL MEANS TO ME

~ PAM BURRESS



I have been a part of the Civil Service Council since June of 2002, and this is the beginning of my fourth year as editor of the *OpenLine* newsletter.

I have thoroughly enjoyed working with the Council, and the goals and membership seem to be ever-changing and evolving.

It has been a joy working with so many diverse department representatives. Each new member seems to bring a different perspective from their corner of the campus.

I feel it is an honor to serve with such dedicated Illinois State University employees. I am happy to get to know so many people I would otherwise have never met. If you get a chance to be on the Council for a term or two, I highly recommend it! The shared governance of this university is continuing to evolve, and I believe that each of us can make a difference.

UNIVERSITY POLICIES/PROCEDURES

3.6.13 CLASSIFICATION OF CIVIL SERVICE POSITIONS

Civil Service positions at Illinois State University are grouped into titles using a classification system. Through the State Universities Civil Service System, classification specifications are developed which delineate the basic responsibilities, minimum experience and knowledge requirements of positions assigned to each title. The Office of Human Resources has been granted the authority to assign a title to each position. To change the title of an existing position, a position review is performed.



Job descriptions are created for each Civil Service position on campus by the supervisor or incumbent in the position. The job description is the document which outlines the duties and responsibilities of a given position. The job description is an integral tool in all classification actions.

[Source: www.policy.ilstu.edu]

GOVERNMENT WEB LINKS

ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE

Academic Senate www.academicssenate.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

CLASSIFIED ADVERTISEMENTS

For Sale – Auto

- 1998 Chevy Venture Van. Good condition. CD player, A/C, new battery. \$5500 or best offer. Call Peggy at (309) 662-5083.

For Sale – Other

- Antique Haviland China. 102 pieces with gold edge. \$150 or make offer. Call Janet, at (309) 726-2029 after 5 p.m.
- Everett upright piano and bench. Good condition, some scratches. Needs tuning. \$500. Call (309) 454-7401 between 5 and 10 p.m.
- Three-piece Rowe custom sectional sofa / sleeper/ recliner. Good condition, blue, \$325. Matching floor and table lamps, \$30. Call Teri at (309) 378-4673 between 7 and 9:30 p.m.



Personal Service

- 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.

Wanted

- Renters for 2-two bedroom apartments. Quiet neighborhood, close to ISU and IWU. Available mid-August. Call Dave at (309) 310-6622, evenings.

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 25th 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 for more information about advertising in the *OpenLine*.

