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OpenLine Newsletter

Civil Service Council

4-2005

OpenLine Newsletter, April 2005

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.

APRIL 2005

VOLUME XXIX, NUMBER 10

DATES TO REMEMBER

April 25.....Next classified ad deadline
May 3.....Council meeting
 May 3.....Next *OpenLine* article deadline
 May 7.....Spring semester classes end
 May 8.....Mother's Day
 May 13-14.....Commencement
May 17.....Council meeting
 May 23.....Summer classes begin
 May 30.....Memorial Day observed

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FOOD DRIVE 2005

~ THERESA SANCHEZ

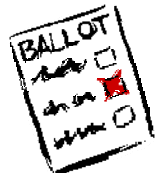


The Civil Service Council Food Drive has concluded. We collected over 500 items for The Compassion Center in Bloomington. Items included groceries, powdered baby formula, paper products, and personal care items. Thank you to all who donated!

VOTE!

~ ELAINE THOENNES

Ballots are coming your way in May to elect the next Civil Service Council members. Keep your eyes open for your ballot. The Council urges civil service staff to cast their vote. . . don't throw that ballot away! Fill it out and send it in. The Election Committee is hoping for a BIG return, so show your support of a candidate and the Civil Service Council. Make your vote count - send that ballot in.



WHAT THE COUNCIL MEANS TO ME

~ THERESA SANCHEZ

I am finishing up my first 3-year term on the council. I attend each council meeting on the first and third Tuesday of every month. I have also spent some additional time working on various committees that have allowed me to participate in several activities that I might not have otherwise.

I have helped get donations for the annual raffle and took care of the paperwork for that raffle. I helped plan and then attended last year's shopping trip to Woodfield Mall. For last year's Christmas party I was one of the people getting items together for the kids' goodie bags and then worked with another council member to put the bags together. This spring I planned and implemented a food drive along with several other council members.

As a part of the council I have had an opportunity to participate in events designed to facilitate shared governance on campus. At our meetings we have guests from different areas on campus, each giving us information important to Civil Service staff. It has been a great way for me to be involved and to understand more about what happens at the University.

Frivolous Facts



The federal law that established "daylight time" in this country does not require any area to observe daylight saving time. But if a state

chooses to observe DST, it must follow the starting and ending dates set by the law which since 1986 have been the first Sunday in April to the last Sunday in October.

[Source:
www.factmonster.com/spot/daylight1.html]

35 YEARS

- Carol Jean Eagan, 4240 English, 4/6/1970

30 YEARS

- Edward H. Pena, 2610 Food Service, 4/14/1975
- Jeffrey C. Smith, 6380 Classroom Technology Sup., 4/14/1975
- Peggy Ann Heinz, 8900 Milner Library, 4/29/1975

25 YEARS

- Keith Allen Gehrand, 9240 University Police, 4/7/1980

15 YEARS

- Randall Wayne Garrett, 2600 University Housing Serv., 4/9/1990
- Gale Diane Wheatley, 5120 School of Kines. & Rec., 4/16/1990

10 YEARS

- Tim D. Flynn, 3500 Telecommunications & Networking, 4/3/1995
- Lawrence D. Stubbs, 1210 Student Accounts, 4/24/1995



DID YOU KNOW ...

... that elective membership on the Civil Service Council shall be based on constituency groups as outlined in the bylaws?

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

UNIVERSITY POLICIES / PROCEDURES

8.2.14 Campus Mass Electronic Communication Policy

To facilitate appropriate mass electronic communication, the University has defined five channels along with directives for their appropriate use and management. Special considerations have been prescribed for surveys, research, and for off-campus mass-email communication.



With few exceptions, mass-electronic communications require permission from the recipients and the communication must offer an option to be removed from the list at any time. The exceptions include campus administrators and instructors as follows:

- Persons in an official administrative position have the right to contact staff or students under their scope of administrative responsibility without prior permission.
- The President and Vice Presidents maintain authority over special mass-communication channels designed to contact large sectors of the campus community without prior permission.
- Instructors retain the right to use mass-electronic communication to contact students registered for their classes during the current semester without prior permission.

More information is available pertaining to this and other University policies on the Policy Web site (www.policy.ilstu.edu).

QUICK QUOTE

The greater part of our happiness or misery depends on our dispositions, and not on our circumstances. We carry the seeds of the one or the other about with us in our minds wherever we go.
- Martha Washington

[Source: www.heartquotes.net/Happiness.html]



SYMPATHY – OUR SINCEREST SYMPATHY TO:

- Larry Maxhimer, Facilities Management, on the death of his brother, James Maxhimer, February 16, 2005.
- Adam Feaman, Campus Dining Services, on the death of his step-father, Keith Becker, March 5, 2005.
- April Klockenga, Facilities Management, on the death of her mother, Maxine Conder, March 22, 2005.
- Jim Kozak, Facilities Management, on the death of his mother, Pearl Gwen Kozak, March 30, 2005.

DEATH OF EMPLOYEE:

- Douglas C. Warlow, Kitchen Laborer, Campus Dining Services, died March 14, 2005. The University sends sympathy to the family of Douglas.
- James Julian, Stationary Engineer, Facilities Management, died March 23, 2005. The University sends sympathy to the family of James.

WELCOME TO ISU – FEBRUARY 2005

- Jeremy M. Baker, Admin. Information Systems
- Maximes M. Bekofe, Facilities Management
- Christopher O. Brown, Facilities Management
- Patricia A. Devine, Student Health Service
- Leticia M. Dreyer, Facilities Management
- Todd E. Eddy, Illinois Special Olympics
- Jessica L. Heiden, Admin. Information Systems
- Janice L. Kiper, Facilities Management
- Gregory M. Lutz, Campus Dining Services
- Lawrence K. Maxhimer, Facilities Management
- Karen R. Miller, Facilities Management
- Angela M. Mitchell, Facilities Management
- Dwayne P. Moore, Facilities Management
- Teresa I. Smith, Illinois Special Olympics
- Debra S. Vose, University Registrar
- Marc L. Welch, Facilities Management



PROMOTIONS – FEBRUARY 2005

- Shannon L. Aldrich, Account Technician II, Comptroller's Office
- David S. Carson, Accountant III, Comptroller's Office
- Angela L. Cowles, Secretary IV, University College
- Nancy J. Doss, Administrative Aide, Biological Sciences
- Heather M. Doty, Account Tech II, Athletics
- Brian T. Hamrin, Computer Programmer II, Admin. Information Systems
- Judy L. Keenan, Administrative Aide, Graduate School
- William C. Link, Housing Admin. I, University Housing Services
- John P. Madison, Network Engineer III, Telecommunication & Networking
- Robert W. Strawser, Pipefitter Foreman, Facilities Management
- Ari B. Turetzky, Computer Programmer III, Admin. Information Systems
- Phillip A. Winans, Network Engineer II, Telecommunication & Networking

RETIREMENTS – FEBRUARY 2005

- Carl D. Emberton, Facilities Management
- Terry J. Everett, Facilities Management
- John D. Henson, Facilities Management
- Judith E. Marshall, Dean of Arts and Sciences
- Caroline M. Sever, University Advancement
- Larry R. Sheppelman, Fieldhouse Facilities
- Debba J. Sweeney, Student Health Service

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.



University Staff Association
"Tropical Beach Party"
Old Main Room - Bone Student Center

Thursday, May 19th

11:30 a.m. 11:30 a.m. - 1:00 p.m. (doors open at 11:30)

Ham and Cheese Croissant
Pineapple Fruit Cup
Dessert
Drinks

The program will include lunch, socializing, drawing for door prizes, and tropical entertainment. **We encourage everyone to wear something tropical.** Members only are eligible for door prizes.

Please mail your reservation today. Members extend a special invitation to non-members in your office to join USA and attend the luncheon. USA is supported solely by its members through the payment of dues. Our dues are the only resource available to cover operating expenses such as decorations or to remember members at special times in their lives.

\$\$\$\$\$ The University Staff Association invites luncheon attendees to participate in a 50/50 raffle with proceeds benefiting the Neville House. Tickets will be sold only during the luncheon for \$1 a ticket or \$3 for 5 tickets. The winning ticket will receive half the collected funds. \$\$\$\$\$

Release time for Civil Service Staff is authorized, and may be granted by supervisors, based on operating needs of individual departments.

If you have special dietary needs, please contact Sandi Krumtinger @ 438-8082.

Please detach and mail to: **Cris Christopher, 3330 Research, Ethics and Compliance**

Name _____

Mail Code and Department _____

Member's Luncheon	\$8.00	Make check payable to	
		UNIVERSITY STAFF ASSOCIATION	
Non-Member's Luncheon	\$8.50		
Retiree	\$8.00	Total: Dues & Luncheon	= \$12.00 _____
		Luncheon	= \$ 8.00 _____
		Non-member Lunch	= \$ 8.50 _____
Dues for 2005	\$4.00	Retiree	= \$ 8.00 _____

(Dues are for the period December 1, 2004 through November 30, 2005)

Member's Birthday _____

RESERVATIONS WILL BE ACCEPTED UNTIL MAY 16, 2005

(Sorry, no phone reservations)

NOTE: RETIREES ARE LIFETIME MEMBERS AND DO NOT PAY DUES.

FACULTY/STAFF CHILD CARE SLOTS AVAILABLE

~ KAREN STEPHENS



ISU Child Care Center, located in 124 Turner Hall, has summer 2005 enrollment slots available for children of ISU faculty and staff. Children must be 3 to 9 years of age. The Center's summer session begins June 20 and runs through August 12. Hours will be 7:15 a.m. to 5:00 p.m., Monday through Friday.

Highlights of the program include learning center activities, in-depth projects geared to children's interests, campus field trips, and outdoor water play. The cost is \$145 per child per week for full-time or part-time care. Daily lunch and two snacks are included in the cost.



To obtain an enrollment application, visit the "Application Procedure" section of the Child Care Center's Web site (www.childcarecenter.ilstu.edu). Print and complete the application and submit it to mail code 5060 Child Care, Attn: Karen Stephens, Director. Applications will be accepted on a first come, first serve basis. Questions about the service can also be sent via e-mail to the director at kstephen@ilstu.edu.

RAFFLE

~ MELODY PALM

Tickets are still being sold for the Civil Service Council Raffle. The Council holds the raffle every year and the proceeds go to benefit the Civil Service Dependents Scholarship Fund. The cost is \$1 for one ticket or \$5 for six. The drawing will take place on May 17 at the Civil Service Council meeting. You need not be present to win. Check the Council's Web site often for additions to the prize list. Below is a list of prizes that have been donated at the time this newsletter went to print:

1. 1 Apple iPod mini (approx. \$200 value)
2. 1 Faculty/Staff surface lot parking permit
3. 1 Faculty/Staff surface lot parking permit
4. 1 night in a whirlpool suite - Hundman Hotel
5. 2 music season tickets - ISU School of Music
6. 2 theatre season tickets - ISU School of Theatre
7. 2 gold level tickets to any Shakespeare – ISU School of Theatre performance in the 2005 season
8. 2 tickets to Betsyann Faiella - Bone Student Center
9. 1 month membership - Curves for Women
10. 1 gift certificate - Shannon's Restaurant
11. 1 fresh flower arrangement - Shari's Happily Ever After
12. 1 gift certificate - Gene's Dairy Delight
13. 1 gift certificate - Gene's Dairy Delight
14. 1 Tupperware package - Theresa Sanchez
15. 50 business cards printed - Meltdown Graphicx & Signs
16. 1 pint glass & \$10 gift certificate - Illinois Brewing Company
17. 1 pint glass & \$10 gift certificate - Illinois Brewing Company



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 (College of Business Building), 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; **Jack Wylie**, 1520 Central Receiving (John Green Food Service Bldg.), 8-8011, jdwyli@ilstu.edu; **One seat - presently vacant**

GROUP IV: **John Moss**, 9000 Facilities Management (Physical Plant Office), 8-2413, jlmoss@ilstu.edu; **Paul Collins**, 9000 Facilities Management (Physical Plant Office), 8-2413, 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

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, dturne@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 posted on page 1.

BENEFIT CHOICE FAIR

~ LORETTA VEACH

The Benefit Choice Fair for this year will be on Wednesday, May 4, in the Old Main Room of the Bone Student Center from 10 a.m. to 2:30 p.m. Representatives have been invited from CIGNA, Health Alliance, OSF, Healthlink, CompDent, Minnesota Life, Flexible Spending (MCAP, DCAP), MetLife (Long-Term Care), Prudential Long-Term Disability, Reliastar, and all the Tax Deferred Annuity companies. The various vendor representatives will answer questions about the benefit plans, and staff from the HR Customer Service Center will also be available to answer questions.

Some choices to consider making during the Benefit Choice period are as follows: signing up for the Flexible Spending Program comprised of the Medical Care Assistance Plan (MCAP) and the Dependent Care Assistance Plan (DCAP); participating in the Sick Leave Bank; and opting out of the health, dental, and vision coverage.

Benefit Choice period begins Sunday, May 1, and will end at midnight Tuesday, May 31. Be sure to watch your mail for the new Benefit Choice book and the HR Web site (www.hr.ilstu.edu) for further updates.



BUS TRIP REMINDER

~ MELODY PALM

Join us for ISU Night at Wrigley Field! The busses are filling up for the Cubs vs. Astros game on Wednesday, May 25. Seats are still available as this newsletter goes to print. Busses will leave from the Bone Student Center circle drive promptly at 2 p.m. and return at approximately midnight. Family and friends are welcome. To make your reservation, complete the form below and send it by April 25 to Melody Palm, 2640 Bone Student Center, along with a check made out to the Civil Service Council. Additional details about the trip, including cancellation policies, are in the March issue of the *OpenLine* (page 2), which is also available on-line at the Civil Service Council Web site (www.cscouncil.ilstu.edu).

Yes, I want to join the Civil Service Council for ISU Night at Wrigley Field! I might even bring a friend or two. Sign me up!

Name: _____

Campus Box: _____ Phone: _____

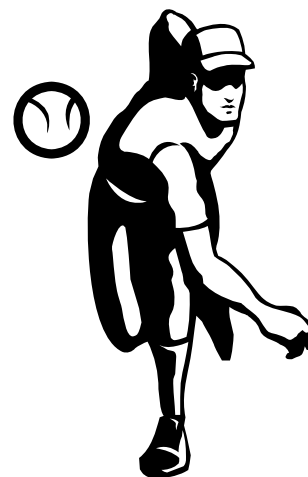
E-mail: _____

Guest(s): _____

Total number of reservations: _____

X \$30/person

Total amount enclosed: \$ _____



Make check payable to **Civil Service Council**. Detach form and send to Melody Palm, 2640 Bone Student Center. We must receive your form and payment by April 25.

CLASSIFIED ADVERTISEMENTS

For Sale—Other

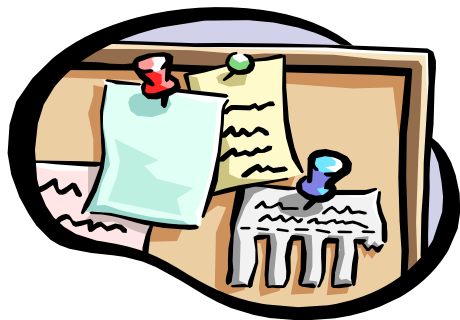
- Piano - Everett Spinnet. Great condition. Pecan wood. \$750. Call Sharon, 309-726-1686.
- Four oak chairs. Casters, swivel, tilt. Need cushions. \$150 or best offer. Option to include table for additional cost. 663-6223 after 3:30 p.m.
- Plaything Camper with 8x10 tent addition to attach. \$2500 or best offer. Call Chris, (309) 725-3213.

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

- Renter. Your own bedroom in large house, 1 mile west of campus, on public bus route. Male preferred. Many perks. In Normal, IL. Call (309) 261-8364.



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: _____

Email: _____

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*.

