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OpenLine Newsletter

Civil Service Council

2-2005

OpenLine Newsletter, February 2005

Civil Service Council
Illinois State University

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OpenLine

FEBRUARY 2005

VOLUME XXIX, NUMBER 8

DATES TO REMEMBER

February 25..... Next classified ad deadline
 March 1.....Next *OpenLine* article deadline
March 1.....Council meeting
 March 12-20 Spring Break
March 15.....Council meeting

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STAFF

EDITOR/LAYOUT-DESIGN..... Pam Burress
 PROOF-READER..... (position available, see classifieds)
 COUNCIL LIAISON..... Vicki Bryan

DISTINGUISHED CIVIL SERVICE AWARD NOMINATIONS

~ MARTHA BURK

It is time once again to nominate outstanding Civil Service staff members for the Distinguished Service Award. This is the highest honor a staff member can receive at Illinois State University and each person can receive it only once every seven years. Any University employee or student may submit a nomination.

The typical recipient demonstrates outstanding job performance, campus-wide involvement, and community involvement. The award is based on significant contributions over a period of time and is not given for a single contribution. Recipients receive a \$500 cash award and a plaque. In addition, recipient names are mounted on the University's Wall of Fame in the Bone Student Center.



Fill out the form on page 3, or access the Civil Service Council website (www.cscouncil.ilstu.edu/awards) for the criteria and application form. You may also contact your dean, your director, your department head, any member of the Civil Service Council, or Martha Burk (8-3474 or mjburk@ilstu.edu) for a paper copy. Applications are due by March 1 and should be sent to Martha Burk, 8900 Milner Library. The award recipients will be announced at the annual A/P-Civil Service Award Ceremony held in April.

Frivolous Facts



A leap year happens every four years, except where the year is divisible by 400.

[Source: <http://ufotd.com/>]

Quick Quote

~ ADLAI E. STEVENSON JR.

“Public confidence in the integrity of the Government is indispensable to faith in democracy; and when we lose faith in the system, we have lost faith in everything we fight and spend for.”

[Source: www.quotationspage.com/]



**President's Day
is February 21**



FOOD DRIVE

~ THERESA SANCHEZ

The Civil Service Council is having a food drive in March to benefit the Compassion Center located in Bloomington. Drop boxes will be located in eight campus buildings from March 7 to 25: Moulton Hall, Hovey Hall, Fell Hall, Bone Student Center in the Barnes & Noble College Bookstore lobby, Milner Library, John Green Food Service, Nelson Smith Building, and Carter Harris Physical Plant.

For questions regarding this food drive, please contact Theresa Sanchez (438-8499 or tasanch@ilstu.edu). Thank you for participating and helping this cause.



SERVICE AWARDS

~ TOM FOWLES

25 YEARS

- Thomas Anthony Lamonica, 7130 Intercollegiate Athletics, 2/11/1980

20 YEARS

- James A. Caselton, 8900 Milner Library, 2/4/1985

15 YEARS

- Tracey Delories Chandler, 9100 Facilities Management, 2/11/1990
- David Arthur Clark, 9000 Facilities Management, 2/1/1990
- James Herman Johnson, 9000 Facilities Management, 2/21/1990
- Eric John Lutz, 9240 University Police, 2/2/1990
- Suetta Marie Overholt, 3330 Academic Research Services, 2/12/1990
- Gwendolyn Delores Perry, 9100 Facilities Management, 2/5/1990
- Robert V. Sipes, 9000 Facilities Management, 2/1/1990
- Roger Ray Staubus, 1200 Comptroller's Office, 2/6/1990



10 YEARS

- David D. Duzen, 9000 Facilities Management, 2/21/1995
- Patricia L. James, 2200 Admissions, 2/1/1995

DID YOU KNOW...

...that one of the objectives of the Civil Service Council of Illinois State University is to study and make recommendations regarding pertinent initiatives to the Associate Vice President of Human Resources, the Provost, the President, the University Civil Service Advisory Committee to the Merit Board, and the Advisory Committee to the State Universities Retirement System?

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.

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

NEWS

~ MARTHA BURK

For updates on the Governor's Pension Commission and proposed changes to our pension plan, check out the News section of the Council's web site (www.cscouncil.ilstu.edu/news/).

The ISU Annuitants Association works hard at lobbying the state legislature on our behalf, and their web site (www.annuitants.ilstu.edu) is available to track the progress of this work. We are all eligible to join the Annuitant's association and support their efforts.

Thank You AND FAREWELL

~ PAM BURRESS

The Civil Service Council would like to extend a sincere thank you to our proof-reader, Narry Kim, who served on the *OpenLine* staff for two and a half years with infallible and reliable service.

She worked in the University Advancement office in Hovey Hall, and she began working on this monthly newsletter in July 2002. She will be sorely missed (and so will her wonderful grammatical skills and sharp eye) as she leaves campus. Best wishes to you in your future endeavors, Narry!

POTPOURRI

~ DIANNE LIEBENSTEIN

SYMPATHY – OUR SINCEREST SYMPATHY TO:

- Richard Tomevi, Facilities Management, on the death of his father, Emil Tomevi on December 25, 2004 and of his mother, Dorothy Tomevi on December 26, 2004.
- Steven Anderson, Facilities Management, on the death of his mother-in-law, Lou Emma Hensley on January 2, 2005.
- Teresa Drollinger, Facilities Management, on the death of her father, Jimmie Terven on January 9, 2005.
- Ron Kohlrus, Campus Dining Services, on the death of his mother, Frances Kohlrus on January 15, 2005.
- Carolyn Kohlrus, Campus Dining Services, on the death of her mother-in-law, Frances Kohlrus on January 15, 2005.
- Trish James, Admissions, on the death of her grandmother, Ellen Graves on January 23, 2005.
- Sue Locke, Human Resources, on the death of her grandmother, Ellen Graves on January 23, 2005.
- Mike Otto, Facilities Management, on the death of his father, Earl Richard Otto on January 27, 2005.
- Mike James, Facilities Management, on the death of his sister, Sharon Vruggeman on February 2, 2005.

BIRTHS – CONGRATULATIONS TO:

- Adam Cody Key (Campus Dining Services) and Jody Key on the birth of their daughter, Riley Jo Key on December 14, 2004 (7 lbs. 3 oz. and 15 ½ inches long).

WELCOME TO ISU – DECEMBER 2004

- Tina M. Barber, Health Services
- Joanne L. De Roeck, Mennonite School of Nursing
- Tracy J. Young, Legal Services



PROMOTIONS – DECEMBER 2004

- Robert C. Brunke, Network Engineer V, Telecommunications and Networking
- Kathy L. Lock, Human Resource Representative, Office of Human Resources

RETIREMENTS – DECEMBER 2004

- Mary Sharon Alberts, Health Services
- Dara L. Carr, Health Services
- Douglas W. Edwards, Campus Dining Services
- Elaine R. George, Milner Library
- Debra W. Grossman, Campus Dining Services
- Delmar Lee Hardwick, Campus Dining Services
- Janet M. Hoffman, Univ. Housing Services
- Judith E. Marshall, Dean of Arts & Sciences
- Nicholas J. Petri, Facilities Mgmt.
- George W. Rhodes, Facilities Mgmt.
- Bonnie L. Scheffert, Campus Dining Services
- Doris J. Shaw, Health Services
- Sherry L. Stephens, Politics Government
- Helen E. Taylor, Univ. Marketing & Communication
- Sharon L. Walters, Athletics
- Ronald L. White, Facilities Mgmt.



RESIGNATIONS – DECEMBER 2004

- Dawn M. Cagley, Illinois Special Olympics

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

Distinguished Service Awards
FORM

Name of Nominee: _____

Department of Nominee: _____

Job Title of Nominee: _____

Date: _____

Instructions:

- Complete this form and return to Martha Burk, Campus Box 8900 Milner Library, no later than **March 1, 2005**.
- The following criteria are to assist you in organizing your nominations. **The typical recipient demonstrates outstanding job performance, campus-wide involvement, and community involvement.** Please reply to the criteria in a narrative form. If more space is needed, you may attach additional sheets. Be specific – give examples. Keyboarded or typed nominations are preferred, but hand-written ones will be accepted if legible (for the on-line form, see www.csouncil.ilstu.edu/awards/distinguishedservice.shtml).
- Please submit three letters of endorsement with this form. Any additional letters will be discarded. Letters of endorsement may be requested from individuals inside or outside of the University at the discretion of the nominators.

CRITERIA CATEGORIES:

In what manner has the nominee displayed exceptional performance in the tasks associated with their position?

What outstanding contributions at the University (committees, special programs, etc.) above and beyond regular responsibilities has the nominee made?

How has the nominee demonstrated involvement in the community outside of the University?

Name of Submitter: _____

Signature of Submitter*: _____

Relationship to nominee: Co-worker ___ Supervisor ___ Relative ___ Other _____

*Nominations are not valid unless signed.

CLASSIFIED ADVERTISEMENTS

For Sale—Other

- Beautiful roll-top desk, in excellent condition. Smaller size. Call 454-3155 anytime.
- Canary, yellow male. Great singer, banded, pedigreed. \$100. Call evenings, (309) 726-2100.



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.
- It's on everyone's lips. Sheer and glossy, bold and long-lasting. Mary Kay has the formula and the shades you want. Call Phyllis Bond, Mary Kay Independent Beauty consultant at 454-3793.

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.
- Proof-reader for *OpenLine* monthly newsletter. Minimal time commitment each month. Send your statement of interest and knowledge/experience to the newsletter editor at paburre@ilstu.edu or the Civil Service Council officers at cscouncil@ilstu.edu.



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*.

