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OpenLine Newsletter

Civil Service Council

7-2007

OpenLine Newsletter, July 2007

Civil Service Council
Illinois State University

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DATES TO REMEMBER

July 25 Next classified ad deadline
 August 7 Next *OpenLine* article deadline
August 7.....Council meeting
 August 20 Fall semester begins
August 21.....Council meeting

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STAFF

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 Copy Editor Suzanne Ferrara
 PROOF READERS.....Patti Munster
 Ramona Garner
 COUNCIL LIAISON.....Melody Palm

ELECTION RESULTS

~ Melody Palm



The Civil Service Council held an election to select officers for FY08 on July 3. The following elected officers form the Executive Committee of the Civil Service Council:

- ✓ **Melody Palm**, chair, works in the Dean of Students Business Office, Bone Student Center. This will be her fifth year on the Council. She can be reached at 438-3930 or mapalm@ilstu.edu.
- ✓ **Mark Buckley**, vice-chair, is employed in Campus Dining Services, Watterson. This is Mark's second year on the Council. He can be reached at 438-5370 or mtbuckl@ilstu.edu.
- ✓ **Sarita Cox**, secretary, works in the MBA Program, College of Business. This will be Sarita's third year on the Council. She can be reached at 438-2981 or smcox@ilstu.edu.
- ✓ **Theresa Sanchez**, treasurer, is employed in ISU Evaluations Services in Moulton. Theresa previously served one term on the Council, and after a few years away, has just been elected to a new term. She can be reached at 438-2500 or tasanch@ilstu.edu.

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 welcome. Additional information about the Council is available on our Web site (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!



CIVIL SERVICE COUNCIL REPRESENTATIVES



Group I — Sarita Cox, 5570 MBA Program (College of Business Bldg), 438-2981, smcox@ilstu.edu; Vicki Bryan, 2320 Financial Aid (Fell Hall), 438-2782, vlbryan@ilstu.edu; Jeanette Harrison, 3460 Scheduling Office (Moulton), 438-8680, jlharri2@ilstu.edu

Group II — Linda Klawitter, 5020 Agriculture (Ropp Agriculture Bldg), 438-5655, ljklawit@ilstu.edu; Jan Jolynn Staley, 5590 Marketing (College of Business Bldg), 438-7261, jjstaley@ilstu.edu; Barb Arbogast, 5121 School of Kinesiology & Rec (McCormick), 438-5952, barbogas@ilstu.edu

Group III — Julie Caplinger, 6370 Center for Teaching, Learning & Technology, (ITDC), 438-7582, jacapli@ilstu.edu; Ted Coussens, 6380 Classroom Technology Support (Nelson Smith Bldg), 438-7412, tacouss@ilstu.edu; Brian Huonker, 6350 Institutional Web Support (Old Union), 438-3680, bkhuonk@ilstu.edu

Group IV — John (Jac) Copes, 2610 Food Services (Watterson), 436-9944, jacopes@ilstu.edu; Tom Cotton, 9100 Campus Services (Grounds), 438-2035; David Bagnell, 9000 Facilities Management/Plumber (Carter Harris), 438-5611, djbagne@ilstu.edu

Group V — Theresa Sanchez, 2202 ISU Evaluations Services (Moulton), 438-2500, tasanch@ilstu.edu; Mark T. Buckley, 2610 Campus Dining Services (Watterson), 438-5370, mtbuckl@ilstu.edu; Melody Palm, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu

SERVICE AWARDS

~ Felicia Young

20 YEARS

- Douglas Abbott, 9000 Facilities Management, 7/16/1987
- Rick G. Morgan, 9100 Campus Services/Grounds, 7/30/1987
- Julie M. Ruby, 4420 History, 7/27/1987
- James M. Spelios, 9100 Campus Services/Grounds, 7/17/1987
- Sheila Elaine Taylor, 9000 Facilities Management, 7/6/1987
- Luann Carla Vanmeter, 8000 Development-Info/Donor Services, 7/6/1987



15 YEARS

- Susan A. Adcock, 2320 Financial Aid Office, 7/27/1992
- Darrell Wayne Andris, 9000 Facilities Management, 7/20/1992
- Carol Jean Hartzell, 8900 Milner Library, 7/6/1992
- Donna Crider Larsen, 4540 Philosophy, 7/13/1992
- Susan Marie Reeser, 7100 University High School, 7/30/1992
- Carla R. Thomas, 2200 Admissions, 7/8/1992

10 YEARS

- John Lincoln Alft, 8900 Milner Library, 7/14/1997
- Jack Edward Alpers, 9100 Campus Services/Grounds, 7/21/1997
- Garth L. Bock, 9000 Facilities Management, 7/7/1997
- Connie S. Bryant, 5660 School of Music, 7/14/1997
- Kristie L. Kowall, 9000 Facilities Management, 7/7/1997
- James Curtis Kozak, 9000 Facilities Management, 7/28/1997
- Shauna Marie Meyer, 4120 Biological Sciences, 7/28/1997

TIAA-CREF MEETINGS

~ Denise Thomas

Patrick Windle, with TIAA CREF, has scheduled campus visits to conduct individual counseling sessions with Illinois State University employees on the following dates:

- ◆ Wednesday, August 1 8:00 a.m. - 5:00 p.m.
Faculty/Staff Conference Room, Bone Student Center
- ◆ Thursday, August 2 8:00 a.m. - 5:00 p.m.
Faculty/Staff Conference Room, Bone Student Center
- ◆ Wednesday, September 5 8:00 a.m. - 5:00 p.m.
McAllister's Private Dining Room, Bone Student Center
- ◆ Thursday, September 6 8:00 a.m. - 5:00 p.m.
McAlister's Private Dining Room, Bone Student Center
- ◆ Wednesday, October 3 8:00 a.m. - 5:00 p.m.
McAlister's Private Dining Room, Bone Student Center
- ◆ Thursday, October 4 8:00 a.m. - 5:00 p.m.
McAlister's Private Dining Room, Bone Student Center

Patrick can help you develop long-term strategies, select your TIAA CREF options, find the right allocation mix, and develop your own strategy. TIAA CREF is a provider in the supplemental tax favored 403(b) savings plan at Illinois State University.

To schedule an appointment, please contact Patrick Windle, your TIAA CREF Advisor at (800) 842-2005 or register on-line at <https://ifs2.tiaa-cref.org/cgi-bin/WebObjects/ARS> (after selecting Illinois, scroll down to the Illinois State University section and click on the date of your choosing).



POTPOURRI

~ Dianne Liebenstein

MARRIAGE – CONGRATULATIONS TO:



- Demetria Howard, Building Service Worker, and Kerwin Henderson Sr., Building Service Worker, were married on May 26, 2007. They both are employees of Campus Services.

BIRTHS – CONGRATULATIONS TO:

- Eric Short, Facilities Management, on the birth is his son, Cooper John Short, Thursday, May 17, 2007. Also to the proud grandmother, Reta Thames, School of Information Technology, on the birth of her grandson, Cooper John Short.
- Cody Key, Campus Dining Services, on the birth of his son Parker William Key on Sunday, May 27, 2007, 7 lbs. 7 ounces.

WELCOME TO ISU – MAY 2007

- Marsha A. Banks, Comptroller's Office
- Timothy S. Gump, Campus Dining Services
- Renae L. Hansen, Office of Human Resources
- Steve G. Kirstein, Mail Services Center
- Teresa M. Mirch, Mathematics Department
- Andrea R. Radliff, Office of Human Resources
- Christine B. Strong, International Studies



PROMOTIONS – MAY 2007

- Cynthia M. Cotton, Stores Supervisor, Central Receiving
- Donna M. Dodd-Fulcher, Specialist Computer Systems Operations II, Admin. Information Systems
- John P. Madison, Network Engineer IV, Telecommunications Office
- Patrick K. O'Connell, Facilities Manager, Bone Student Center
- Debra S. Schwarzentruher, Human Resource Representative, Office of Human Resources
- Michele Whitworth-Martinez, Secretary IV, University Police Department
- Phillip A. Winans, Network Engineer III, Telecommunications & Networking
- Jeffrey A. Withey, Storekeeper I, Campus Services
- Robin L. Woolsey, Admissions/Records Specialist II, Admissions
- Jerry W. Wright, Specialist Computer Systems Operations II, Admin. Information Systems

RESIGNATIONS – MAY 2007

- Shannon Carey, University Housing Services
- Nell Fleming, Thomas Metcalf School
- Laura J. Jackson, Campus Dining Services
- Mary A. McKinney, University College
- Kendra A. Rollins, Thomas Metcalf School
- Archana Shekara, Web Support Services
- Timmie Taylor, Campus Dining Services

RETIREMENTS – MAY 2007

- Kathleen A. Elder, Thomas Metcalf School
- Peggy Ann Heinz, Milner Library
- Theodore John Lenegar, Campus Services/Janitorial
- Janet I. Ritchie, University Housing Services
- George Harry Southwick, Redbird Arena/Facilities
- Roger Ray Staubus, Comptroller's Office

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.

FY07 ACCOMPLISHMENTS

~ Melody Palm



Please share our pride in the following accomplishments achieved by the Civil Service Council in FY 07. We look forward to doing even more to serve you during the upcoming year!

Events/Awards/Achievements:

1. Awarded 9 scholarships totaling \$5,500 to dependents of Civil Service staff.
2. Awarded the 5th annual Carl Johansen Scholarship award to a Civil Service staff member who is seriously pursuing a degree.
3. Held a fall picnic on Milner Plaza.
4. Participated in the Homecoming Parade.
5. CS Council members were introduced at the Homecoming Week Faculty/Staff Appreciation Luncheon.
6. Sponsored a shopping/museum trip to downtown Chicago (WaterTower Place, Museums)
7. Holiday Party starring the Gamma Phi Circus was held for children and grandchildren of all ISU employees. Co-sponsored by the AP Council. Held for the first time in the main gym at Horton Fieldhouse, with expanded culturally inclusive elements.
8. Chair attended Council of Councils statewide meeting.
9. Sponsored Chicago Cubs trip with 5 buses and over 280 participants.
10. Participated in the WJBC Brotherhood Tree.
11. Held a raffle to earn money for additional scholarships.
12. Sponsored a food drive to benefit the Compassion Center, with 1,043 pounds of food collected.
13. Council invited to dinner at President & Mrs. Bowman's house at beginning of academic year.
14. Council continued to have a mailbox within the Academic Senate office, and 2.5 hours of secretarial help a week.
15. Sponsored two Monical's Community Nights to raise money for operating expenses.
16. ISUAA (Annuitant's Association) representative continued regular participation at CSC meetings.
17. Continued sending Welcome Letters to new CS employees at ISU.
18. Chair and several CS staff participated as Bell Ringers in the 150th Celebration.
19. Awarded 6 Distinguished Service Awards to CS staff.
20. For the first time, staff winners of Distinguished Service Awards were recognized at the Founder's Day celebration, in conjunction with awards for outstanding faculty.
21. Council members worked with Marketing faculty and students to create, administer and evaluate a survey of staff perceptions of the CS Council.
22. Successfully requested an increase in funds from the ISU Foundation for future scholarships.
23. Chair and 2 Council members participated in interview sessions with Vice President for University Advancement candidates.
24. Chair participated in interview sessions for Associate Director of Human Resources candidates.
25. Council recommended CS staff to President Bowman and Provost Presley for consideration as members of search committees for VP University Advancement, Provost, and Dean of College of Business.
26. Promoted letter writing campaign to hand deliver constituent opinions to legislators in Washington, D.C.

Speakers:

1. Carol Struck, 150th Celebration
2. Chuck Scott, ISU Green Team
3. Derek Story and Diane Ruch (Human Resources) Online Application and Hiring processes.

4. Mark Walbert—ISU Information Technology Strategic Plan
5. Steve Bragg and Pam Beach—Human Resource/Payroll Systems and Interface
6. Mark Walbert, Leslie Sloan-Orr, Patricia Klass – Educating Illinois Task Force
7. Jim Carlson, SURS-MAC—SURS Retirement Updates

Members/appointees sat on the following external committees:

1. Benefits/Sick Leave Appeals
2. Campus Communication Committee
3. Employee Advisory Committee (serves in an advisory capacity to the State Universities Civil Service System housed in Urbana).
4. Executive Committee of the Committee for Diversity
5. Foundation Board
6. 150th Celebration
7. Parking and Transportation Committee
8. Academic Senate
9. Planning and Finance subcommittee of the Academic Senate
10. Team Excellence Award Committee
11. Health Insurance Portability and Accountability Act (HIPAA) Committee
12. Educating Illinois Coordinating Team and Educating Illinois Task Force

TELEPHONE DIRECTORY UPDATES

~ Sharon Stille



Telecommunications & Networking is updating information for the fall faculty-student telephone directory. Deans, Directors and Department Heads are updating changes for the sections labeled Alphabetical Department Listing, Personnel by Department, and FOCUS.

For the Faculty / Staff Listings section, faculty or staff who had a change in their campus location/telephone number or a change with their home address must complete a change form for information to be correct on pages 60-98.

For current employees needing to correct **campus information**, print out the form under www.hr.ilstu.edu/forms, fill out a "Campus Address, Phone & Location Change Form," and submit to 1300 Human Resources.

For current employees needing to correct **home information or emergency contact information**, access the iCampus Portal (www.icampus.ilstu.edu) to correct the information on-line. At the iCampus address, log in with your ULID and password; go to the tab marked "My Info"; enter your PIN to bring up your current information and click on "Update My Information." The system update will be changed overnight. Employees 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.

For new employees (hired after 7-1-07) needing to correct **home information or emergency contact information**, go to www.hr.ilstu.edu and click on "New Employee Address Form Update." Print the form, fill it out, and send it to 1300 Human Resources.

Information for updating data in the Emeritus / Retired Listings section will appear in the August emeritus newsletter.

University telephone numbers and University e-mail addresses cannot be restricted. Questions pertaining to e-mail addresses should be directed to the campus computer help desk by phone (309-438-HELP) or by e-mail (helpdesk@ilstu.edu).

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

CLASSIFIED ADVERTISEMENTS

For Sale - Other:

- 1996 Mansion 16'x80' 3BR, 2 baths in Alexander Estates. New carpet throughout. MUST SELL! Asking \$22,000. Call 309-838-0555.



- Whirlpool-Kenmore-Roper Washer & Dryer. Six-month warranty on each unit. Call Dave's Sales & Service, 309-830-3315.

Personal Service:

- For tree and shrub trimming, please call Carl or Terry at 530-5137 or 527-4492. For firewood, please call Carl or Terry at 365-8466.
- Radon— #1 cause of lung cancer among non-smokers. Questions? Call David Smith, (309) 473-2955, licensed radon professional #98102.
- Trumpet lessons offered by a qualified professional. If interested please call Sarah at 309-838-9117 after 4:30 p.m.

CLASSIFIED AD SUBMISSION CHANGE

Please note that effective July 1, 2007, Theresa Sanchez is the treasurer of the Civil Service Council, and therefore, is the contact person for submitting *OpenLine* Classified Ads (next deadline is July 25 for the August issue). Theresa's contact information is as follows: 2202 ISU Evaluations Services (Moulton), 438-2500, tasanch@ilstu.edu.

At this time, the classified ad submission process has not changed (check out the rules and print a form from our Web site, www.cscouncil.ilstu.edu/documentation/openline, and click on "Advertising in the *OpenLine*").

Thank you, Pat Schnitker, for all you have done for the Council!

ISU HOSTS STATEWIDE EMPLOYEE ADVISORY COMMITTEE

~ Melody Palm

The State Universities Civil Service Advisory Committee (also known as the Employee Advisory Committee) meets at least quarterly at campuses throughout the state. The committee members are elected by civil service employees at each of the universities and agencies served. Committee members represent their constituents by functioning in an advisory capacity to the Merit Board on "All matters pertaining to the University System."

Illinois State University will host the meetings in the Student Services Building 375 on:

- ✓ **July 19**, 9 a.m. – Noon and 1 – 3 p.m.
- ✓ **July 20**, 9 a.m. – Noon



The agenda will be posted on the State Universities Civil Service System Web site (<http://www.sucss.state.il.us/eac.asp>) soon.

ALL CIVIL SERVICE EMPLOYEES ARE WELCOME TO ATTEND ANY PART OF THE MEETING.

NEXT *OPENLINE* ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Tuesday, August 7**.

Articles, news and ideas pertinent to civil service employees can be sent to the Civil Service Council (cscouncil@ilstu.edu) or to the newsletter staff (cscopenline@ilstu.edu).

