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OpenLine Newsletter

Civil Service Council

5-2007

OpenLine Newsletter, May 2007

Civil Service Council
Illinois State University

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DATES TO REMEMBER

May 25 Next classified ad deadline
 May 28 Memorial Day observed
 May 30 CSC bus trip to Cubs game
 June 5 Next *OpenLine* article deadline
June 5.....Council meeting
 June 14 Flag Day
 June 17 Father's Day
June 19.....Council meeting
 June 21 Summer begins

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CIVIL SERVICE COUNCIL NOMINATIONS

~ Sarita Cox

Nominations for candidates to fill upcoming vacancies on the Civil Service Council will be accepted only through May 15. This is a terrific opportunity to serve your campus group and the campus civil service members.



The Council's goals are:

- To promote a stronger sense of community between faculty and staff as we work together to improve and reinforce the image of Illinois State University.
- To assist the administration and the Office of Human Resources in their efforts to provide clear communication within the University community.
- To encourage fellow employees to assist the Board of Trustees and administration in making Illinois State University an even greater institution of higher education.
- To place a greater emphasis on Council fund raising in order to award a greater number of Civil Service scholarships.

In addition to the goals listed above, while serving on the Council you will have the opportunity to meet other Illinois State University employees (Civil Service, AP and Faculty), learn more about the university, and have some fun. It is a great opportunity, and all eligible civil service employees are strongly encouraged to become a candidate.

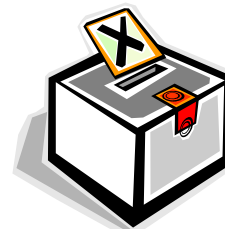
You should have received a nomination form in campus mail this month, but if not or if you have misplaced it, contact information is listed in the last paragraph. Once nominations are closed, ballots will be prepared and distributed via campus mail. It will be equally important for you to **cast your vote**. New council members will be seated in July. Council members serve a term of three years and are permitted to serve consecutive terms, but must be re-elected for each three-year term.

Each group has three seats on the Council, and one of the seats becomes vacant every year. Due to retirements or resignations for other reasons, some groups will have multiple vacancies to fill during this election.



Vacancies in each group are as follows:

- ✓ Group I - One full 3-year term
- ✓ Group II - One full 3-year term
- ✓ Group III - One full 3-year term and one 2-year term
- ✓ Group IV - One full-3year term and one 2-year term
- ✓ Group V - One full 3-year term and one 1-year term



It is no longer a requirement to have supervisor pre-approval to become a candidate; however you will need to regularly be available the first and third Tuesdays of each month. Meetings are held at noon, generally in the Spotlight Room of the Bone Student Center. Please feel free to encourage a qualified co-worker to accept this challenge, but please note that all nominees must sign the nomination form.

For questions, comments or nomination forms, please contact Sarita Cox, CSC Election Committee Chair, 438-2981; smcox@ilstu.edu; Campus Box 5570.

SERVICE AWARDS

~ Felicia Young

20 YEARS

- Shawn A. Billo, 6370 CTLT, 5/18/1987
- Stephen R. Ross, 9100 Campus Services/Grounds, 5/30/1987
- James Vandever Thorpe, 9000 Facilities Management, 5/19/1987



15 YEARS

- Gary Robert Thiel, 8900 Milner Library, 5/8/1992

10 YEARS

- Donise Louise Brown, 9100 Campus Services/Grounds, 5/11/1997
- Edward Arthur De Roeck, 2781 Campus Recreation-Beech, 5/19/1997
- Darrell L. Elkin, 9100 Campus Services/Grounds, 5/11/1997
- Douglas J. Litwiller, 1200 Comptroller's Office, 5/27/1997
- Jeffrey A. Robb, 5020 Agriculture, 5/19/1997
- Jeffrey O. Schaefer, 9100 Campus Services/Grounds, 5/11/1997
- Charles Eric Schlenker, 8910 Radio Station WGLT, 5/19/1997

UPCOMING SOFTWARE WORKSHOPS

~ Roberta Moore

The Illinois State University School of Social Work is offering a series of workshops this summer dedicated to the use of three Microsoft programs. These workshops will teach both the new and experienced. Participants are encouraged to bring a 1.0 gigabyte flash drive. Please call School of Social Work at 438-7320 for the location of each workshop.

Technology & Social Work: Excel

Friday, July 27, 2007 9 a.m. – 3 p.m.

This workshop will include instructions for entering, editing and recoding information, applying formulas and running common descriptive and inferential statistics, including Z-test, Pearson correlation and Chi-square. No research experience is necessary.

Cost: \$50.00 Civil Service Discount: \$35.00



Technology & Social Work: PowerPoint

Friday, August 3, 2007 9 a.m. – 3 p.m.

This workshop will teach you how to use PowerPoint to produce effective seminars and workshops. It will include how to find and use design templates, color schemes and animation schemes, and how to use and adapt diagrams and insert clip art or photos for appealing slides. Participants should come with an idea for a presentation they would like to do at some point in the future. No former presentation experience is necessary.

Cost: \$50.00 Civil Service Discount: \$35.00

Technology & Social Work: Web

Friday, August 10, 2007 9 a.m. – 3 p.m.

This workshop will teach both new and experienced practitioners how to access and utilize the most powerful search engines to improve the effectiveness of your work. It will include how to do web-based advanced searches using Google as well as how to do advanced searches on professional search engines. You will need access to Milner Library or acquire a Courtesy Card before class begins. Please call Milner Library circulation desk at 438-3451 with any questions.

Cost: \$50.00 Civil Service Discount: \$35.00

POTPOURRI

~ Dianne Liebenstein

DEATHS – OUR SINCEREST SYMPATHIES TO:

- William Gillis, Facilities Management, Connie Bryant, School of Music, on the death of their mother, and Phyllis Gillis, Facilities Management, on death of her mother-in-law, Josephine M. Gillis, April 4, 2007.
- Robyn Schuline, Purchasing, on the death of his mother, Ann Schuline, April 7, 2007.
- Grace Taylor, Telecommunications & Networking, on the death of her father-in-law, Monroe W. Taylor, April 18, 2007.
- Cynthia Jacobs, Facilities Management, on the death of her mother, Mildred Jacobs, April 20, 2007.

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.

CAMPUS SAFETY

~ Melody Palm

The tragic shootings at Virginia Tech on April 16 have many people asking about safety on campus. While it's not possible to predict every threat, there are procedures and resources in place to enhance the safety of students and staff.



Every staff member should be familiar with emergency plans for their responsibilities and location. This is a good time to review existing plans, and be sure they are current and accurate.

The Web sites for these campus offices include resources that may be useful for emergency planning, and for responding to tragic events:

- Environmental Health and Safety—Emergency Procedures
- University Police Department – Crime Prevention—Active Shooter Precautions
- Student Counseling Services—Faculty/Staff area—Dealing with Tragedies: A Guide for Faculty & Staff
- Student Counseling Services—SCS Spotlight—Virginia Tech Tragedy

QUICK QUOTE

Winter is on my head, but eternal spring is in my heart.

-- Victor Hugo

[Source:

www.quotationspage.com/subjects/spring]



CIVIL SERVICE COUNCIL RAFFLE RESULTS

The Civil Service Council Raffle will be drawn on May 15 during the regular Council meeting. Please visit the Council's Web site at www.cscouncil.ilstu.edu to see the list of winners and prizes (available online by May 16).

The list of winners will also be published in June's *OpenLine*. Thanks to everyone for participating and making this fund-raiser a success. The proceeds will benefit the Civil Service Dependents Scholarships Fund. We sincerely appreciate your support!

YOUTH PROGRAMS AT ISU

~ Deb Wylie

Illinois State University offers a broad range of programs and services designed to enhance the lives of the youngest members of our community. Camp Central and the Youth Guide are handy, informative resources for families and educators. These guides offer details on programs, activities and events available through the University that encompass youth education, health and fitness, recreation, and specialized services. These publications are created and distributed free throughout the campus and community as a public service through Illinois State University's Extended University.



2007 Camp Central is a one-page reference for Summer Youth Camps and Activities at Illinois State University. Designed to offer camp information and cultural events at a glance, it is a quick and easy tool in helping families as they plan summer activities.

Illinois State University Youth Guide: Camps, Activities and Services for 2007-08, is an expanded booklet that includes camps but also highlights programs and services that serve the community youth and their families throughout the year. This year's guide includes resources that educators and parents can use to support and enhance their child's educational, cultural and recreational development.



To request copies of these publications, please contact Extended University at 438-5288 or by e-mail (dkwylie@ilstu.edu). Guides are free and available upon request, or can be viewed and downloaded via the Web (www.exu.ilstu.edu/camps).

COMMUNICATING WITH LEGISLATORS

~ Pam Burress

There may have been many times that you have considered communicating with your legislators, but don't know how to go about doing so. Here are a few Web sites to visit for more information:

- o localhs.com/legis/howto.asp
- o www.cscouncil.ilstu.edu/links/gov_links



GOVERNMENT WEB LINKS

ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE

Academic Senate www.academicsenate.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

Annuitants Association www.annuitants.ilstu.edu
Illinois Channel www.illinoischannel.org
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
Locating State Senators/Representatives www.elections.il.gov
(Click on [Voting Information](#), then in the left menu click on [Find District/Officials](#).)

NATIONAL

National Education Association www.nea.org

CIVIL SERVICE COUNCIL REPRESENTATIVES

GROUP I: Pat Schnitker, 4040 Graduate School (Hovey Hall), 438-2109, plschnit@ilstu.edu; **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

GROUP II: Barb Arbogast, 5121 School of Kinesiology & Rec (McCormick), 438-5952, barbogas@ilstu.edu; **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

GROUP III: Jack Wylie, 1520 Central Receiving (John Green Food Service Bldg), 438-8011, jdwyllie@ilstu.edu; **Julie Caplinger**, 6370 Center for Teaching, Learning & Tech (Instruct Tech & Dev Center), 438-7582, jacapli@ilstu.edu



GROUP IV: Andy Monninger, 9100 Campus Services/Grounds, (phone number and e-mail address not available); **John (Jac) Copes**, 2610 Food Services (Watterson), 436-9944, jacopes@ilstu.edu

GROUP V: Melody Palm, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu; **Mark T. Buckley**, 2610 Campus Dining Services (Linkins), 8-5370, mtbuckl@ilstu.edu

EX-OFFICIO MEMBERS:

- ✓ **Human Resources Representative: Nancy Spangler**, 1300 Human Resources (Nelson Smith Building), 438-5507, njspang@ilstu.edu
- ✓ **Employee Advisory Committee Representative: Dave Turner**, 9000 Facilities Services (Heating Plant), 438-5516, dturne@ilstu.edu
- ✓ **Campus Communications Committee Representative: Kevin Wiand**, 3040 Research and Sponsored Programs (Hovey Hall), 438-2596, kgwiand@ilstu.edu
- ✓ **OpenLine Editor: Pam Burress**, 3500 Telecom & Networking (Williams Hall Annex), 438-2795, paburre@ilstu.edu

CIVIL SERVICE COUNCIL CONSTITUTION

Article VII – Committees

- There shall be standing committees and special committees as the need arises.
- The Chairperson of the Council shall appoint the chairpersons and members of the committees with the advice of the Council.
- Chairpersons shall be selected from among Council members.
- Committee members may be appointed from all Civil Service employees in a status position who have successfully completed their initial probationary period.
- Membership on standing committees shall be served during the Council year.

[Source: www.cscouncil.ilstu.edu/documentation]

OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Tuesday, June 5.**



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).

CLASSIFIED ADVERTISEMENTS

For Sale - Other:

- Trampoline, 14 foot, new, still in box. \$150. Call 452-4735 after 5 p.m.

Personal Service:

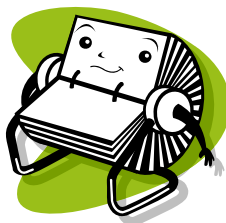
- For tree and shrub trimming, please call Carl or Terry at 530-5137 or 527-4492. For firewood, please call Carl or Terry at 365-8466.
- Radon— #1 cause of lung cancer among non-smokers. Questions? Call David Smith, (309) 473-2955, licensed radon professional #98102.



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* staff (cscopenline@ilstu.edu) or to any other Council member at their e-mail address prior to the deadline.



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*.

