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OpenLine Newsletter

Civil Service Council

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12-2008

## OpenLine Newsletter, December 2008

Civil Service Council  
*Illinois State University*

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**DATES TO REMEMBER**

December 23 . *OpenLine* Jan. classified deadline  
 December 24-January 2..... Holiday shutdown  
 January 7 ..... *OpenLine* Jan. article deadline  
 January 12 .....2009 fall semester begins  
 January 19 ..... Martin Luther King Jr. holiday  
**January 20.....Council meeting**

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**FRIVOLOUS FACTS**

An olive tree can live up to 1,500 years!

[Source: [www.nicefacts.com/](http://www.nicefacts.com/)]



**QUICK QUOTE**

I stopped believing in Santa Claus when my mother took me to see him in a department store, and he asked for my autograph.



-- Shirley Temple

[Source: [www.wisdomquotes.com/](http://www.wisdomquotes.com/)]

**CHILDREN’S HOLIDAY PARTY HAS MAJOR TURN-OUT**

~ Melody Palm

Horton Field House was full of activity, laughter and holiday cheer at the Children’s Holiday Party on Sunday, December 7. A new record was reached this year with 834 reservations received for this event. This annual party is co-sponsored by the Civil Service Council and the Administrative/Professional Council.

Illinois State President Al Bowman opened the party with a warm welcome and holiday greetings. Santa, Mrs. Claus, and one of their elves visited with children, with Christa Lawhun assisting photographer Tony Jennings. Reggie Redbird also attended the party to spread “Redbird Holiday Spirit.”



Gamma Phi Circus entertained the crowd with 48 performers in a variety of acts including acrobatics, tightrope, unicycles, juggling, wheel gymnastics, clowns, bicycle tricks, and even a giant jump rope. Brian, Levi, and Logan Huonker made balloon animals, and taught interested participants how to make their own. Meredith Taylor, Art Education major, entertained with puppet friends, Tofu the Panda and Raveny Raven. Kameron Cox and Barbara Reinagle offered face painting, while Noodles & Company provided bead necklace crafts. Children were able to enjoy three inflatable play environments this year. Campus Dining provided lemonade and water. Soemer Simmons and Shirley Willis helped prepare goodie bags for all the children, including treats and items from Alumni Relations, Athletics, Printing Services, and Noodles & Company. Cindy, Nicole, Charles,



Alex and Erikah Arbogast helped throughout the event in many ways. Special thanks to Fieldhouse and Facilities staff for their help, also.

Many members of the two Councils and their families helped with the event. We appreciate everyone who pitched in, and all those who attended to make the event a success!

## SERVICE AWARDS

~ David Schaafsma, Human Resources

### 30 YEARS

- Nel Louise Wallace, 5300 College of Education, 12/5/1978
- Connie Sue Barling, 3470 Admin Information Systems, 12/19/1978

### 20 YEARS

- Thomas Eugene Hawthorne, 9100 Campus Services/Grounds, 12/1/1988
- Erie Johnson, 2610 Food Service, 12/27/1988



### 15 YEARS

- Thomas Hughes Salzman, 1120 Internal Auditor, 12/6/1993

### 10 YEARS

- William L. Hamann, 2520 Career Center, 12/14/1998

## POTPOURRI

~ Dianne Liebenstein, Volunteer Reporter

### SYMPATHY – OUR SINCERE SYMPATHIES TO:

- Renee Seth-Reynolds, Campus Dining Services, on the death of her grandmother, Marguerite Heidelberg, November 1, 2008.
- Karen Orrick, Facilities Management, on the death of her mother, Kathleen Pettigrew, November 16, 2008.
- Jeff Fishel, Facilities Management, on the death of his father, Jeffrey Fishel, November 16, 2008.
- Patsy Sherrard, Student Counseling Services and Jenna Sherrard, Parking & Transportation, on the death of Patsy's mother and Jenna's grandmother, Opal Shaw, November 17, 2008.

### BIRTHS – CONGRATULATIONS TO:

- Dianne Jeakins, Campus Dining Services, on the birth of her grandson Devin Tyler, 8 lbs. 2 ozs. and 19 inches long, on Tuesday, November 25, 2008.



*Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Volunteer Reporter Dianne Liebenstein by phone (438-8311) or by e-mail (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members. Information for the Potpourri section is voluntarily submitted by employees. Notifications are not verified by birth, marriage, or death certificates.*

## TIP OF THE HAT

~ Dianne Liebenstein, Human Resources

### WELCOME TO ISU – OCTOBER 2008

- Isaac T. Akins III, Mennonite College of Nursing
- Shamon P. Bell, Campus Dining Services
- Barbara A. Bidner, Chemistry
- Deanna L. Gillett, Dean of Education
- Robert A. Harris, University Housing Services
- Brittney N. McClure, Campus Dining Services
- Susan C. Van West, Facilities Management
- Owen T. Williams, Telecommunications Office
- Barry E. Wirtz, Facilities Management
- Angel J. Zuckerman, Curriculum and Instruction

### PROMOTIONS – OCTOBER 2008

- Julie E. Meenen, Staff Clerk, Dean of Education
- Belinda L. Norfleet, Carpenter, Facilities Management
- Kelly D. Peiffer, Staff Clerk, Educa. Admin. & Foundations

### RETIREMENTS – OCTOBER 2008

- Joan Bontz, Facilities Management
- Patricia L. Werdell, Milner Library

## Updating Yourself & Survivor Planning

~ Martha Burk, Annuitants Assoc.

The ISU Annuitants Association Survivor Advocacy Team has decided that because of common questions they experience upon the death of annuitants, the emotional trauma at the time of death, and the positive feedback given by participants last year, it would be a good idea to again host educational sessions on preparing for the death of an annuitant. The focus will primarily be on SURS procedures, and to assist in filling out the papers to receive your survivors' benefits. A "checklist" will be distributed and discussed. The format will be small group presentations and discussions led by Advocacy Team members.

The groups will be limited to 16 to 20 people for each session and advanced registration is required. It is most beneficial if both the annuitant and potential survivor attend. It is also important to know which benefits plan (Traditional, Portable, or Self-Managed) you participate in.

The 2009 sessions will take place at the ISU Alumni Center, 1101 North Main Street from Noon to 2:30 p.m. on the following dates:

**Wednesday, March 18**

**Wednesday, April 22**

**Tuesday, May 12**

Parking is plentiful at the Alumni Center. Participants may bring a sack lunch, and coffee will be available.

The same information will be covered at each session so you only need to attend one.

For information, and/or to register, contact: Mary Liverman, [mcliverman@verizon.net](mailto:mcliverman@verizon.net) (309)452-4181 or Edna Johnston, [erjohns@verizon.net](mailto:erjohns@verizon.net) (309)452-5142.



## DINNER WITH THE PROFESSORS SPRING 2009 SPEAKERS SERIES

~ Juliana Duncan, 3100 Alumni Relations

Mark your calendars for some life-long learning events sponsored by Senior Professionals and the ISU Alumni Association. We are offering special dinners and lectures prior to two of the spring speakers series presentations. The events will feature outstanding Illinois State professors highlighting the showcased speakers' career and involvements. Cost is \$35 per person and includes hors d'oeuvres, dinner, the guest lecturer and reserved seats to the featured speakers series presentation.



**Tuesday, March 24 – Gwendolyn Wright,**

**PBS Series *History Detectives* Host**

Bone Student Center Prairie Room, 7 p.m.

Cocktails 5 p.m.; dinner 5:30 p.m.; guest lecture 6:15 p.m.;  
Bone Student Center Circus Room

**Thursday, April 23 – Michael Beschloss,**

**Presidential Historian and Author**

Braden Auditorium, 7 p.m.

Cocktails 5 p.m.; dinner 5:30 p.m.; guest lecture 6:15 p.m.;  
Bone Student Center Old Main Room

For more information or to register, please call 1-800-366-4478.

## ISU Basketball Pre-Game Pep Rally

~ Juliana Duncan, 3100 Alumni Relations



Calling all Redbird Basketball Fans! Illinois State University Peoria Alumni and Redbird Athletics invite you to be a part of a pre-game pep rally for the Illinois State vs. Bradley men's basketball game on January 6. This exciting match-up happens only twice a year – come out and show your Redbird pride!

Reception is scheduled from 5:00 p.m. to 6:30 p.m. at the Hotel Pere Marquette. Game Time is 7:05 p.m. at Carver Arena.

The pre-game pep rally, featuring Athletics and other University representatives, will be held at the Hotel Pere Marquette, 501 Main St, Peoria. The reception includes heavy appetizers and non-alcoholic beverages; a cash bar will be available. Game time at Carver Arena is 7:05 p.m. Support the Redbirds and order your tickets today. The pre-game event tickets are \$7 and game tickets are \$8.

The registration deadline is December 29. Please register online at [www.alumni.ilstu.edu/events](http://www.alumni.ilstu.edu/events) or call Alumni Relations at (800) 366-4478.

**Go You Redbirds!**

## HOLIDAY SEASON SAFETY

~ Aaron Woodruff, Police Department

### When Shopping:

- Be ALERT and AWARE of your surroundings. Pay attention to who is around you and what activities are happening. Don't leave the safety of a building or your vehicle until you have ensured all is secure and safe. Trust your instincts; if you feel uncomfortable with a place or person(s), get away.
- Park in a well-lit area.
- Remember to lock your vehicle!! Keep vehicle doors and windows locked while you are in it and especially when you are not! Use anti-theft steering wheel clubs or locks as well. A thief is looking for easy targets and anything you can do to deter them from choosing your car, the better.
- Minimize the number of valuables left in your vehicle and keep valuables, electronics (including cell phones and DVDs), gifts and other "theft attractors" out of sight.
- Protect your purse or wallet and clean out any unnecessary items before leaving home. Don't carry large amounts of cash or extra credit cards. Carry only those cards that you will need to use that day. Keep a master list of all cards so if your wallet is stolen, they can be reported promptly to the appropriate banking facility.
- Never leave your purse, wallet or cell phone unattended in a public place.
- Don't overburden yourself with packages while shopping.
- Shop with a buddy – there is safety in numbers.
- Role-play with children about what should happen in the event you are separated.



- Have your keys out and ready when you return to your vehicle.
- Do not leave your car unattended with the motor running or with the keys in the ignition – even for the very short time needed to do a quick errand or pay for fuel.
- Only make online purchases from trusted, secure websites. Look for "https" in the web address to verify security.

### At Home:

- Make sure all doors and windows have secondary locks (window pins, deadbolts, dowels, etc.) and use them!
- Ensure that dark areas and entrances have outdoor lights that are turned on after dark or that are activated by sensors.
- Place gifts where they can't be seen from the outside.
- Avoid opening the door to strangers. Legitimate delivery people will be able to show identification.
- Investigate charities before donating by calling the charity's main office.
- Be sure to mail cards with money, checks or gift certificates from the Post Office or a blue U.S. Postal Service collection box.
- If traveling, use timers for lights and radios while you're away. Ask a trusted friend, neighbor or Block Watch member to watch your home. Remember to make arrangements for mail and newspapers.
- Be sure your Christmas tree is mounted on a sturdy base so children, elderly persons or family pets cannot pull it over on themselves.
- If you use lights on your Christmas tree, ensure the wiring is not damaged or frayed. Frayed or damaged wiring can cause a fire.
- Place your Christmas tree in water or wet sand to keep it green.
- Never place wrapping paper in your fireplace.



### When Driving:

- Recognize that the holidays can cause stress – keep emotions under control while driving. Give other drivers plenty of space and always leave yourself a route to avoid an accident.
- If you attend parties where alcohol is served, remember to use a designated driver.
- Prepare for winter driving conditions and equip your vehicle with cold weather emergency supplies.
- Minimize distractions such as talking on a cell phone.
- Take frequent breaks to avoid fatigue, especially when driving long distances. If you get tired, stop and rest until you're able to drive with full attention.
- Buckle up! That means passengers and kids, too!!
- Be patient! Give yourself extra time for travel, especially in snow or rain. Even in dry conditions, traffic during the holidays is heavier than normal, and it will take longer than you expect to get around.



### After the holidays:

- Pay close attention to bills and report any unauthorized charges.
- Photograph and record the serial numbers of new items and add them to your inventory.



## CLASSIFIED ADVERTISEMENTS

### For Sale – Other:

- Miniature perfume bottle collection (365) \$25.  
Phone 452-5535.



### Personal Service:

- Radon — #1 cause of lung cancer among non-smokers.  
Questions? Call David Smith, (309) 473-2955, licensed radon professional #98102.
- 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.

To submit an ad, please go the Civil Service Council Web site at [www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu) and click on the classified advertisement link to find the ad submission form.

## NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, January 7** following the first Council meeting of the month. Articles, news and ideas pertinent to civil service employees can be sent to the Civil Service Council ([cscouncil@ilstu.edu](mailto:cscouncil@ilstu.edu)) or to the newsletter staff ([cscopenline@ilstu.edu](mailto:cscopenline@ilstu.edu)).



## Team Excellence Award Applications

~ Jessica Norris, 1280 Affirmative Action

Applications for the thirteenth annual Illinois State University Team Excellence Award are now available.

The Illinois State University Team Excellence Award was established to recognize collaborative efforts and exemplary teamwork. Awards will recognize a departmental unit, cross-unit group or other university working group that has facilitated, promoted or demonstrated one or more of our institutional values through their collaborative efforts.

Selection criteria will focus on the efficient use of fiscal and human resources in meeting university goals and objectives that enhance the quality of our collective lives. Awards for 2009 will be given for projects initiated between July 1, 2007 and June 30, 2008. Eligible teams must be comprised of Civil Service and/or Administrative/Professional staff, but may also include Faculty and Students.



Award recipients will be recognized at Founders' Day on February 19, 2009. Information on award criteria, eligibility, and application procedures is available at [www.ilstu.edu/home/team-excellence/](http://www.ilstu.edu/home/team-excellence/) and in the Office for Diversity & Affirmative Action, 208 Hovey Hall.

Applications for the Team Excellence Award must be submitted to the Office of Diversity & Affirmative Action by January 14, 2009.

