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OpenLine Newsletter

Civil Service Council

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7-2008

### OpenLine Newsletter, July 2008

Civil Service Council  
*Illinois State University*

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**DATES TO REMEMBER**

July 25 ..... Next classified ad deadline  
 August 6 ..... Next *OpenLine* article deadline  
**August 5.....Council meeting**  
 August 13-17..... Passages  
 August 18 ..... Fall semester begins  
**August 19.....Council meeting**

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**STAFF**

EDITOR..... Pam Burress  
 LAYOUT/DESIGN ..... Narry Kim  
 PROOF READERS ..... Patti Munster  
 ..... Ramona Garner  
 COUNCIL LIAISON..... Melody Palm

**REMINDER**

~ Jan Jolynn Staley

A reminder for all civil service employees: Council meetings are held on the first and third Tuesdays of the month at noon, generally in the Spotlight Room of the Bone Student Center.

All meetings are open to the public and visitors are always welcome. Additional information about the Council is available on our Website ([www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu)).

**ELECTION RESULTS**

~ Jan Jolynn Staley

At the regularly scheduled meeting on July 1, the Civil Service Council held an election to select the officers for FY-2009. The selected officers now forming the Executive Committee of the Council are as follows:

**Melody Palm**, chair  
**Brian Huonker**, vice chair  
**Ted Coussens**, secretary  
**Theresa Sanchez**, treasurer



Also at the meeting, the Council welcomed newly elected members who began their terms this month. We are excited to have new faces and fresh ideas! In addition, we have two members who have been re-elected to serve three-year terms, and one member who volunteered to fill a one-year vacancy for us in FY09. Congratulations go the following:

**Valerie Bridson** (newly elected)  
**Jac Copes** (filling 1-year vacancy)  
**Sarita Cox** (re-elected)  
**Jean Darnall** (newly elected)  
**Theresa Sanchez** (re-elected)



Of course, we are happy to welcome back the rest of our returning members as well (including Ex-Officio and liaison members, whose input is invaluable and whose time is much appreciated):

<b>Barb Arbogast</b>	<b>Pam Burress</b> (ex-officio)
<b>David Bagnell</b>	<b>Jan Cook</b> (ISU Annuitants liaison)
<b>Mark Buckley</b>	<b>Nancy Spangler</b> (ex-officio)
<b>Vicki Bryan</b>	<b>Dave Turner</b> (ex-officio)
<b>Tom Cotton</b>	<b>Kevin Wiand</b> (ex-officio)
<b>Jeanette Harrison</b>	
<b>Jan Jolynn Staley</b>	

July 1 also marks the end of terms for some of our members. We thank those who have recently left our Council and commend them for their vital contributions!

**Julie Caplinger**  
**Linda Klawitter**



Please contact your Civil Service Council representative or a member of the Executive Committee with any concerns you may have. 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!

## SERVICE AWARDS

~ David Schaafsma

### 40 YEARS

- Patricia K. Walker, 2202 University Registrar, 7/22/1968

### 30 YEARS

- Joey Anne Meihnsner, 8900 Milner Library, 7/19/1978
- Janet L. Connelly, 5620 School of Art, 7/20/1978

### 25 YEARS

- William T. Nelson, 9100 Campus Services/Grounds, 7/24/1983

### 20 YEARS

- Judith A. Brown, 2202 University Registrar, 7/1/1988
- Marsha Lou Runge, 2600 University Housing Services, 7/18/1988

### 15 YEARS

- Sandra Kay Warlow, 1200 Comptroller's Office, 7/1/1993
- Richard Wayne Tomevi, 9000 Facilities Management, 7/13/1993
- James Gregory Harris, 9100 Campus Services/Grounds, 7/14/1993
- Neva J. Waller, 4620 Psychology, 7/26/1993

### 10 YEARS

- Ted M. Taufer, 9000 Facilities Management, 7/6/1998
- Debra Kay Ferguson, 4060 University College, 7/27/1998
- Cynthia D. James, 1830 Academic Senate, 7/27/1998



## CIVIL SERVICE COUNCIL COMMUNICATION

~ Melody Palm

A big part of the Civil Service Council's mission is communication. Minutes of Council meetings are distributed to every mail code and posted on the Council website.

If you'd like to receive an individual copy of minutes, please contact Council Secretary Ted Coussens, or any Council representative, and your name can be added to the database. The contact list of representatives is usually included in each issue of the *OpenLine*.



The Council also uses a listserv to help staff stay informed about Council discussions and activities. Council meetings are open, and we welcome your attendance. Meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday each month from noon to 1:00pm, usually in the Spotlight Room of the Bone Student Center.

## POTPOURRI

~ Dianne Liebenstein

### SYMPATHY – OUR SINCERE SYMPATHIES TO:

- The University Community on the death of Dale Hampton, a Facilities Management/Janitorial employee, who passed away on June 5, 2008.
- Richard Tomevi, Facilities Management, and Robin Billington, Facilities Management, on death of their grandmother, Mary Elizabeth Mullins, June 7, 2008.
- Michael Auxier, Facilities Management, on the death of his father, Kenneth Auxier, June 13, 2008.
- Reta Thames, School of Information Technology, on the death of her husband, Phillip Thames, June 21, 2008. Phillip was also the father of Dan Thames, Telecommunications and the step father-in-law of Eric Short, Facilities Management.
- Mary Weber, Dean of Students Business Office, on the death of her grandmother Katherine Clark, June 11, 2008, who was also the mother of an ISU retiree Evelyn Thedens from Bone Student Center.

POTPOURRI CONTINUED...

### BIRTHS – CONGRATULATIONS TO:

- Lorra Frantz, Student Accounts, Cashiers Office, on the birth of a granddaughter, Zoey on May 27, 2008, 4lbs. 10 oz, 16 inches long and also a grandson, Logan on June 16, 2008, 7 lbs. 10 oz, 20 inches long.



### WELCOME TO ISU – MAY 2008

- Kelly Applegate, Human Resources
- Mary A. Eaton, Mathematics Department
- Theodore H. Ratajski, Facilities Management
- Julius B. Richards, Intercollegiate Athletics
- Christopher J. Thomas, Human Resources
- Samantha R. Walsh, Health Services
- Katherine C. Waltz, Disability Concerns

### PROMOTIONS – MAY 2008

- Grace S. Brown, Administrative Aide, International Studies
- Barbara J. Busick, Food Service Administrator II, Campus Dining Services
- Charles Bernadin, Food Service Administrator II, Campus Dining Services
- Adam L. Feaman, Food Service Administrator II, Campus Dining Services
- Darin M. Ganci, Food Service Administrator II, Campus Dining Services
- Jennifer J. Horton, Food Service Administrator II, Campus Dining Services
- Christina M. McCormick, Food Service Administrator II, Campus Dining Services
- Rebecca A. Meier, Food Service Administrator II, Campus Dining Services
- Deborah A. Mitchell, Admissions/Records Specialist II, Registrar
- Andrea R. Radliff, Human Resource Officer, Human Resources
- Andrea J. Rediger, Editorial Assistant, Ed. Admin. & Foundations
- Amanda J. Schlehuber, Ticket Sales Specialist, Bone Student Center
- Kim E. Shennett, Graduate School Specialist, Dean of the Graduate School
- Carla R. Thomas, Public Functions Supervisor, Admissions
- Desarae Topolski, Food Service Administrator II, Campus Dining Services
- James A. Wall, Food Service Chef, Campus Dining Services
- Allan G. Weddle, Food Service Administrator II, Campus Dining Services



### RESIGNATIONS – MAY 2008

- Alex R. Austin, Campus Dining Services
- Mary K. Macin, Health Services
- Michael A. Malgoza, School of Music
- Debbie L. Wheeler, Health Services

### RETIREMENTS – MAY 2008

- Evelyn M. Dinardi, Curriculum and Instruction
- William W. Hoffmann, Administrative Information Systems
- Debra L. Kane, Admissions
- Sheryl K. Siebert, Milner Library
- Ronald E. Stauffer, Facilities Management



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.

## CIVIL SERVICE COUNCIL REPRESENTATIVES

### Group I

**Vicki Bryan**

2320 Financial Aid (Fell Hall), 438-2782, vlbryan@ilstu.edu

**Sarita Cox**

5570 MBA Program (College of Business Bldg), 438-2981, smcox@ilstu.edu

**Jeanette Harrison**

4900 EMAS (Hovey Hall), 438-2156, jlharri2@ilstu.edu

### Group II

**Barb Arbogast**

5121 School of Kinesiology & Rec (McCormick Hall), 438-5952, barbogas@ilstu.edu

**Valerie Bridson**

5440 Clinical Experiences (DeGarmo Hall), 438-5030, vlbrids@ilstu.edu

**Jan Jolynn Staley**

5590 Marketing (College of Business Building), 438-7261, jjstaley@ilstu.edu

### Group III

**Ted Coussens, SECRETARY**

6380 Classroom Technology Support (Nelson Smith Building), 438-7412, tacouss@ilstu.edu

**Jean Darnall**

2640 Bone Student Center (Bone Student Center), 438-8692, djdarna@ilstu.edu

**Brian Huonker, VICE-CHAIR**

6350 Institutional Web Support (Old Union), 438-3680, bkhuonk@ilstu.edu 2010

### Group IV

**David Bagnell**

9000 Facilities Management/Plumber, 438-2410, djbagne@ilstu.edu

**John (Jac) Copes**

9000 Facilities Management (Watterson), 436-9944, jacopes@ilstu.edu

**Tom Cotton**

9100 Campus Services/Grounds, 438-2035, tl cotton@ilstu.edu

### Group V

**Mark T. Buckley**

2610 Campus Dining Services (Watterson), 438-5370, mtbuckl@ilstu.edu 2009

**Melody Palm, CHAIR**

2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu

**Theresa Sanchez, TREASURER**

2202 ISU Evaluations Services (Moulton Hall), 438-2500, tasanch@ilstu.edu

### Ex-Officio Members

**Dave Turner, Employee Advisory Committee Representative**

9000 Facilities Services (Heating Plant), 438-5516, dlturne@ilstu.edu

**Kevin Wiand, Campus Communications Committee Representative**

3040 Research and Sponsored Programs (Hovey Hall), 438-2596, kgwiand@ilstu.edu

**Nancy Spangler, Human Resources Representative**

1300 Human Resources (Nelson Smith Building), 438-5507, njspang@ilstu.edu

**Pam Burress, OpenLine Editor**

3500 Telecommunications & Networking (Williams Hall Annex), 438-2795, paburre@ilstu.edu

## NEXT OPENLINE ARTICLE DEADLINE



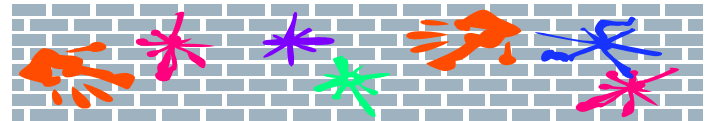
The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, August 6**, the day following the first Council meeting of the month.



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

## HELP KEEP OUR CAMPUS BEAUTIFUL!

~ Aaron Woodruff



Graffiti is a crime that costs communities in the U.S. more than \$8 billion a year and according to the Bureau of Justice Statistics, it is the most common form of vandalism. In 2007, ISU Police took 64 separate reports of criminal defacement. Many of those reports included multiple incidents of the same related graffiti. These types of incidents cost the university thousands of dollars every year in clean up costs and repairs by your fellow coworkers. Here's how you can help:

- Report graffiti immediately. The sooner it is reported the sooner it can be removed.
- If you see graffiti or damage in progress, report it - don't try to intervene. Try to provide a description of the vandals and a direction of travel.
- Encourage others in the community to report graffiti as soon as it happens.

Rapid removal is one of the best ways to prevent future graffiti. Removing graffiti tells the vandals that people care about the campus and that their work has little chance of being seen.

## UNIVERSITY POLICIES/PROCEDURES

### 5.1.7 Smoking and Tobacco Use



The dangers associated with smoking and smokeless tobacco, and with secondary smoke, are becoming increasingly evident. Those who choose to use tobacco products can do so but must respect the rights of those who choose not to use tobacco products and desire a tobacco-free environment....

Smoking is prohibited in all facilities at Illinois State University:

- Inside all buildings/facilities, to include inside sports stadiums, gymnasiums, pavilions, or other similar places where the general public may assemble;
- Inside all University vehicles;
- Within a distance of 15 feet from entrances, exits, windows that open, and ventilation intakes that serve any campus building.

Smoking receptacles have been strategically placed throughout campus and those who smoke are requested to use them so that a clean and visually attractive campus is maintained. Signs have been posted to assist in communication of the campus' revised smoking policy.

For more information and for the entire policy, please visit Illinois State University's policy Web site ([www.policy.ilstu.edu/health-safety/5-1-7.shtml](http://www.policy.ilstu.edu/health-safety/5-1-7.shtml)).

## ALUMNI EVENTS

~ Juliana Duncan

### Illinois State vs. Marshall University Football

Saturday, August 30, 2008, President Bowman invites alumni and Redbird football fans to participate in special activities which have been coordinated in conjunction with the Illinois State vs. Marshall University football game in Huntington, WV. Don't miss this opportunity to meet the president, athletics director, network with ISU alums and cheer on your Redbirds! This event is in Huntington, WV.

#### **Pre-Game Tailgate**

President Bowman hosts the pre-game tailgate at The Herd Zone from 1:30 to 4:00 p.m. EST. Cost is \$15 per person (food and beverages included).

#### **Game**

Illinois State vs. Marshall University at 4:30 p.m. EST. Cost is \$32 per ticket.

#### **Response Deadline**

August 22, 2008

#### **Hotel Options**

A special room rate has been set aside at both the Pullman Plaza Hotel and the Holiday Inn and Suites for the weekend. Please see the information below and contact the hotel directly for your reservation.

**Pullman Plaza Hotel**, (866) 613-3611, Reference: Illinois State alumni rate, Rate deadline is July 14, \$89 plus tax per night

**Holiday Inn and Suites**, (304) 523-8880, Reference: Fans of Illinois State, Rate deadline is August 1, \$82 plus tax per night



### Homecoming 2008 -- FIRE IT UP!

#### **Saturday, October 18**

All Day -- Redbird Walk

7:00 a.m. -- Town & Gown 5K Run



9:30 a.m. -- Parade

11:00 a.m. -- Tailgating, Redbird Tent Zone

2:00 p.m. -- Redbird Football vs. Missouri St.

7:00 p.m. -- Alumni Center Unveiling



## GOVERNMENT WEB LINKS

**ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE**

Academic Senate ..... [www.academicsenate.ilstu.edu](http://www.academicsenate.ilstu.edu)  
Administrative/Professional Council ..... [www.apcouncil.ilstu.edu](http://www.apcouncil.ilstu.edu)  
Civil Service Council ..... [www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu)  
Student Government Association ..... [www.sga.ilstu.edu](http://www.sga.ilstu.edu)

**STATE OF ILLINOIS**

Annuitants Association ..... [www.annuitants.ilstu.edu](http://www.annuitants.ilstu.edu)  
Illinois Channel ..... [www.illinoischannel.org](http://www.illinoischannel.org)  
State Universities Civil Service System ..... [www.sucss.state.il.us](http://www.sucss.state.il.us)  
SUCSS Classification Status Notices ..... [www.sucss.state.il.us/cpm.asp](http://www.sucss.state.il.us/cpm.asp)  
U.S. Representative Jerry Weller ..... [weller.house.gov](http://weller.house.gov)  
11th Congressional District  
State Representative Dan Brady ..... [www.rep-danbrady.com](http://www.rep-danbrady.com)  
88th Representative District  
State Senator Bill Brady ..... [www.senatorbillbrady.com](http://www.senatorbillbrady.com)  
44th Senate District  
U.S. Senator Dick Durbin ..... [durbin.senate.gov](http://durbin.senate.gov)  
U.S. Senator Barack Obama ..... [obama.senate.gov](http://obama.senate.gov)  
Locating State Senators/Representatives ..... [www.elections.il.gov](http://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](http://www.nea.org)

## ALUMNI CENTER OPEN HOUSE

~ Juliana Duncan

Visit Illinois State University's first Alumni Center – a place for you! Join University Advancement for the Alumni Center faculty-staff open house. Self-guided tour maps will be available so you can explore the building and its specialized technology at your leisure. Group meeting and instruction spaces will be open with staff available to answer questions about the facility. Light refreshments will be served. Be sure to pick up your Alumni Center welcome gift!

#### **Thursday, August 14**

9 – 11 a.m. and 1– 3 p.m.

Alumni Center Open House  
1101 N. Main Street, Normal



## TELEPHONE DIRECTORY UPDATES

~ Sharon Stille

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



University telephone numbers and University e-mail addresses cannot be restricted. Questions pertaining to e-mail addresses appearing in the directory should be directed to the University Computer Help Desk (438-HELP or [helpdesk@ilstu.edu](mailto:helpdesk@ilstu.edu)).

Information for updating data in the Emeritus / Retired Listings will appear in the August emeritus newsletter. Any questions concerning the directory need to be directed to Sharon in Telecommunications and Networking at 438-8728.

## FRIVOLOUS FACTS

Lemons most likely originated in India or China, where they have grown for nearly 2,500 years. They are a cross between the lime and the citron, an old citrus fruit which is more often found in its preserved form rather than its natural form.

It's believed that the Arabs first brought the fruit to Europe – Spain, in particular – in the 11th century. Lemons came to South Africa around the same time period and The Crusaders are credited for spreading the love of lemons to the remainder of the European continent. Like many foods from Europe, Christopher Columbus brought lemons to the New World on his second voyage in 1493. Historians believe that lemons have been growing in Florida since about the 16th century.

Lemons and other Vitamin C-laden fruits were important in 19th century America, particularly to the miners during the California Gold Rush Era. The fruit served to protect miners and others from developing scurvy.



[Source: <http://www.professorshouse.com/food-beverage/food/food.aspx>]



## RECIPE REVEAL

~Pam Burress

### Quick and Easy Tuna Melts

- ✓ 1 (6 ounce) can/pouch tuna, drained (optionally substitute salmon)
- ✓ 1/3 cup celery, chopped (optionally substitute dill pickles)
- ✓ 2 tablespoons mayonnaise
- ✓ 1/4 cup chopped onion
- ✓ 1 pinch salt (optional)
- ✓ Black pepper to taste
- ✓ 4 English muffins, split and toasted (optionally substitute Texas Toast)
- ✓ 8 slices ripe tomato
- ✓ 8 slices Cheddar cheese (optionally substitute Monterey Jack or another cheese)



Preheat oven to broil.

In a bowl, mix together tuna, celery, mayonnaise, onion, salt and pepper. Spread tuna mixture onto the toasted muffin halves and place them on a baking sheet. Top each half with a slice of tomato and a slice of cheese.

Broil until cheese is melted, about 2 to 5 minutes (watch carefully so not to burn them).

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### Slow Cooker BBQ Beef

- ✓ 1 (3 pound) boneless chuck roast
- ✓ 1 teaspoon garlic powder
- ✓ 1 teaspoon onion powder
- ✓ salt and pepper to taste
- ✓ 1 (18 ounce) bottle barbeque sauce



Place roast into slow cooker.

Sprinkle with garlic powder and onion powder, and season with salt and pepper. Pour barbeque sauce over meat. Cook on Low for 6 to 8 hours.

Remove meat from slow cooker, shred, and return to slow cooker. Cook for 1 more hour. Serve hot.

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## 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](mailto:cscouncil@ilstu.edu)), to the *OpenLine* staff ([cscopenline@ilstu.edu](mailto:cscopenline@ilstu.edu)) or to any other Council member at their e-mail address prior to the deadline.

## CIVIL SERVICE COUNCIL CONFIDENTIALITY STATEMENT

Council members should only discuss concerns in general terms (i.e. do not use names) when bringing up issues at a Civil Service Council meeting, and then only with the constituent's permission.

Council member may discuss some specifics, with the constituent's express permission, when making calls to follow-up on constituent's concern, for example with Human Resources or other appropriate office.

This confidentiality means that no name or details should be discussed with anyone (co-workers, Human Resources, etc.) without the constituent's express consent. If it is determined, through the Council member's contact with Human Resources or other appropriate office, that the constituent needs to talk to that office directly, the Council member will encourage the constituent to make the contact. The choice to do so is left entirely up to the constituent.

The purpose of this confidentiality is to give the constituent help in finding out their rights before they make the decision to pursue the matter. The Council will make every effort to live up to this high standard.



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## CIVIL SERVICE COUNCIL BY-LAWS

### Article III - Responsibilities of the Officers and Members

#### Section 1 – Executive Committee

The Executive committee will consist of the Chairperson, the Vice-Chairperson, the Secretary, and the Treasurer, along with the immediate past Chairperson, who serves as an ex-officio member of the Executive Committee.

#### Section 2 - Chairperson

- A. The Chairperson presides at all meetings.
- B. The Chairperson speaks for the Council, which enforces regulations and policies relating to the administration of the Council.
- C. The Chairperson will call special meetings of the Council when deemed necessary.
- D. The Chairperson will, with the advice of the Council, appoint committees and their chairpersons as deemed necessary.
- E. The Chairperson has the authority to request an audit of the books by the Executive Committee as deemed necessary.
- F. The Chairperson represents Civil Service employees by serving on the Campus Communications Committee and any other committees that require Chairperson representation.
- G. The Chairperson may serve as the Civil Service representative to the Academic Senate unless the Chairperson, with consent of the Council, appoints another Council member to serve in his/her place.

[Source: [www.cscouncil.ilstu.edu/documentation/other/ByLaws2005.pdf](http://www.cscouncil.ilstu.edu/documentation/other/ByLaws2005.pdf)]

## CLASSIFIED ADVERTISEMENTS

### For Sale - Other:

- Backpack Carrier: Frame carrier for children 6 months to 40 lbs. Used twice. \$40 or make offer. Call Phyllis 452-5535.
- Whirlpool-Kenmore-Roper Washers & Dryers. Six-month warranty on each unit. Call Dave's Sales & Service at 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.

## QUICK QUOTE



It may be hard for an egg to turn into a bird: it would be a jolly sight harder for it to learn to fly while remaining an egg. We are like eggs at present. And you cannot go on indefinitely being just an ordinary, decent egg. We must be hatched or go bad.

-- C. S. Lewis

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

### **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 25<sup>th</sup> of the month to:

**Theresa Sanchez, 2202 Evaluation Services, 438-2500.**

(Make checks payable to: Civil Service Council - *OpenLine*.)

Visit <http://www.cscouncil.ilstu.edu/documentation/openline.shtml> for more information about advertising in the *OpenLine*.

