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OpenLine Newsletter

Civil Service Council

12-2009

OpenLine Newsletter, December 2009

Civil Service Council
Illinois State University

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DATES TO REMEMBER

January 1..... New Year's Day
January 4..... Next classified ad deadline
January 5..... CS Council meeting @ noon
January 6..... *OpenLine* article deadline
January 11..... Spring semester begins
January 18..... Martin Luther King Jr. holiday
January 19..... CS Council meeting @ noon

INSIDE THIS EDITION

Raffle Winners (Continued)..... p. 2
Tip of the Hat..... p. 3
Potpourri p. 3
Service Awards..... p. 3
Chili Cook-off..... p. 3
Recipe Reveal p. 3
Annual W-4 Notice..... p. 4
Children's Holiday Party Fun p. 5
Civil Service Council Representatives..... p. 5
Classified Advertisements p. 6
Next *OpenLine* Article Deadline..... p. 6

NEWSLETTER STAFF

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

QUICK QUOTE

"I will honor Christmas in my heart, and try to keep it all the year."



-- From "A Christmas Carol"
by Charles Dickens

[Source: www.allthingschristmas.com/quotes.html]

FRIVOLOUS FACTS

In 1836, Alabama was the first state in the U.S. to declare Christmas as a legal holiday. In 1907, Oklahoma became the last state to declare Christmas a legal holiday.



[Source: www.santas.net/generalchristmasfacts2.htm]

CIVIL SERVICE COUNCIL RAFFLE WINNERS

Congratulations to the following winners of this year's Civil Service Council Raffle. The drawing was held on Tuesday, December 1, 2009 at the regular Civil Service Council meeting at noon. Thank you to all of those who supported this year's raffle by purchasing or selling tickets and by donating or obtaining prizes!!

Item No.	Item Donated	Approx. Value	Donated by	Winner
1	One \$300 gift card to Best Buy [GRAND PRIZE]	\$300	ISU Civil Service Council	Steven Clogston, Comptroller's Office
2	One overnight stay at Hampton Inn & Suites	\$150	Hampton Inn & Suites	Pam Burress, Telecom & Networking
3	One overnight stay at Eastland Suites	\$150	Eastland Suites	Tracy Young, General Counsel
4	One 16GB iPod Nano	\$150	Connecting Point Computers	Kelly Peiffer, EAF
5	One \$100 gift certificate to Whitacre's	\$100	Whitacre's	Rex Bean, Facilities Management
6	One ISU faculty/staff surface parking permit	\$94	ISU Office of Parking & Transportation	Robert Hartman, Property Control
7	One ISU faculty/staff surface parking permit	\$94	ISU Office of Parking & Transportation	Steven Wolfe, Food Service
8	One pair of tickets to Dec. 16 performance of "Annie"	\$88	ISU Bone Student Center-Braden Auditorium	Ken Long, Facilities Management
9	One certificate for 2 rooms of carpet cleaning	\$60	Terry's Carpet Cleaning	Larry Bartosik, Electric Shop
10	\$50 VISA gift card	\$50	ISU Electric Shop	Ramona Garner, Telecom & Networking
11	\$50 cash	\$50	ISU Credit Union	Valerie Bridson, Clinical Experiences
12	\$50 gift card to Wehrenberg Theatres	\$50	David Turner & Christine Dailey	Ken Long, Facilities Management
13	Fine china tea for one with 3.5 oz lemon grass green tea plus a reusable shopping bag	\$48	Roxy Blunier - Tupperware	Linda Spencer, History
14	One red Polo shirt (med.); and one stainless steel insulate mug with COB logo	\$45	ISU COB Dean's Office	Pam Burress, Telecom & Networking
15	One red Polo shirt (large); and one stainless steel insulate mug with COB logo	\$45	ISU COB Dean's Office	Sharon Foiles, History
16	One certificate for an oil change	\$30	O'Brien Mitsubishi of Normal	Jim Dabney, Community
17	One pass for two tickets to Community Players Theatre	\$30	Community Players Theatre	Cathy Garrelts, University Registrar
18	One pass for two tickets to Community Players Theatre	\$30	Community Players Theatre	Robin Gould, Planning and Research
19	One grill tool set in case	\$30	ISU MBA Program	Jason Taylor, School of Communication
20	One "Easy and Impressive Appetizers" cookbook plus one 1-2-3 dip set	\$26	Ruth Wiesner Pampered Chef Consultant	Vance Allen, Facilities Management

Prize list continued on next page...

...Prize list continued from page 1

Item No.	Item Donated	Approx. Value	Donated by	Winner
21	One red ISU tie	\$25	ISU Foundation	Sheri Everts, Provost's Office
22	One large ISU/School of Comm. Polo shirt	\$25	Jason Taylor	Sharon Foiles, History
23	One "Christmas Cookie Club" book	\$25	Border's Books	Ed Mayer, University Registrar's Office
24	One gift basket of Tupperware products	\$25	Trish Donaldson - Tupperware	Jeff Smith, CTSS
25	One set of Pampered Chef products	\$25	Roberta Moore - Pampered Chef	Jac Copes, Facilities Management
26	Four movie passes to Star Plex Cinemas	\$24-\$32	Star Plex Cinemas	Jac Copes, Facilities Management
27	One certificate for 2 free dinners at Denny's	\$20	Denny's Restaurant, Eldorado Rd	Pam Burress, Telecom & Networking
28	One certificate for 2 free dinners at Denny's	\$20	Denny's Restaurant, Eldorado Rd	John Stephens, Special Olympics
29	One umbrella w/ MBA logo	\$20	ISU MBA Program	Todd Curtis, Community
30	One motorcycle backpack; and one stainless steel insulate mug	\$20	ISU Motorcycle Safety Education	Diane Nelson, Motorcycle Safety
31	One motorcycle backpack; and one stainless steel insulate mug	\$20	ISU Motorcycle Safety Education	Greg Mullins, Retired
32	Two tickets to an ISU women's basketball game plus one t-shirt	\$20	ISU Athletics Department	Diane Nelson, Motorcycle Safety
33	Two tickets to an ISU men's basketball game plus one t-shirt	\$20	ISU Athletics Department	Evelyn Harrison, C&I
34	One pint glass and one t-shirt	\$15	Illinois Brewing Company	Linda Wellenreiter, Provost's Office
35	One pint glass and one t-shirt	\$15	Illinois Brewing Company	Kriss Davis, AIS
36	One scented candle	\$14	Dianna Marrs	Carol Hartzell, Milner Library
37	\$10 gift certificate to Carlos O'Kelly's	\$10	Carlos O'Kelly's	Tricia Reimer, University Registrar's Office
38	\$10 gift certificate to Carlos O'Kelly's	\$10	Carlos O'Kelly's	Jan Jolynn Staley, Marketing
39	One serving dish with knife and fork set	\$10	Valerie Bridson	Cheryl Cope, Student Counseling
40	One medium ISU t-shirt	\$10	Barnes & Noble	Loretta Lawhun, Community
41	One medium ISU t-shirt	\$10	Barnes & Noble	Loretta Lawhun, Community
42	One medium ISU t-shirt	\$10	Barnes & Noble	Ed Lawrence, Facilities Management
43	One large ISU t-shirt	\$10	Barnes & Noble	Andy Monniger, Grounds
44	One large ISU t-shirt	\$10	Barnes & Noble	John Staley, Telecom & Networking
45	One large ISU t-shirt	\$10	Barnes & Noble	Kathi Hamilton, Human Resources
46	\$10 gift card to Walmart	\$10	Anonymous	Sharon Stille, Telecom & Networking
47	\$10 gift card to Potbelly's	\$10	Anonymous	Mary Oblinger-Hammonds, Facilities Management
48	\$10 gift card to Macy's	\$10	Anonymous	Don Missel, Purchasing
49	Two \$5 gift cards to Avanti's	\$10	Avanti's in Normal	Diana Weeks, EAF
50	One stainless steel insulate mug	\$10	ISU Motorcycle Safety Education	Arnold Hernandez, Facilities Management
51	One sweatshirt w/Marketing logo	\$15	ISU Marketing Department	Val Dambold, Facilities Mgnt
52	Two tickets to an ISU women's softball game	\$10	ISU Athletics Department	Ed Lawrence, Facilities Mgnt
53	Two tickets to an ISU men's baseball game	\$10	ISU Athletics Department	John Staley, Telecom & Netwkg

TIP OF THE HAT

~ Laura Marshall, Human Resource Representative

WELCOME TO ISU – NOVEMBER 2009

- Richard Barnes, Campus Dining Services
- Tracy Fink, Campus Dining Services
- Thomas Grant, Systems Support
- Monika Jallepalli, Administrative Information Systems
- Patricia McGrath-Rodriguez, University Police
- Cheryl Pierce, University Police
- Suqon Samuels, Campus Dining Services



PROMOTIONS – NOVEMBER 2009

- Allan Weddle, Campus Dining Services, Food Service Administrator III
- Donald Dunham, Building Maintenance, Stationary Fireman
- Andrew Sylvester, Building Maintenance, Stationary Fireman

RESIGNATIONS – NOVEMBER 2009

- Richard Ruscin, Administrative Information Systems
- Michael Zehr, Milner Library
- Stephen Cable, Campus Dining Services

POTPOURRI

~ Sarita Cox, Civil Service Council Treasurer

RETIREMENTS – Our Best Wishes and Congratulations To:



- Ken Long, Building Mechanic Foreman, retiring on December 18, 2009.

DEATHS – Our Sincerest Sympathies To:

- The friends and family of Aubrey MacCannell, retired Campus Planning Coordinator, who passed away on November 11, 2009.

Your help in providing Potpourri information is needed and appreciated. Feel free to voluntarily provide Potpourri information, taking note of the article deadlines printed in each issue. Report births, marriages, or deaths of immediate family members via email to CSCouncil@ilstu.edu. Notifications are not verified by birth, marriage, or death certificates.

SERVICE AWARDS

~ David Schaafsma, Human Resources Asst. Director

30 YEARS

- Michael Warren Brown, 2610 Food Service, 12/10/1979
- Susan Carol Cameron, 1210 Student Accounts, 12/17/1979



15 Years

- Charles Eugene Summers, 9240 University Police, 12/28/1994

10 Years

- Jean Ann Dargatz, 5810 Mennonite College of Nursing, 12/1/1999
- Phyllis K. Bond, 1210 Student Accounts, 12/6/1999
- Jeanette L. Harrison, 4070 UCLA, 12/6/1999
- Christopher Allen Brown, 9000 Facilities Management, 12/16/1999
- Alan Jay Longworth, 9000 Facilities Management, 12/16/1999
- William H. Bieber, 9000 Facilities Management, 12/17/1999
- Rodney Owen Brown, 9100 Campus Services/Grounds, 12/22/1999

CHILI COOK-OFF

~ Rachel Smith, Admissions Counselor

Faculty, administrative/professional, and civil service staff are invited to the fourth annual Illinois State University Faculty/Staff Chili Cook-off Luncheon on **Thursday, February 25, 2010** from 11:00 a.m. to 1:15 p.m. in the Brown Ballroom at Bone Student Center. The luncheon is free, but reservations are required and can be made by visiting the Chili Cook-off Web site (www.ChiliCookOff.ilstu.edu).



The lunch menu, prepared by Campus Dining Services, will feature meat and veggie chili, chili condiments, corn bread, chips, cookies and beverages. During the luncheon, winners of the preliminary chili cook-offs will compete to be the 2010 Chili Cook-off Champion. A panel of judges will taste and evaluate the entries during the luncheon and the winner will be announced at 12:15 p.m.

If you would like to host a department or building *preliminary chili cook-off*, submit your winner on the Bracket Entry Form (located online) by February 12, 2010. Questions about submitting the form can be directed to Phyllis Gillis (pmgilli@ilstu.edu, 8-2216).

Questions about the cook-off competition and luncheon can be directed to committee co- chairs, Terry Brown (wtbrown@ilstu.edu, 438-2033), or Tracy Young (tjyoung@ilstu.edu, 438-3393). If you require an accommodation to fully participate in this event, please call 438-2592.

RECIPE REVEAL

~Pam Burress, Telecommunications & Networking IT

American Goulash

- ✓ 2 pounds lean ground beef
- ✓ 1 medium onion
- ✓ 1 medium green pepper
- ✓ 32-ounce can tomato juice
- ✓ 2 cups elbow macaroni
- ✓ 16-ounce can diced tomatoes
- ✓ ¼ cup Parmesan cheese



Brown ground beef until done. Meanwhile, dice onion and green pepper. Add onions, green pepper, tomatoes, tomato juice, and macaroni. Salt and pepper to taste.

Cook on medium-low heat for 45 minutes. Serve with a sprinkling of Parmesan cheese.

Green Stuff (Pistachio Fluff)

- ✓ 1) small package pistachio instant pudding
- ✓ 1) small carton non-dairy whipped topping
- ✓ 1) 8-ounce can crushed pineapple with juice
- ✓ ¾ cup coarsely chopped nuts
- ✓ ½ cup mini marshmallows

Mix pudding and pineapple together, add marshmallows and nuts. Add whipped topping last and fold mixture together. Pour into serving dish and chill at least 2 hours. Serve as salad or dessert.

ANNUAL W-4 NOTICE

~ Kevin Kelley, Payroll Office Accounting Associate

Illinois State University is requesting each employee review her/his Federal Form W-4 and State Form IL-W-4 (Employee's Withholding Allowance Certificates) status for potential changes to filing status and/or number of allowances needed for the tax year 2010.

Personal (marriage, divorce, birth or adoption of a child) and financial (purchase/sale of home, retirement, rent, dividends) changes in an employees' life or changes in law can significantly change your tax liability. To avoid being over or under withheld, employees should check their income tax withholding periodically. Although employees may complete a new Form W-4 or Form IL-W-4 at any time during the year, the beginning of a new year offers the opportunity to help assure proper income tax withholding is occurring and avoid potential interest and penalties associated with under withholding and loss of access to money caused by over withholding.

To determine whether an employee's withholding is sufficient, the IRS has provided the following tools:

- You May Need to Check Your Withholding (I.R.S. Publication 213), www.irs.gov/pub/irs-pdf/p213.pdf
- How Do I Adjust My Tax Withholding? (I.R.S. Publication 919), www.irs.gov/pub/irs-pdf/p919.pdf
- The I.R.S. Withholding Calculator. With the help of current pay stubs and a copy of last year's tax form, you can check to see if you are withholding the right amount, then use the calculator results to fill out a new Form W-4, www.irs.gov/individuals/article/0,,id=96196,00.html

If necessary, employees should consult with a tax professional to determine whether forms are up to date or properly completed.

If employee's need to complete a new Form W-4 or Form IL-W-4 for 2010, they can access the Federal Form W-4 or State Form IL-W-4 from the Payroll Office website (www.comptroller.ilstu.edu/forms/PayrollForms.shtml), the IRS website (www.irs.gov), the Illinois Department of Revenue website (www.revenue.state.il.us/), or contacting your Payroll Office for further assistance.

Employee's present in the United States on an immigration status should not complete a new Form W-4 and Form IL-W-4 without guidance from Brenda Banwart, international tax specialist, 109 Hovey Hall, 438-3106.



Separate Mailing to Renew Exempt Tax Status

Employees who were tax exempt for 2009 will be notified directly by a separate mailing of the renewal procedures for 2010. Tax exempt status expires on February 15, 2010 and must be renewed by submitting a new current year W-4 by Monday, February 15, 2010.

Earned Income Renewal

Employees who are eligible and wish to receive advance Earned Income Credit (EIC) payments for tax year 2010 must submit a new 2010 Form W-5. Advance EIC payments for tax year 2009 expire as of December 31, 2009, and payments will discontinue unless a new 2010 W-5 is submitted by the applicable payroll deadlines. Illinois State University will provide notification via our Payroll website (www.comptroller.ilstu.edu/faculty/payroll/) when the I.R.S. releases the 2010 W-4 (Employee's Withholding Allowance Certificate) and W-5 (Earned Income Credit Advance Payment Certificate).

Issuance of Form W-2

- Confirm your addresses are up to date on iCampus, My Info tab.
- Form W-2s may only be mailed to addresses contained in the University address database.
- If this is not your correct mailing address, please change your address utilizing iCampus, My Info tab, or contact Human Resources by December 10, 2009.
- As required by I.R.S. regulation, the university will mail 2009 Form W-2s by January 31, 2010.
- Reissued copies of 2009 W-2s will be processed starting Monday, February 15, 2010.



CHILDREN'S PARTY HOLIDAY FUN

~ Sarita Cox, Civil Service Council Treasurer

Once again the Civil Service Council and Administrative Professional Council combined forces to provide "Holiday Hoopla" (as termed by *The Pantagraph* in a front page article on December 7, 2009).

The Annual Children's Holiday Party was held on Sunday, December 6 at Horton Field House from 2:00-4:00 p.m. where guests were welcomed by ISU President, Al Bowman. The party, which was intended to provide some special holiday cheer for children and grandchildren of current ISU employees, retirees and current students, drew a crowd of more than 500.

Gamma Phi Circus, an annual favorite, brought thrills and excitement to "children" of all ages. Gamma Phi Circus Director, Al Light, in his final performance at Illinois State, along with nearly 40 other performers delighted both young and old with tumbling routines, flying yoyos, and daring feats on the high wire as well as the flying trapeze. As one dad, who attended with his two children for the first time this year, put it: "Awesome!"

New to the party this year were "Story Reading by Rudolph" and a craft area where children could make various puppets to take home. Children participating in the crafts were instructed and aided by students from the College of Fine Arts under the direction of Assistant Professor, Michael Vetere.

Inflatable fun houses provided by the Administrative Professional Council were available to help children burn off a little excess energy after partaking of the punch and cookies provided by ISU Dining Services.



Reggie Redbird was a welcome visitor as he strolled about wishing everyone a very happy holiday season. Other volunteers roamed the field house providing entertainment with puppets and the creation of balloon animals as children waited their turn to visit with that jolly old fellow from the North Pole. Santa and Mrs. Claus along with a couple of elves were on hand to take Christmas requests and hand out bags filled with goodies.

The goody bag contents were donated by the various Illinois State University departments and groups, including the Civil Service Council, Athletics, Alumni Relations, and Printing Services. Moms, dads, grandmas and grandpas took many pictures of their little ones on Santa's lap, and professional photos were available for those that wished to pay the nominal fee.

Both councils would like to extend their sincere gratitude to the many volunteers who provided their time and energy to the preparation, set up and clean up duties associated with this annual event. Many thanks to the staff at Horton Field House for their work in setting up and taking down the tables, chairs, and bleachers. Without the generous volunteers and donations, this annual tradition would not be possible!

And to all "A Very Merry Christmas."



CIVIL SERVICE COUNCIL MEMBERS

GROUP I

- **Sarita Cox (TREASURER)**, 5570 MBA Program (College of Business Bldg), 438-2981, smcox@ilstu.edu
- **Christa Lawhun**, 9000 Facilities Management (Carter Harris Physical Plant Office), 438-5656, cllawhu@ilstu.edu
- **Jason Taylor (SECRETARY)**, 4480 School of Communication (Fell Hall), 438-3673, jwtylo2@ilstu.edu

GROUP II

- **Barb Arbogast**, 5122 School of Kinesiology & Rec (Nelson Smith Bldg), 438-5952, barbogas@ilstu.edu
- **Valerie Bridson (VICE CHAIR)**, 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

- **Brian Huonker (CHAIR)**, 3420 Unv Mktg & Communications (Alumni Center), 438-8406, bkhuonk@ilstu.edu
- **Jean Darnall**, 2640 Bone Student Center (Bone Student Center), 438-8692, djdarna@ilstu.edu
- **Andrea Rediger**, 5900 Educational Admin & Foundations (DeGarmo Hall), 438-2399, ajredig@ilstu.edu

GROUP IV

- **David Bagnell**, 9000 Facilities Management (Carter Harris Physical Plant/Plumber), 438-2410, djbagne@ilstu.edu
- **Paul Collins**, 9000 Facilities Management (Facilities Planning Building/Electrician), 438-2413, pvcoll@ilstu.edu
- **Tom Cotton**, 9100 Campus Services/Grounds (Campus Services Building), leave message at 438-2032, tlcotto@ilstu.edu

GROUP V

- **Melody Palm**, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu
- **Carol Pffoff**, 5900 Educational Administration & Foundations, 438-4630, capfoff@ilstu.edu
- **Theresa Sanchez**, 2202 ISU Evaluations Services (Moulton Hall), 438-2500, tasanach@ilstu.edu

EX-OFFICIO MEMBERS

- **Employee Advisory Committee Representative:**
Dave Turner, 9000 Facilities Services (Heating Plant), 438-5516, dlturne@ilstu.edu
- **Campus Communications Committee Representative:**
Kevin Wiand, 3040 Research and Sponsored Programs (Hovey Hall), 438-2596, kgwiand@ilstu.edu
- **Human Resources Representatives:**
Andrea Radliff, 1300 Human Resources (Nelson Smith Building), 438-4654, arradli@ilstu.edu
Diane Ruch, 1300 Human Resources (Nelson Smith Building), 438-3092, ddruh@ilstu.edu
- **OpenLine Editor:**
Pam Burress, 3500 Telecommunications & Networking (Williams Hall Annex), 438-1333, paburre@ilstu.edu

CLASSIFIED ADVERTISEMENTS

For Rent:

- Apartment, furnished. 1 bedroom, 1 bath. No pets. No smoking. Off-street parking. \$480/month plus utilities. Near Vrooman Mansion. Ph: 309-827-5015.



Personal Service:

- For tree and shrub trimming, please call Carl or Terry, 309-530-5137 or 309-527-4492. For firewood, please call Carl or Terry, 309-365-8466.
- Plumbing: licensed and professional; discount for ISU employees and retirees. Call Andy Ditchen Plumbing at 309-533-8360.
- David Smith Radon Remedies: Illinois #1 radon mitigation company for quality and customer satisfaction; licensed over 10 years. Call 309-473-2955.

NEXT OPENLINE ARTICLE DEADLINE



The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, January 6** 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).

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 published classified ad deadline (see page 1) to:

Sarita Cox, 5570 MBA Program, 438-2981.

Make checks payable to: **Civil Service Council - OpenLine.**
 Visit www.cscouncil.ilstu.edu/documentation/openline.shtml
 for more information about advertising in the *OpenLine*.

