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OpenLine Newsletter

Civil Service Council

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1-2009

## OpenLine Newsletter, January 2009

Civil Service Council  
*Illinois State University*

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## DATES TO REMEMBER

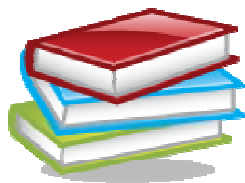
January 30 ..... Next classified ad deadline  
February 2 ..... Groundhog Day  
**February 3.....Council meeting**  
February 4 ..... *OpenLine* article deadline  
February 14 ..... Valentine's Day  
February 16 ..... Presidents Day  
**February 17.....Council meeting**  
February 19 ..... Founders Day

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## QUICK QUOTE

The function of education is to teach one to think intensively and to think critically. Intelligence plus character - that is the goal of true education."

-- Martin Luther King Jr.

[Source: [thinkexist.com/quotes](http://thinkexist.com/quotes)]

## 2008 CIVIL SERVICE DISTINGUISHED SERVICE AWARDS

~ Melody Palm

Congratulations to the winners of the 2008 Civil Service Distinguished Service Awards!

- ✦ **William Link,**  
University Housing Services
- ✦ **Charlie Schlenker,**  
Radio Station WGLT
- ✦ **Kathleen Lacroix,**  
Research & Sponsored Programs
- ✦ **Diane Smith,**  
English Department
- ✦ **Janet Tulley,**  
School of Music



The winners will be recognized during the Founders Day Convocation February 19. Each Distinguished Service Award recipient receives a plaque and a monetary award. Their names will also be added to the plaque on the 1st floor of the Bone Student Center.

Please join us in recognizing the outstanding job performance, service to the University, and community involvement of these dedicated Civil Service Staff.

## FRIVOLOUS FACTS

Skiers have created their own snow terminology over the years to describe snow. They have derived descriptive words such as "powder," "sticky," "fluffy," "champagne powder," and "mashed potatoes." The favorite snow condition can easily be identified as "powder" or fresh, new, natural snow, untouched by skiers.



[Source: [physics.suite101.com/article.cfm/winter\\_snow\\_facts](http://physics.suite101.com/article.cfm/winter_snow_facts)]

## SERVICE AWARDS

~ David Schaafsma, Human Resources

### 30 YEARS

- Connie M. Fletcher, 3420 University Marketing & Communications, 1/8/1979



### 25 YEARS

- Colette Sue Homan, 1300 Office of Human Resources, 1/3/1984

### 20 YEARS

- Nancy Ann Guither, 2660 Redbird Arena, 1/3/1989
- Georgia Lynn Bailey, 6370 CTLT, 1/9/1989
- Steven Jay Lancaster, 9000 Facilities Management, 1/22/1989
- Penny Diane Stephens, 2660 Redbird Arena, 1/23/1989

### 15 YEARS

- Jerry L. Malak, 3470 Admin Information Systems, 1/3/1994
- Harry E. Andres Jr., 9000 Facilities Management, 1/5/1994
- Kathryn Ann Anderson, 5600 College of Fine Arts, 1/10/1994
- Donna Jean Brenenstall, 2540 Health Services, 1/10/1994
- William Warren Hoffmann, 3470 Admin Information Systems, 1/18/1994
- Kevin J. Sparrow, 2610 Food Service, 1/18/1994
- Shane E. Brown, 9000 Facilities Management, 1/24/1994
- Jeanette A. Jones, 2610 Food Service, 1/24/1994
- Cindy L. Caldwell, 4200 Economics, 1/31/1994
- Jesus Diaz, 9100 Campus Services/Grounds, 1/31/1994

### 10 YEARS

- Scott Robert Bye, 8900 Milner Library, 1/4/1999
- John B. Kinsolving, 9100 Campus Services/Grounds, 1/4/1999
- Charles Allen Nicholson, 9100 Campus Services/Grounds, 1/4/1999
- Jose Nieto, 9100 Campus Services/Grounds, 1/4/1999
- Sandra Wright Robinson, 7000 Thomas Metcalf School, 1/4/1999
- Karen Lee Eckhart, 2540 Health Services, 1/6/1999
- Patsy C. Sherrard, 2420 Student Counseling Service, 1/14/1999

## NEXT OPENLINE ARTICLE DEADLINE



The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, February 4** 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 ([cscopline@ilstu.edu](mailto:cscopline@ilstu.edu)).

## POTPOURRI

~ Dianne Liebenstein, Volunteer Reporter

### SYMPATHY – OUR SINCERE SYMPATHIES TO:

- Charles Nicholson, Facilities Management, on the death of his mother, Leora Nicholson, December 13, 2008.
- To the University Community on the death of Robert Wayne Van Ostrand, Refrigeration Mechanic, Facilities Management, December 20, 2008.

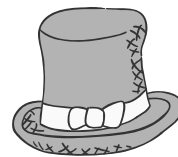
*Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Volunteer Reporter Dianne Liebenstein by phone (438-8311) or by e-mail ([dbliebe@ilstu.edu](mailto:dbliebe@ilstu.edu)) to report births, marriages, or deaths of immediate family members. Information for 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 – NOVEMBER 2008

- Eric M. Brown, University Police
- Sara S. Caldwell, Milner Library
- James L. Drake, Campus Dining Services
- Donald L. Dunham, Facilities Management
- John W. Morton, Campus Dining Services
- Susan E. Randle, Admissions
- Stephanie D. Spangler, Thomas Metcalf School
- Susan K. Stombaugh, Insurance & Fin. Services
- Andrew E. Sylvester, Facilities Management
- Lynn E. Tatman, University Advancement
- Amy M. Tellor, Mathematics



### PROMOTIONS – NOVEMBER 2008

- Dawn M. Cagley, Admissions/Records Officer, Admissions
- Lolita Frazier, Supervisor Dining Room, Campus Dining Services
- Michele M. Henderson, Supervisor Dining Room, Campus Dining Services
- Stacy L. Hollonbeck, Police Telecommunicator, University Police
- Patricia L. James, Admissions/Records Supervisor, Admissions
- Patricia A. Strickler, Communication Services Specialist II, Telecommunications & Networking

### RETIREMENTS – NOVEMBER 2008

- Nancy K. Barrington, Insurance & Financial Services
- Frederick J. Shepherd, Jr., University Housing Services

### RESIGNATIONS – NOVEMBER 2008

- Evan R. Fahrner, Golf Course
- James M. McDermott, Athletics Facilities
- Kevin C. Trueblood, WGLT Radio

## 2008 Sustainability Progress Report

~ Enid Cardinal, Facilities Management

The word “sustainability” is everywhere these days. Everyone is “going green” and ISU is no different. But what does sustainability actually mean? Essentially, it is acting responsibly with the resources we have today, so they are available for future generations to enjoy. Water and energy conservation, waste reduction, recycling, habitat preservation, local food systems and green building design to name a few, are all aspects of sustainability.

To better understand the sustainability efforts going on at ISU, a 2008 Sustainability Progress report has been put together and is available for download at [www.greenteam.ilstu.edu](http://www.greenteam.ilstu.edu). The report covers the 2008 fiscal year and includes information on both operations and academics. While on the website explore the “What You Can Do” section to find energy saving tips and other ideas.

Everyone can contribute to ISU’s sustainability goals on campus and at home. It’s the New Year and the perfect time for a resolution to be a little “greener.” Resolve to do just one thing differently or perhaps something different each month. Maybe it is bringing your own bag to the grocery store, using a refillable mug or water bottle or emptying out your emails. Yes, you read that right - data storage uses a lot of energy. If you commit to cleaning out your inbox every Friday, you will feel more organized and save energy!



## Idling Responsibly

~ Enid Cardinal, Facilities Management

We have all been guilty of it -- idling. No one likes to get into a car on a cold winter day without warming it up for a while first. In fact, you have probably heard that it is not good for the vehicle to drive it without warming it up first. Although that may have been true at one point in our automotive history, it is no longer the case. The reality is that driving is the best way to warm up a vehicle. Thirty seconds of warm up is more than enough for most cars today. For diesel engines, most manufacturers recommend running the engine for **no more** than three minutes before driving.

Here are some facts to keep in mind when operating your own vehicle or an ISU fleet vehicle:

- Idling gets ZERO miles to the gallon.
- For every two minutes a car is idling, it uses about the same amount of fuel it takes to go approximately one mile.
- Idling for one hour uses approximately one gallon of gas. (In other words, warming up a car for 10 minutes each day before driving, wastes more than a gallon of gas a week.)
- Excessive idling can actually damage a vehicle's engine.
- Idling is linked to increases in asthma, allergies, heart and lung disease and cancer.

With gas prices having reached record highs this past year and budgets getting tighter, everyone is looking for ways to save money. An easy way to do that is to reduce vehicle idling to only what is absolutely necessary. So for our own health, the health of our vehicles, and the health of our budgets, please idle responsibly!



## RECIPE REVEAL

~Pam Burress

### Slow Cooker Vegetable Beef Soup

- ✓ 1 ½ lbs. cubed beef stew meat
- ✓ 2 cups water
- ✓ 1 small onion, chopped
- ✓ 1 (28 oz.) can crushed tomatoes
- ✓ 1 (16 oz.) package frozen mixed vegetables
- ✓ 2 potatoes, peeled and cubed
- ✓ 10 cubes beef bouillon, crumbled
- ✓ 2 teaspoons ground black pepper
- ✓ 1 tablespoon salt
- ✓ 1 tablespoon dried basil



Place beef in a slow cooker. Pour in water. Stir in onion, tomatoes, mixed vegetables and potatoes. Season with bouillon, pepper, salt and basil. Cook on low for 8 hours.

### Grilled Peanut Butter and Banana Sandwich

- ✓ Cooking spray
- ✓ 2 tablespoons peanut butter
- ✓ 2 slices whole wheat bread
- ✓ 1 banana, sliced

Heat a skillet or griddle over medium heat, and coat with cooking spray. Spread 1 tablespoon of peanut butter onto one side of each slice of bread. Place banana slices onto the peanut buttered side of one slice, top with the other slice and press together firmly. Fry the sandwich until golden brown on each side, about 2 minutes per side.



## FOUNDERS DAY

~ Eric Jome, Media Relations

Illinois State University continues to build on its impressive history of more than 150 years of education and service. As it does every year, the University celebrates its history and looks forward to the future during Founders Day. This year's event, on Thursday, February 19, will pay tribute to Illinois State's rich history and celebrate its continuing success, even in the midst of global economic troubles.

Founders Day events will begin at 10 a.m. with the Old Main Bell ringing ceremony in the Bone Student Center Prairie Room. Selected faculty, staff, students, alumni and others will ring the bell 152 times to mark the University's years of existence. Displays highlighting Illinois State's history and academic mission will be in the Bone Student Center Brown Ballroom from 11 a.m. to 5 p.m. During that time, John Freed, University Distinguished Professor Emeritus of History, will sign copies of his book *Educating Illinois: Illinois State University 1857-2007*, which was commissioned for the University's sesquicentennial.



**ILLINOIS STATE UNIVERSITY**  
*Illinois' first public university*

The Founders Day

Convocation will take place at 2 p.m. in the Brown Ballroom. The traditional event will include the presentation of some of the University's highest awards, including the Honorary Degree, Distinguished Alumni Awards and Distinguished Professor. Other awards will honor excellence in teaching, research, service and commitment to diversity. A reception will follow the Convocation at 3:30 p.m.

Illinois State alumnus James V. Koch will be the Honorary Degree recipient during the ceremony. Koch is Board of Visitors professor of economics and President Emeritus of Old Dominion University. Koch received a bachelor's degree from Illinois State in 1964 and his Ph. D in economics from Northwestern University in 1968. During his career he has held teaching and research positions at Illinois State University, California State University at Los Angeles, the University of Grenoble (France), Brown University, Rhode Island College, Ball State University, the University of Hawaii, the Royal Melbourne Institute of Technology (Australia) and the University of Montana.

The Alumni Awards Dinner will be held that evening at the Alumni Center, 1101 N. Main in Normal. The cost for the dinner is \$25 per person. For registration information contact Alumni Relations at 438-2586.

## TAX INFORMATION

~Jeffrey Jacob, Payroll Office

### W-2 Forms

2008 end of year totals will be available on the iCampus portal beginning January 20, 2009.

Paper W-2 forms will be mailed via U.S. Postal Service on January 23, 2009.

Employees who need to request a reissued or duplicate W-2 can request a copy beginning February 13, 2009.

### W-4 Forms

Employees who claim exempt from withholding during the prior year on their W-4 must complete a new W-4 Form by February 15 to maintain their exempt status. If such employees do not provide a newly completed W-4 Form by February 15, the Payroll Office will immediately begin to withhold Federal income tax as if they are single, with zero withholding allowances.



## CLASSIFIED ADVERTISEMENTS

### For Sale – Other:

- Yamaha surround sound speakers. Panasonic 5-disc changer. Panasonic VHS VCR. All for \$100. Call Rex 662-0817.

### Personal Service:

- Snow removal, residential. Reasonable rates. Call Bob at 824-6828 or 473-2852.
- 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.

## CIVIL SERVICE CONSTITUTION

### Article VI – Nomination and Election



#### Section 1 - Voting Eligibility

All Civil Service employees in a status position shall have the right to vote for Council members.

- Nominations and elections shall be supervised by an Election Committee appointed by the Civil Service Council Chairperson with advice and consent of the Council.
- Official ballots for each constituency group shall be prepared, distributed, and supervised by the Election Committee.

For more information on the Council's Constitution, please visit our web site ([www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu), under the DOCUMENTATION link).

### **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:

- |   |   |
|---|---|
| <input type="checkbox"/> Free Items (\$2)     | <input type="checkbox"/> Personal Service (\$5) |
| <input type="checkbox"/> For Sale-Auto (\$5)  | <input type="checkbox"/> Wanted (\$2)           |
| <input type="checkbox"/> For Sale-Other (\$2) |   |

**ONE word per box. 20 words or less.**

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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*.

