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OpenLine Newsletter

Civil Service Council

1-2010

OpenLine Newsletter, January 2010

Civil Service Council
Illinois State University

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OpenLine

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JANUARY 2010

VOLUME XXXIV, NUMBER 7

DATES TO REMEMBER

January 29..... Next classified ad deadline
February 2..... CS Council meeting @ noon
February 3..... OpenLine article deadline
February 14..... Valentine's Day
February 15..... Presidents Day
February 16..... CS Council meeting @ noon
February 18..... Founders Day
February 25..... F/S Chili Cook-off Luncheon

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NEWSLETTER STAFF

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LAYOUT/DESIGN.....Narry Kim
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.....Patti Munster
COUNCIL LIAISON.....Valerie Bridson

QUICK QUOTE

"All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."

-- Martin Luther King Jr.

[Source: www.brainyquote.com/quotes]

FRIVOLOUS FACTS



The White House has 132 rooms, 35 bathrooms, and 6 levels in the residence. There are also 412 doors, 147 windows, 28 fireplaces, 8 staircases and 3 elevators.

[Source: www.whitehouse.gov/about/history]

CIVIL SERVICE DISTINGUISHED SERVICE AWARDS

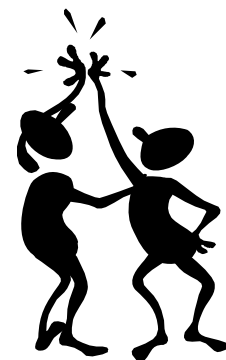
Congratulations to the winners of the 2009 Civil Service Distinguished Service Awards!

Nancy Eller

School of Theatre

Kevin Wiand

Graduate School and Research and
Sponsored Programs



The winners will be recognized during the Founders Day Convocation on **February 18**. 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.

FOOD DRIVE

~ Theresa A. Sanchez, Civil Service Council Member



Your Civil Service Council is having a food drive in February/March to benefit the Western Avenue Community Center located in Bloomington.

Drop boxes will be located in ten campus buildings from February 12 to March 12: Moulton Hall, Hovey Hall, Milner Library, College of Business, Bone Student Center,

Alumni Center, John Green Food Service, Nelson Smith Building, Degarmo Hall and Carter Harris Physical Plant. We are encouraging donations of nonperishable food items (canned goods, boxed goods, etc.) as well as personal care items (toothpaste, deodorant, etc). Please avoid items that are in glass containers.

For questions regarding this food drive, please contact Theresa Sanchez (438-2500 or tasanch@ilstu.edu). Thank you very much for participating and helping this cause.

TIP OF THE HAT

~ Laura Marshall, Human Resource Representative

WELCOME TO ISU – DECEMBER 2009

- Trisha Bradshaw, Thomas Metcalf School
- Scott Dunham, Intercollegiate Athletics
- Thomas Murray, University Police
- Janet Shannon, Systems Support Office
- Elizabeth Shoemaker, College of Arts & Sciences

PROMOTIONS – DECEMBER 2009

- Karen Webb, Payroll, Accountant II
- Vicki Cooley, Budget Office, Budget Analyst II
- Kendra Paitz, School of Art, Curator of Art II

PROMOTIONS – NOVEMBER 2009

- Jason Hartzler, Health Services, Medical Insurance Manager

RETIREMENTS – DECEMBER 2009

- Karlene Bledsoe, Thomas Metcalf School
- Betty Bond, Milner Library
- Marsha Brownfield, Career Center
- Linda Calhoun, School of Theatre
- Debra Cruise, College of Arts and Sciences
- Ralph Davis, Campus Services
- Alix Erickson, Campus Services
- Christina Fatten, Milner Library
- Jeffrey Goggin, Golf Course
- Cheryl Hickey, Biological Sciences
- Lin Hinds, College of Fine Arts
- Donna Larsen, Philosophy
- Steven Lemons, Facilities Management
- Kenneth Long, Facilities Management
- Carol Morgan, Health Services
- Nancy Neisler, Alumni Relations
- Carol Riggs, Food Service
- Brenda Sandage, Campus Services
- Pamela Silkwood, Illinois Special Olympics
- Boyd Spencer, Carpenter
- Larry Starkey, Central Receiving
- Jerry Wright, Systems Support Office



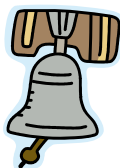
RESIGNATIONS – DECEMBER 2009

- Shana Ames, Disability Concerns
- William Conger, School of Art
- Christian Hursey, Food Service
- Lynn Westhoff, Internal Auditor

FOUNDERS DAY INFORMATION

~ Eric Jome, Media Relations Coordinator

Illinois State University will mark 153 years of academic excellence during its annual Founders Day observance on Thursday, February 18. Founders Day events will celebrate Illinois State's heritage and traditions and honor accomplishments of faculty, staff and students. Events will



begin at 10 a.m. with the Founders Day bell ringing ceremony in the Prairie Room of the Bone Student Center. Displays highlighting Illinois State's history and academic mission will be part of the STATE Showcase in the Bone Student Center Brown Ballroom from 11 a.m. to 5 p.m.

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, University Professor, Distinguished Professor, Outstanding Teacher and Researcher and A/P and Civil Service Distinguished Service honors. Other awards will recognize excellence in teaching, research, service and commitment to diversity. A reception will follow the Convocation at 3:30 p.m.

POTPOURRI

~ Sarita Cox, Civil Service Council Treasurer

DEATHS – Our Sincerest Sympathies To:

- Chris Chestney (Pipefitter) on the loss of his grandfather, James Robert Chestney, who passed away on January 2, 2010.
- Hal Casey (BSW) and Marge Casey (retired BSW Foreman) on the loss of their father, Murrel Casey, who passed away on January 4, 2010.
- Jerome Stoeber (Project Manager) on the loss of his father, Leo Stoeber, who passed away on January 9, 2010.

BIRTHS – Our Congratulations To:

- Cathy Bess, Family and Consumer Science, on the birth of her granddaughter (7th grandchild), Colleen Annette Schultz, 7 lbs. 4 oz, 19 ½ inches long on Dec. 11, 2009.
- Candice Logsdon, Human Resources, on the birth of her daughter, Reese Arlene Logsdon, 8lbs 2oz, 20.5 inches long on Dec. 28, 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

25 Years

- James T. Jacobs, 2202 University Registrar, 1/3/1985

20 YEARS

- Donna Kay Gannon, 2600 University Housing Serv, 1/3/1990
- Suzann D. Locke, 1300 Human Resources, 1/8/1990
- Anita Mae Embree, 2540 Health Services, 1/22/1990
- Elizabeth Anne Whelan, 1200 Comptroller's Office, 1/22/1990

15 YEARS

- Gilbert F. Black, 8910 Radio Station WGLT, 1/3/1995
- Patricia A. Heck, 2520 Career Center, 1/3/1995
- Vickie S. Kiser, 1000 President's Office, 1/3/1995
- Linda M. Staley, 8000 Development-Info/Donor Serv, 1/3/1995

10 Years

- D. Jean Darnall, 2640 Bone Student Center, 1/3/2000
- Sun Cha Smith, 3410 Systems Support Office, 1/3/2000
- Stephanie L. Zychowski, 7000 Thomas Metcalf School, 1/10/2000
- Jason Eric McCrone, 4660 Sociology & Anthropology, 1/11/2000
- John M. Muir, 3410 Systems Support Office, 1/18/2000
- Tammie L. Dean, 8900 Milner Library, 1/18/2000
- Michelle M. Plummer, 4060 University College, 1/31/2000

NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, February 3, 2010** 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).



RECIPE REVEAL

~Pam Burress, Telecommunications & Networking IT

CROCKPOT CHICKEN NOODLE SOUP

- ✓ 2 large chicken breast, frozen
- ✓ 8 slices center cut bacon, chopped
- ✓ 3 medium potatoes, cubed
- ✓ 1 pepper (personal preference for spice)
- ✓ 1 can corn
- ✓ 1 can cut green beans
- ✓ 1 cup finely cut chives
- ✓ 1 cup sliced mushrooms
- ✓ 12 oz. egg noodles
- ✓ 1 teaspoon basil
- ✓ 1 teaspoon coarse ground black pepper
- ✓ 1 tablespoon olive oil
- ✓ 2 teaspoons salt (season to taste)
- ✓ 64 oz. water



Excluding the egg noodles, put all ingredients into the crock pot, including the juices in the canned vegetables. Do not worry about cutting the frozen chicken breast at this time. Cook on high for 4 to 5 hours.

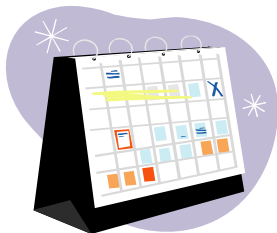
Using a wooden spoon, chop the chicken breast into bite size pieces. Add egg noodles and continue cooking for an additional 45 minutes to 1 hour. Suggest serving with salad and garlic toast. Makes approx. 6 servings.

UNIVERSITY POLICIES/PROCEDURES

3.6.1 THIRTY-SEVEN AND ONE HALF HOUR WORK WEEK

Work Week: The work week will commence at 12:00 a.m. on Monday and conclude at 11:59 p.m., Sunday.

University Business Day: Monday through Friday, 8:00 a.m. to 4:30 p.m.



Work Day: 7 1/2 hours will constitute a work day, broken by a lunch period in accordance with University policy.

Lunch Period: The lunch period shall normally be 60 minutes, with deviations made to accommodate University operations. When a lunch period of less than 60 minutes is required to meet the operational needs of the University,

exceptions must be recommended by the Director or Department Head and concurred in by the Major Area Administrator. An office, at the discretion of the Director or Department Head, may elect to close the office for the lunch period.

Overtime: Nonexempt employees are eligible for overtime compensation at the rate of time and one-half whenever an employee works in excess of 7.5 hours in a work day or 37.5 hours in a work week. Overtime may be banked as compensatory time in lieu of cash in accordance with Board of Trustees policies. There are special regulations for less than 100%-time employees.

For more information and for the entire policy, please visit Illinois State University's policy web site (www.policy.ilstu.edu/employee).

FOURTH ANNUAL CHILI COOK-OFF

Faculty and staff are invited to the fourth annual Illinois State University Faculty/Staff Chili Cook-off luncheon on Thursday, February 25, from 11 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 going to the Chili Cook-off Web site (chilicookoff.illinoisstate.edu).



CIVIL SERVICE COUNCIL MEMBERS

GROUP I

- **TREASURER: Sarita Cox**, 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
- **SECRETARY: Jason Taylor**, 4480 School of Communication (Fell Hall), 438-3673, jwtaylor2@ilstu.edu

GROUP II

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

- **CHAIR: Brian Huonker**, 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 Pfoff**, 5900 Educational Administration & Foundations, 438-4630, capfoff@ilstu.edu
- **Theresa Sanchez**, 2202 ISU Evaluations Services (Moulton Hall), 438-2500, tasanch@ilstu.edu

EX-OFFICIO MEMBERS

- **Employee Advisory Committee Representative:**
Dave Turner, 9000 Facilities Services (Heating Plant), 438-5516, dlturme@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, ddruch@ilstu.edu
- **OpenLine Editor:**
Pam Burress, 3500 Telecommunications & Networking (Williams Hall Annex), 438-1333, paburre@ilstu.edu

CLASSIFIED ADVERTISEMENTS

For Sale:

- Glass table top; round; 45"; with base and 4 chairs. \$300.
 Call 309-287-5880.

Personal Service:

- San Antonio, TX, Feb. 20-28, \$722. Grand Canyon/Las Vegas, May 27-June 6, \$949. Each trip includes 14 meals, motorcoach, lodging, many attractions, etc. Bloomington pickup. B-Jay Travel, Call Carolyn at 877-395-1270.
- Home Daycare Openings – 6:30 a.m. to 4:45 p.m. All ages. Will work with budgets. Located near BHS. Call Denise at 808-1045.
- 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.
- 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.



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)
- For Sale-Auto (\$5)
- For Sale-Other (\$2)
- Personal Service (\$5)
- Wanted (\$2)

ONE word per box. 20 words or less.

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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*.

