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OpenLine Newsletter

Civil Service Council

11-2011

OpenLine Newsletter, November 2011

Civil Service Council
Illinois State University

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OpenLine

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NOVEMBER 2011

VOLUME XXXVI, NUMBER 5

DATES TO REMEMBER

November 30 *OpenLine* article deadline
November 30 Next classified ad deadline
December 4 Children's Holiday Party
December 6 CS Council meeting @ noon
December 20 CS Council meeting @ noon
December 22 Winter begins
December 23-January 1 Holiday shutdown

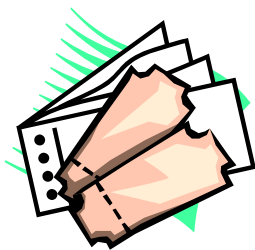
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CIVIL SERVICE COUNCIL RAFFLE



The Civil Service Council is sponsoring a raffle to raise funds for scholarships for dependents of ISU Civil Service employees. The

grand prize this year is a gift card to Best Buy. The current list of prizes is available on the CSC website. Tickets are \$1.00 each or 6 for \$5.00. The raffle drawing will be held Tuesday, December 6, 2011. To purchase tickets, contact any of the CSC members. Don't miss out on your chance to "get in the game" and help fundraising efforts for the council's scholarship fundraiser.

CHILDREN'S HOLIDAY PARTY

The Civil Service Council, A/P Council and University Events will join forces to bring you the annual Children's Holiday Party on Sunday, December 4, from 2 to 4 p.m. at Horton Field House.

Children and grandchildren of all Illinois State University faculty, staff, retirees and current students are welcome to attend. Children MUST be accompanied by an adult. After a brief welcome from President Bowman, the Gamma Phi Circus will entertain us with their usual exciting performance. Other special guests will include Reggie Redbird, Santa and Mrs. Claus. Children will have an opportunity to talk with Santa and have a picture taken if desired.

Other afternoon activities will include the popular inflatable jumping stations and a craft booth staffed by students from the ISU School of Art. Cookies and punch will also be provided.

The event is free; however, we MUST receive reservations by Monday, November 28, 2011. It is important that you register in advance so that we may have plenty of refreshments for everyone and enough goody bags for all children ages 12 years and under.

Please register at: UniversityEvents.IllinoisState.edu/holiday or call (309) 438-8790. Use your ULID and password to log into the registration form. For questions, please contact University Events at universityevents@ilstu.edu.

We hope you can join us and help kick off the holiday season!



SHOPPING TRIP RESERVATIONS



There are still seats available for the December 3 shopping trip to Woodfield Mall/IKEA. The group will leave ISU's Bone Student Center at 7:30 am and travel to Woodfield Mall/IKEA. Cost for the trip is \$25 for ISU staff and students (AP/Civil Service employees, faculty, retirees and ISU students); \$30 for non-ISU community members; and \$15 per child (17 years of age or under).

Deadline to sign up is November 16 but don't wait too long, we need to know how many are going to make sure we have enough bus room. Cancellations are accepted with a full refund until November 18. No refunds will be issued after Nov. 18 but providing your own substitutes is allowed with prior notice to the organizers and any price difference paid.

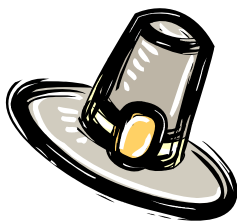
Questions can be directed to Carol Pfoff at 438-4630.

TIP OF THE HAT

~ Ramona Swanberg, Human Resource Representative

WELCOME TO ISU – OCTOBER 2011

- Aubrey Deerwester, Illinois Special Olympics
- Joshua Lindsey, Telecomm Network Support Services
- Christopher Maaks, Building Maintenance
- Tommy Navickas, Office of Dean of Education
- Ben Slotky, Telecomm Network Support Services
- Whitney Spencer, Communication & Science Disorders
- Carrie Wieburg, Office of Dean of Arts & Sciences



PROMOTIONS/RECLASSIFICATIONS – OCTOBER 2011

- Nancy Nickerson, Human Resources Representative, Human Resources

RESIGNATIONS – OCTOBER 2011

- Erin Armagast, Dining Services
- Laurie Demry-Dow, Mennonite College of Nursing
- Fred Kruse, Office of Energy Management

RETIREMENTS – SEPTEMBER 2011

- Susan Cameron, Comptroller's Office.

DISTINGUISHED SERVICE AWARDS



Nominations are being accepted for the Civil Service Distinguished Service Award. Any University employee or student may submit a nomination. This award is the highest honor a Civil Service staff member can achieve at Illinois State University, and it is presented on Founders Day in February. Criteria for this award (job performance, campus/university involvement, and community service), as well as the application form, can be found on the Civil Service Council website.

Recipients of this award will receive \$1,000, a personal plaque, and have his/her name added to the Wall of Fame in the Bone Student Center. Deadline for submission of applications is 4:30 p.m. December 9, 2012. Any questions regarding this award should be directed to Maureen Peel, mkpeel@ilstu.edu.

Brotherhood Tree

Once again the Civil Service Council will be placing donation boxes for the WJBC Brotherhood Tree project. Boxes will be located throughout campus during November. New toys will be collected. The gifts will be wrapped and distributed to low income children in the Bloomington/Normal area.



While you are Christmas shopping, please consider purchasing an extra gift for a child. Toy donations will be accepted for infants, toddlers, school age and teens. New gloves, mittens, scarves and hats are also welcome. Locations of the collection boxes will be announced at a later date. Donations will be accepted until Dec. 1.

SERVICE AWARDS

~ David Schaafsma, Human Resources Asst. Director

20 YEARS

- Susan Irene Fish, 1220 Purchasing Office, 11/11/1991
- Lynell Ann Henneberry, 6700 Illinois Special Olympics, 11/11/1991
- Michael Robert Otto, 9150 Energy Management, 11/18/1991
- Carolyn Anne Smith, 1200 Comptroller's Office, 11/11/1991



15 YEARS

- Karen Sue Chiodo, 7000 Thomas Metcalf School, 11/4/1996
- Paul E. Curry, 2640 Bone Student Center, 11/25/1996
- Amy X. Gilliland, 4120 Biological Sciences, 11/18/1996
- Kristen Chambers Johnson, 2600 University Housing Services, 11/18/1996
- Chella M. Yeakel, 0580 Payroll, 11/18/1996

10 YEARS

- Adam Edward Loscar, 9250 Parking and Transportation, 11/20/2001
- Andrew O. Nelson, 3430 Computer Infrastructure, 11/1/2001
- John Curtis Staley, 3500 Telecommunications, 11/1/2001
- Timothy A. Szerlong, 3410 Enterprise Systems Support, 11/12/2001

POTPOURRI

~ Sarita Cox, Civil Service Council

SYMPATHY – OUR SINCERE SYMPATHIES TO:

- Tracy Widergren, John Green Administration, on the loss of her grandfather, Arthur Szczepaniak who passed away on August 21, 2011.
- Lisa Jones, Watterson Dining Commons, on the loss of her father, Clarence "Pete" McDaniel, who passed away on September 6, 2011.
- Brenda Tomlin, Teacher Education Center, on the passing of her father, Clarence A. "Bud" Coon, on September 13, 2011.
- Dan Johnson, Automotive Technician, on the loss of his grandmother, Phyllis Johnson, who passed away on September 28, 2011.
- Richard Barnhill, title, on the loss of his stepfather, Robert Cox, who passed away on September 29, 2011.
- Lea Donnelly, BSW Foreman, on the loss of her grandmother, Martha Jane "Granny" Donnelly, who passed away on October 1, 2011.
- Cheri Williams, Southside Dining Center, on the passing of her father, Jack E. Robb, Sr., on October 13, 2011.

BIRTHS – CONGRATULATIONS GOING OUT TO:



- Reah Martin, Curriculum & Instruction, on the arrival of her granddaughter, Reece Avery Martin, on August 29, 2011. Reece weighed 6 lbs., 12 oz. and was 18 inches long.

BEST WISHES – A SPEEDY RECOVERY TO:

- Una Hollenbeck, Linkins Dining Center, from her surgery on September 12, 2011.

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 cscopeonline@ilstu.edu. Notifications are not verified by birth, marriage, or death certificates.

WELLNESS ACTIVITIES

~ Nikki Brauer, Director, Health Promotion and Wellness

Health Promotion and Wellness is located in Suite 187 McCormick of the Student Fitness Center and McCormick Hall. Our main number is 438-WELL (9355).

Healthy You Healthy Earth ~ Illinois State University Wellness and Sustainability Fair

Thursday, November 17

10 a.m. – 3p.m.

Brown Ballroom, Bone Student Center

Presentations:

11a.m. – Sleep- Getting Enough? Dr. Teresa Valerio, Menonite College of Nursing

Noon – Reducing Home Energy Costs – Ron Kelly, Office of Energy Management

1 p.m. – What's in Your Personal Care Products? Missy Nergard, Office of Sustainability



For more than 10 years, Health Promotion and Wellness and the Office of Sustainability have coordinated Healthy You, Healthy Earth. Your environment plays a huge role in overall wellness.

Attend presentations, visit exhibitors, test drive the new Mitsubishi "I" electric Vehicle, and register for prizes! The event is open to faculty, staff, students, and friends of Illinois State University.

Sleep is an essential, not optional, part of your day.

Adults need an average of 7 to 9 hours of sleep each night. But work, family and fun often get in the way of a good night's rest. Lack of sleep can affect nearly every aspect of your life.

According to the 2011 Faculty Staff Health Status Survey, 35 percent of respondents reported that sleep issues negatively impacted their work in the past 12 months. In the short term, lack of sleep can diminish focus and productivity as well as under mines the immune system. In the long term, lack of sleep is a risk factor for many chronic illnesses such as diabetes, heart disease and obesity.



Tips for Catching Zzzz's:

- Keep regular bed and wake up times, even on weekends.
- Avoid caffeine and napping late in the day.
- While regular exercise will help you

get sleep, it is wise to refrain from exercise three hours prior to bed time so that it does not disrupt sleep.

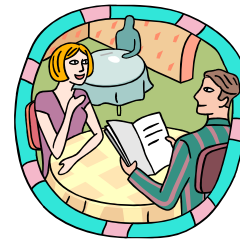
- Create a bedtime ritual to wind down. Activities such as taking a bath, reading or having a cup of decaffeinated tea have shown to be effective tools for relaxing.
- Reserve the bed for sleeping. Avoid computer and cell phone use, watching television, playing video games, and/or working in bed.

Health Promotion and Wellness offers healthful sleep kits that include ear plugs, a brochure, sleep diary, mints and a decaffeinated tea bag. Sleep kits are free and available for pick up at our main office in McCormick 187. More information on sleep is available at Wellness.IllinoisState.edu. If you feel lack of sleep is negatively impacting your daily life, contact your healthcare provider to discuss.

Menu of Healthy Living Presentations

Contact 309-438-WELL (9355) or Nikki Brauer at nbgegel@ilstu.edu to schedule one of the following sessions for your department.

- How to Achieve Health Goals
- Ergonomics 101
- Guided Relaxation
- Campus Health Behaviors – An Update on Data
- Yoga at Your Desk



Targeted Yoga Series

Yoga Stress for Management. - Nov. 29, Dec. 6 and 13 (Fee:\$10)
Contact 309-438-WELL (9355) for further information.

Registration Forms: wellness.illinoisstate.edu – Register Here

Nutrition Consults

Health Promotion and Wellness offers individual diet analysis and guidance for those striving to improve their lifestyle. If you are interested in scheduling this service contact Molly Dungan at wellnessnutrition.illinoisstate.edu or 309-438-1882.

Ergonomics for the Office

Pain and discomfort are signals that your body is out of balance; have you considered an adjustment of your work space? One-on-one appointments are offered to review work postures that increase risk of injury and offer recommendations for a safer, seated work environment. Ergonomics 101 presentations may be scheduled for your department as a proactive approach to working safer. Contact 438-8845 to schedule.



Guided Relaxation

Thursday, Dec. 1 from noon – 1p.m.
McCormick Room 159

Techniques used to increase mindfulness and promote a state of greater state of relaxation require guidance and practice. Please join Tona

Schenck, M.A., MFA, as she leads the group through these practical exercises. This session is held while seated in chairs and will not require special apparel.

Family Swims

Family Swims are held in Metcalf pool from 1:30 – 3:30 p.m. and lifeguards are on duty. All parents/guardians must remain in the pool area. Families are encouraged to bring their own flotation devices. Registration is required. Dates: Nov. 12 and Dec. 4

Massage

Health Promotion and Wellness partners with Aches Away Massage Specialists to offer on campus massage. Fees are \$15.00/15 minute appointments and payment is expected at the time of service. Registration is required. Dates: Nov. 9 and Dec. 1.

Registration is required to reserve space in the above listed programs.

Visit: wellness.illinoisstate.edu.

CLASSIFIED ADVERTISEMENTS

For Sale:

- PC 1.5 years old, Win7, 4 GB Ram, DVD/RW/CD Drive, VGA/HDMI/DVI, Inputs, Keyboard, Mouse, Speakers w/subwoofer, Printer \$450 or best offer. Call (309) 808-1041 after 5 p.m.
- Tae Kwan Do child uniform, size zero, pads size small (helmet, chest, legs, hands) and Keibons DVD. \$80. Call (309) 838-8730
- Yamaha bell kit. \$150. Yamaha snare drum. \$125. Both in excellent condition. Call Lori (309) 830-3091.



Personal Service:

- Illinois #1 radon mitigation company for quality & customer satisfaction! Licensed over 10 years. David Smith Radon Remedies. Call 309-473-2955.

NOTE: The Civil Service Council does not endorse any of the product(s) or service(s) included in the Classified Ads section of the OpenLine newsletter.

NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, November 30**. Items pertinent to Civil Service employees can be sent to 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)
- For Sale-Auto (\$5)
- For Sale-Other (\$2)
- Personal Service (\$5)
- Wanted (\$2)

ONE word per box. 20 words or less.

Make checks payable to: Civil Service Council - *OpenLine*.
 Send this completed form and payment
 by the published classified ad deadline (November 30) to:

Maureen Peel, 1100 VP Finance & Planning, 438-5152

For more information about advertising in the *OpenLine*
 visit www.cscouncil.illinoisstate.edu/openline/

