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OpenLine Newsletter

Civil Service Council

3-2011

OpenLine Newsletter, March 2011

Civil Service Council
Illinois State University

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Illinois State University
**Civil Service
 Council
 Newsletter**

WEB: www.cscouncil.illinoisstate.edu
 E-MAIL: CScouncil@ilstu.edu
 or: CSCopenline@ilstu.edu

OpenLine

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MARCH 2011

VOLUME XXXV, NUMBER 9

DATES TO REMEMBER

April 1 Next classified ad deadline
April 5 **CS Council meeting @ noon**
 April 6 *OpenLine* article deadline
 April 15 Tax Day
April 19 **CS Council meeting @ noon**
 April 24 Easter
 April 27 Administrative Professionals' Day

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CIVIL SERVICE COUNCIL NOMINATIONS

~ Andrea Rediger, Chair, Elections Committee



Spring is on its way which means the Civil Service Council is preparing for the election of new officers. Council representatives are elected for three-year terms (one year = July 1 through June 30). There are three representatives in each Civil Service Group, with one representative's term expiring each year. Representatives may be re-elected and serve up to two consecutive terms. An individual must be employed full-time for at least

12 months if seeking election to the Council. Further, an individual must be a full-time employee for at least six months before voting in Council elections.

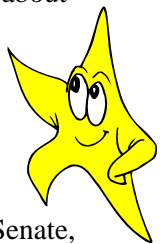
You should receive a nomination form in campus mail this month, but if not or if you misplace it, contact information is listed in the last paragraph.

Applications are due by 4:30 p.m. on April 8, 2011. Once nominations are closed, ballots will be prepared and distributed via campus mail.

This is a terrific way to serve your campus group and all eligible Civil Service employees are strongly encouraged to become a candidate. While serving on the Council you will have the opportunity to meet other Illinois State University employees (Civil Service, AP and Faculty), learn more about the university, and have some fun.

The Civil Service Council's goals are:

- To provide a means of effective communication for the exchange of ideas and information between civil service staff and employee groups, as well as with the Assistant Vice President for Human Resources, the President, the Academic Senate, the Board of Trustees, and other appropriate campus bodies;
- To represent civil service employees to University administration and to advise Administration in the formation and implementation of policies and procedures relating to civil service employees;
- To study and make recommendations regarding campus conditions of employment, problems, or needs – either at the request of University Administration, civil service employees, or upon its own initiative.



**CIVIL SERVICE ELECTION
 VACANCIES IN EACH GROUP:**

- ✓ **Group I** One 3-year term
- ✓ **Group II** One 3-year term
 One 1-year term
- ✓ **Group III** One 3-year term
- ✓ **Group IV** One 3-year term
- ✓ **Group V** One 3-year term

NOMINATION NOTE:

It is no longer required to have a supervisor's approval to become a candidate; however, you will need to be available on the first and third Tuesdays of each month for Council meetings which are held at noon, generally in the Spotlight Room of the Bone Student Center.



Please feel free to encourage a qualified co-worker to accept this challenge, but please note that all nominees must sign the nomination form. For questions, comments or nomination forms, please contact Andrea Rediger, CSC Election Committee Chair, 438-2399; ajredig@ilstu.edu; Campus Box 5900.

WELLNESS EVENTS

~ Nikki Brauer, Director, Health Promotion and Wellness

Health Promotion and Wellness has moved to McCormick 187 of the Student Fitness Center. Our new main number is 438-WELL (9355). Register online: wellness.illinoisstate.edu



Nutri-Fest - Campus Nutrition Fair Friday, April 29

11:00 am – 1:00 pm in the Circus Room, BSC
Cooking Demonstrations, Food Samples and Health Resources

Family Day at the Children's Discovery Museum Sunday, April 3 between 1:00 – 5:00pm



Our 6th event held at the museum is upon us!!! Faculty, staff, and students and their immediate family members are invited to share an afternoon at the Children's Discovery Museum in Uptown Normal. The first 130 individuals registered will receive free admission for the event.

Contact Timeah at 438-7003 to reserve your space.

Meditation and Mindfulness Relaxation Finding Your Center in a Stressful World Thursday, March 31

11:30am - 12:30 pm in McCormick Room 159

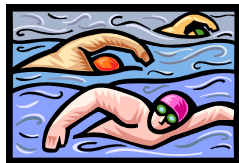
Techniques used to increase mindfulness and promote a state of greater state of relaxation require guidance and practice. Please join Tona Schenck, MA, MFA, as she leads the group through these practical exercises. This session is held while seated in chairs and will not require special apparel. Registration is required.



Family Swims

March 19 and March 26 from 1:30 – 3:30pm at Metcalf Pool

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.



Massage

March 22 and April 12

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.

Registration is required to reserve space in the above noted programs. Visit: wellness.illinoisstate.edu



Wellness - Healthy Living

Need to schedule a session?

Ergonomics 101; Yoga at Your Desk; Campus Health Behaviors; Healthy Living: The Basics; Benefits of Strength Training; Meditation and Guided Relaxation and Yoga at Your Desk. Contact Nikki Brauer at nbgegel@ilstu.edu or 438-WELL to schedule a session for your department.

Nutrition Guidance

Health Promotion and Wellness offers individual diet analysis and guidance for those striving to improve their lifestyle. If you are interested in these services contact Amanda Novy at wellnessnutrition.illinosstate.edu

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 can be requested 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 group as a proactive approach to working safer. Contact 438-8845 if interested in the above.

TIAA-CREF & FIDELITY REPRESENTATIVES ON CAMPUS

~ Todd Long, Human Resources Representative

TIAA-CREF's representatives Patrick Windle and Joseph

Bonjorino will be on campus on Tuesday, March 22. Meetings typically last 30 minutes and can cover a range of topics from asset allocations to general retirement income planning to developing long-term strategies. Meetings are scheduled on a first come, first serve basis. In order to schedule a meeting, visit www.tiaa-cref.org/moc or call 800-732-8353.



Fidelity's representative Brook Cox will be on campus Monday, April 18, Monday, June 6, Thursday, August 4 and Tuesday, August 30. Meetings typically last 30 minutes and can cover a range of topics from asset allocations to general retirement income planning to developing long-term strategies. Meetings are scheduled on a first come, first serve basis. In order to reserve an appointment, please call 1-800-642-7131 between 7am & 11pm CST.

TIP OF THE HAT

~ Laura Marshall, Human Resource Officer

WELCOME TO ISU – FEBRUARY 2011

- Patricia Adames, Campus Dining Services
- Bhanu Cattamanchi, Business Intelligence & Technology Solutions
- Anthony Herter, Facilities Planning
- Michal Long, Milner Library
- Bobbie Jo Stevens, Health Services
- Terice Winings, Health Services



PROMOTIONS – FEBRUARY 2011

- Scott Bye, Library Specialist, Milner Library
- Charles Edwards, Library Senior Specialist, Milner Library
- Daniel Kane, Assistant Chief Plant Operating Engineer
- Kimberly Morine, Stationary Fireman, Heating Plant
- Susan Rovens, Library Specialist, Milner Library
- Troy Zeigler, Stationary Engineer, Building Maintenance

RETIREMENTS – FEBRUARY 2011

- Steven Oltman, Central Receiving

RESIGNATIONS – FEBRUARY 2011

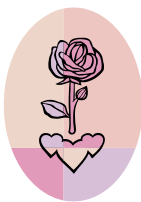
- Tonya Weber, English Language Institute
- Martha Mann, Illinois Special Olympics

POTPOURRI

~ Sarita Cox, Treasurer, Civil Service Council

SYMPATHY – OUR SINCERE SYMPATHIES TO:

- Sincere sympathy to Larry Maxhimer, Heating Plant Engineer, on the loss of his father-in-law, Richard McLeod, a WWII veteran, who passed away on January 18, 2011.
- Mark Buckley, Unit Chef at Watterson Dining Commons, on the loss of his father-in-law, Joseph E. Williamson, who passed away on February 7, 2011.
- Barb Busick, Lead Customer Service Manager/Linkins Dining Center, on the loss of her father, Paul Bates, who passed away on February 8, 2011.
- Bob Flynn, Snack Bar Supervisor, on the recent loss of his grandmother, Evelyn Spreadbury.
- Cindy Gibson, Food Service Worker II/Linkins Dining Center, on the loss of her father, Phillip Jordan, who passed away on January 20, 2011.
- Reah Martin, Curriculum and Instruction, on the loss of her mother, Roberta Myers, who passed away February 8, 2011.
- Margaret Schmid, Building Service Worker, on the loss of her grandmother, Ann Kohler, who passed away on February 20, 2011.
- Deb Meyer, Human Resources Assistant, on the loss of her mother, Joan Tutoky, who passed away on February 26, 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 cscouncil@ilstu.edu. Notifications are not verified by birth, marriage, or death certificates.

SERVICE AWARDS

~ David Schaafsma, Asst. Director, Human Resources

35 YEARS

- Stanley Kaeb, 5020 Agriculture, 3/30/1976

30 YEARS

- Robert Gene Corry, 9000 Facilities Management, 3/17/1981

20 YEARS

- Larry Harden Milby, 9100 Campus Services/Grounds, 3/18/1991
- Deborah Ann Mitchell, 2207 University Registrar-Transcript, 3/4/1991

15 YEARS

- Christopher N. Cook, 9000 Facilities Management, 3/3/1996
- Kriss P. Davis, 3470 Business Intelligence & Technology Solutions, 3/14/1996

10 YEARS

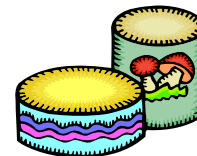
- Valerie L. Bridson, 5440 Clinical Experiences, 3/1/2001
- Jeffrey M. Fishel, 9100 Campus Services/Grounds, 3/18/2001
- John P. Getz, 3420 University Marketing & Communications, 3/19/2001
- Donald Lee Missel, 1220 Purchasing Office, 3/19/2001
- Susan Mitchell, 4520 Mathematics, 3/12/2001
- Raymond C. Schaefer, 9100 Campus Services/Grounds, 3/18/2001
- Corynne Renea Nuckols, 2610 Food Service, 3/26/2001



CIVIL SERVICE COUNCIL HOLDS FOOD DRIVE

~ Andrea Rediger, Civil Service Council

Your Civil Service Council is having a food drive from March 14 to April 8 to benefit The Jesus House on West Washington in Bloomington. Please leave your donations in the drop boxes located in the following buildings on campus:



- **DeGarmo Hall** - ground floor (basement) near the vending machines, outside of the Teacher Education Center
- **State Farm Hall of Business** – first floor lobby across from Advising Center
- **Alumni Center** – check with reception for exact location
- **Bone Student Center** - Barnes & Noble
- **Moulton Hall** – inside the lobby of Registrar's Service Center
- **Hovey Hall** – 1st floor lobby near campus map
- **Milner Library** – staff lounge
- **Nelson Smith** – first floor near the vending machines
- **John Green Food Service** – in front office
- **Carter Harris Physical Plant** – west entrance near the door
- **Uptown Crossing** – check at site for exact location

The complete list will also be published on the Civil Service Council website. For questions regarding this food drive, please contact Andrea Rediger (438-2399 or ajredig@ilstu.edu). Thanks so much for your participation!

CLASSIFIED ADVERTISEMENTS

For Sale:

- Japanese Dolls (2); 4 " tall; 1 male, 1 female; Original Clothing; Circ; 1900-1940. \$25.00. Phyllis-309-452-5535/mornings.
- Sealy Posturepedic Palateal Crest mattress and box springs. \$100 for both. Call Joseph: 309-963-4058/after 6:00 p.m.



Personal Service:

- Affordable personal training-customed plans to help you reach your fitness goals! Call Heather/242-2895 or NewCreationFitness.net
- Plumbing, licensed/professional. Discount for ISU employees and retirees. Call Andy Ditchen Plumbing at 533-8360.
- 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, April 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 newsletter staff at cscopenline@ilstu.edu

OpenLine Classified Ad Submission Form

All information must be printed clearly.

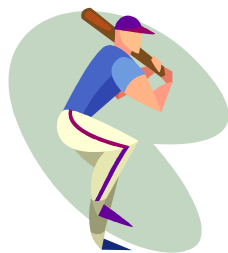
First and Last name: _____
 Employment status: Full time / part time / retired / _____
 Home phone: (_____) _____ - _____
 ISU phone: _____ - _____
 Best time to reach you at your home phone: _____
 E-mail: _____
 Campus Box/Dept: _____

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.

Make checks payable to: Civil Service Council - *OpenLine*.
 Send this completed form and payment
 by the published classified ad deadline (see page 1) to:
Sarita Cox, 5570 MBA Program, 438-2981.
 For more information about advertising in the *OpenLine*.
 Visit www.cscouncil.illinoisstate.edu/openline/





Pack the Park

WEAR ISU RED & WHITE!!

ISU Day at Wrigley Field will be on **Friday, May 27**. This year, enjoy an afternoon game (game time 1:20 p.m.) from Terrace Reserved seats as the Chicago Cubs play the Pittsburgh Pirates. All staff, faculty, retirees, students and their family and friends are welcome. Let's "Pack the Park" with ISU red and white! The buses will depart Bone Student Center (University Street) at 9:30 a.m. and will return about 8 p.m., depending on any extra innings and traffic. Due to insurance and liability issues, all beverages carried on the busses must be alcohol free. Sign up early as seating is limited. If you have questions, please contact either Jean Darnall at djdarna@ilstu.edu (309) 438-8692 or Carol Pfoff at capfoff@ilstu.edu (309) 438-4630.

Trip policies:

- Trip cost is \$40 per person and includes: game ticket, bus transportation, bottled water and packaged snacks.
- You are welcome to bring your own snacks or alcohol-free beverages. No glass containers. Due to liability and insurance issues, no alcohol will be permitted on any bus. Items carried on buses are subject to inspection. All items must fit under your seat or in overhead bins. No items may be placed in the aisle.
- All seat reservations must include payment and are on a first-come, first-serve basis.
- Minors must be accompanied by a responsible adult.
- In case of game cancellation, participants will be responsible for exchange or refund of their game tickets—refer to www.cubs.com for exchange policy.

Cancellation policy:

- Cancellations received by April 5 will get a full refund.
- Received between April 6 and April 18 will get \$20 refunded per ticket.
- Received on April 19 or after will get \$10 refunded per ticket.
- If we have a waiting list and can fill your seat, you will get a full refund.



And the Pitcher is????

It could be **YOU!** This year we are able to offer one lucky person what could be a once in a lifetime opportunity to throw out the first pitch at a major league game. As sponsors of the trip, the Civil Service Council has decided to select that person by conducting a raffle. All proceeds will support our scholarship fund. Watch for the flyer that will come out soon with more details on the upcoming raffle. **NOTE** - To be eligible to win the prize, participants must be:

- An ISU employee (Civil Service, A/P, Faculty) or retiree (the winner has the option to have an immediate family member throw the pitch)
- Over 18 years old

*Yes, I want to join the Civil Service Council for ISU Day at Wrigley Field on Friday, May 27, 2011!
I might even bring a guest or two.*

Name: _____ Campus Box & Dept: _____
 Office/Home Phone: _____ E-mail Address: _____
 Number _____ x \$40/person Total Amt Enclosed: \$ _____ . _____

I agree to the trip policies above. Signature: _____

If possible, please put me/us on the same bus as _____

*Return form and payment to: Melody Palm, 2640 Bone Student Center
 We must receive your form and payment by **April 5, 2011**. Make check payable to the **Civil Service Council**.*