CIVIL SERVICE COUNCIL
Illinois State University

OpenLine

Illinois State University Civil Service Newsletter

AUG 2014 v39 #2

NEWS FROM CIVIL SERVICE COUNCIL

The OpenLine is Going Online

Amanda Smith, *Vice Chair, Civil Service Council*

Starting this Fall, the OpenLine will be moving to an email format. This will be an automatic change for all current Civil Service employees. If you wish to continue receiving a print edition, fill out our survey online at CSCouncil.IllinoisState.edu, or fill out form below:

- ☐ I wish to continue receiving a print edition of the OpenLine
- ☐ I wish to only receive an email edition of the OpenLine

Email address: _____

To submit this form, **return this newsletter in its entirety** to Civil Service Council, Campus Box 1830, Normal IL 61790-1830.

Better Representation for Civil Service

Amanda Smith, *Vice Chair, Civil Service Council*

The Civil Service population on campus is divided into five constituency groups. The purpose of the groups is to allow for better representation on the Council for all Civil Service employees at Illinois State. Over the past several years an increasing gap in the size of these groups has occurred. For example, Group Two is currently made up of approximately 100 employees, while there are approximately 500 employees in Group Five. This means the three members elected for group two represent far fewer people than the three elected to represent group five.

Last summer the executive board of the Council began discussions with Human Resources in order to divide the constituency groups more equally. During our discussions it was determined that the guidelines established to place employees in a constituency group were far outdated resulting in the large gaps. After several meetings with Human Resources and discussions with the Council, the determination of constituency groups based on employee job codes was voted on and approved during the February 4 meeting. In order to avoid confusion during the 2014 elections, the Council waited until fall 2014 to adopt the changes.

(continued on next page)

MARK YOUR CALENDAR...

August 25
OpenLine submission deadline

August 28
Festival ISU

Sept 2
Civil Service Council Meeting

Sept 9
Ilinois State University Apparel Trunk Show

Sept 16
Civil Service Council Meeting

SERVICE AWARDS

35 Years

Sharon R. Griffin
Languages Literatures & Cultures, 8/15/1979

30 Years

Julie Caplinger
Center Teaching, Learning & Technology, 8/6/1984

25 Years

Sandra Cavi
Budget Office, 8/14/1989

James Dunham
Physics, 8/28/1989

Georgia Martin
Facilities Planning, 8/28/1989

Marcia Scott
Dining Services, 8/28/1989

Janet Spera
Health Services, 8/15/1989

Shelley Wilson-Miller
Dining Services, 8/25/1989

Linda Young
Health Services, 8/15/1989

As of September 15 all Civil Service employees will be divided into five constituency groups based on their job code. Below is a list of job codes, split into the five groups. For a list of job codes with the associated descriptions, please visit CSCouncil.IllinoisState.edu/Elections. As a result of the re-structuring, some employees' group numbers will change. The group numbers only relate to Council elections for representation and do not affect job codes or classifications.

There will be a few current Council members who will change groups as a result of the new division. A change in groups is already addressed within the Council By-Laws Article IV, Section 2:

> *If a Council member's Civil Service appointment changes to another constituency group during his/her term of office due to reclassification, transfer, or promotion, that Council member's status on the Council will remain unchanged.*

This means all current Council members will fulfill their elected terms in the group they were elected to represent. Once their terms end, they may run again for their current constituency group. If you have any questions about the updates to the constituency groups, please contact:

- Lois Soeldner, Chair – lesoeld@ilstu.edu
- Amanda Smith, Vice-Chair – asmith4@ilstu.edu
- Carol Pfoff, Secretary – capfoff@ilstu.edu
- Glen Dawson, Treasurer – gddawso@ilstu.edu

Job Codes in Each Group

Group 1: Codes 10-904 (290 employees)
Group 2: Codes 913-3158, 73243, 73266 (277 employees)
Group 3: Codes 3226-4289 (257 employees)
Group 4: Codes 4502-4902 (294 employees)
Group 5: Codes 4903-35010 (277 employees)

CAMPUS NEWS

Do You Own a Convertible?

Juliana Duncan, *Alumni Relations*

Illinois State University Alumni Relations is looking for convertible owners to transport our VIPs in the 2014 Homecoming Parade on October 4, 2014. The parade steps off at 10 a.m. and we would ask drivers to arrive no later than 9:30 a.m.

If you are interested in participating or would like additional information, please contact Juliana Duncan at jedunca@ilstu.edu.

SERVICE AWARDS (CONT.)

20 Years

Thomas Cotton
Campus Services Division Grounds, 8/16/1994

Melody Palm
Bone Student Center, 8/15/1994

15 Years

Jamie Curry
Mail Service Center, 8/16/1999

Carolyn Kohlrus
Dining Services, 8/30/1999

Stephen Laning
Campus Services Division Grounds, 8/17/1999

10 Years

Adrienne Hahn
Economics, 8/19/2004

Sheila McFarlane
University High School, 8/19/2004

Douglas Saxton
Human Resources, 8/23/2004

Janessa Williams
University Housing Services, 8/9/2004

CAMPUS NEW (CONT.)

Reminder: Several Dining locations going cash free

Jamie Wood, *Campus Dining Services*

Campus Dining Services would like to remind faculty and staff of a change that was originally announced in spring 2014.

Beginning Wednesday, August 13, 2014, Campus Dining Services will only accept flex dollars, Redbird Dollars, and credit/debit cards at the dining centers, Jamba Juice in the Student Fitness Center, the Business Bistro in the State Farm Hall of Business, Airport Lounge in Centennial, and Einstein Bros Bagels at Milner Library. Cash will no longer be accepted those locations. All locations within the Bone Student Center as well as Subway restaurants in residential areas will continue to accept cash.

As you can imagine, there are safety and security risks with having cash on hand at so many locations across campus and going cash-free will help enhance safety and security. Additionally, there is quite a bit of time and labor involved in managing cash. Going cash-free allows Dining to be more efficient and focus more time on serving customers. Please visit Dining.IllinoisState.edu or call (309) 438-8351 for additional information.

TIP OF THE HAT

Welcome to Illinois State

Maribel Esquivel Carrillo
Licensed Practical Nurse II, Health Services

Rhonda Gill
Specialist Training and Dev, Dining Services

Amy Heermance
Office Support Specialist, Communication Sci & Disorders

Mark Lewis
Admissions and Records Repr, Registrar

Elizabeh Niswander
Grants and Contract Dev Spec, Research & Sponsored Programs

Danielle Nussbaum
Licensed Practical Nurse II, Health Services

Jennifer O'Neil
Admissions and Records Repr, Registrar

Linda Rash
Office Support Associate, Mennonite College of Nursing

Richard Stillwell
IT Technical Associate, Registrar

Donald Wallace
Building Mechanic, Bldg Maint Bond Rev

Promotions/Reclassifications

Isaac Akins
IT Manager/Admin Coord, Thomas Metcalf School

Kathleen Arthur
Editorial Writer, Univ Mktg & Communications

James Burress
Snack Bar Supervisor, Dining Services

Jeanette Harrison
Admin Aide, University College

Tyler Hoobler
IT Support Associate, Stdt Affairs Information Techn

Dorothy Merkle
Admin Asst, English

Kendra Paitz
Curator of Art III, Art Gallery

Crystal Scheiman
Admin Clerk, Philosophy

Kyle Vann
Food Serv Administrator II, Dining Services

Resignations

Ryan Gathright
Driver, Building Maintenance

Kathleen O'Brien
Snack Bar Supervisor, Dining Services

Keith Young
Maintenance Worker, VP University Advancement

Retirements

Gilbert Black
Radio-TV Producer-Announcer I, Radio Station WGLT

Ronald Kohlrus
Route Driver, Dining Services

Jeanne Munz
Administrative Clerk, Career Center

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CLASSIFIEDS

Kenmore white freezer, 4 cu. ft. Excellent condition. $75 or best offer. Phone (309) 825-8028.

Patio/Porch Set. Ivory wrought iron. Two chairs and round table. Excellent condition. $125. Phone (309) 336-0395.

Woodworking tools. All "Craftsman." Table saw $125; router w/sign maker $100. On stands w/rollers. Phone: (309) 336-0395.

Roofing, Siding, Windows, Painting, Remodeling, Porches, Decks, and miscellaneous home repairs. Licensed. Bonded. Insured. Call Mark at Boolman Homes (309) 829-6263.

Tree, shrub and plant services. Trimming, pruning, planting, maintenance, and renewal. Reasonable rates. Free estimates. Call (309) 275-6922.

CT and CC's Lawn Care. All lawns start at $25 depending on size. Please contact Deion Thompson at (309) 706-0937

Delicious cakepop bouquets for all occasions – visit Carrie's Sweet Escapes at facebook.com/cwsweetescapes

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

To place an ad in the OpenLine access the classified ad form at CSCouncil.IllinoisState.edu/about/OpenLine, or contact Glen Dawson, Treasurer, at (309) 438-5656

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