DATES TO REMEMBER

February 25..............Next classified ad deadline
March 1..................Next OpenLine article deadline
March 1...................Council meeting
March 12-20....................Spring Break
March 15..................Council meeting

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FOOD DRIVE

~ THERESA SANCHEZ

The Civil Service Council is having a food drive in March to benefit the Compassion Center located in Bloomington. Drop boxes will be located in eight campus buildings from March 7 to 25: Moulton Hall, Hovey Hall, Fell Hall, Bone Student Center in the Barnes & Noble College Bookstore lobby, Milner Library, John Green Food Service, Nelson Smith Building, and Carter Harris Physical Plant.

Applications are due by March 1 and should be sent to Martha Burk, 8900 Milner Library. The award recipients will be announced at the annual A/P-Civil Service Award Ceremony held in April.

For questions regarding this food drive, please contact Theresa Sanchez (438-8499 or tasanch@ilstu.edu). Thank you for participating and helping this cause.
20 YEARS
• Thomas Anthony Lamonica, 7130 Intercollegiate Athletics, 2/11/1980
• James A. Caselton, 8900 Milner Library, 2/4/1985

15 YEARS
• Tracey Delories Chandler, 9100 Facilities Management, 2/11/1990
• David Arthur Clark, 9000 Facilities Management, 2/1/1990
• James Herman Johnson, 9000 Facilities Management, 2/21/1990
• Eric John Lutz, 9240 University Police, 2/2/1990
• Suette Marie Overholt, 3330 Academic Research Services, 2/12/1990
• Gwendolyn Delores Perry, 9100 Facilities Management, 2/5/1990
• Robert V. Sipes, 9000 Facilities Management, 2/1/1990
• Roger Ray Staubus, 1200 Comptroller's Office, 2/6/1990

10 YEARS
• David D. Duzen, 9000 Facilities Management, 2/21/1995
• Patricia L. James, 2200 Admissions, 2/1/1995

DID YOU KNOW…
…that one of the objectives of the Civil Service Council of Illinois State University is to study and make recommendations regarding pertinent initiatives to the Associate Vice President of Human Resources, the Provost, the President, the University Civil Service Advisory Committee to the Merit Board, and the Advisory Committee to the State Universities Retirement System?

For more information about the constitution of the Civil Service Council, visit the Documentation section on our web site.

UNIVERSITY POLICIES / PROCEDURES

8.2.14 CAMPUS MASS ELECTRONIC COMMUNICATION POLICY
To facilitate appropriate mass electronic communication, the University has defined five channels along with directives for their appropriate use and management. Special considerations have been prescribed for surveys, research, and for off-campus mass-email communication. With few exceptions, mass-electronic communications require permission from the recipients and the communication must offer an option to be removed from the list at any time.

More information is available pertaining to this and other University policies on the policy web site (www.policy.ilstu.edu).

WELCOME TO ISU – DECEMBER 2004
• Tina M. Barber, Health Services
• Joanne L. De Roeck, Menomonee School of Nursing
• Tracey J. Young, Legal Services

PROMOTIONS – DECEMBER 2004
• Kathy L. Lock, Human Resource Representative, Office of Human Resources

RETIREEMENTS – DECEMBER 2004
• Mary Sharon Alberts, Health Services
• Dara L. Carr, Health Services
• Douglas W. Edwards, Campus Dining Services
• Elaine R. George, Milner Library
• Debra W. Grossman, Campus Dining Services
• Delmar Lee Hardwick, Campus Dining Services
• Janet M. Hoffman, Univ. Housing Services
• Judith E. Marshall, Dean of Arts & Sciences
• Nicholas J. Petri, Facilities Mgmt.
• George W. Rhodes, Facilities Mgmt.
• Bonnie L. Scheffert, Campus Dining Services
• Doris J. Shaw, Health Services
• Sherry L. Stephens, Politics Government
• Helen E. Taylor, Univ. Marketing & Communication
• Sharon L. Walters, Athletics
• Ronald L. White, Facilities Mgmt.

SYMPATHY – OUR SINCEREST SYMPATHY TO:
• Richard Tomevi, Facilities Management, on the death of his father, Emil Tomevi on December 25, 2004 and of his mother, Dorothy Tomevi on December 26, 2004.
• Teresa Drollinger, Facilities Management, on the death of her father, Jimmie Terven on January 9, 2005.
• Ron Kohlurs, Campus Dining Services, on the death of his mother, Frances Kohlurs on January 15, 2005.
• Carolyn Kohlurs, Campus Dining Services, on the death of her mother-in-law, Frances Kohlurs on January 15, 2005.
• Trish James, Admissions, on the death of her grandmother, Ellen Graves on January 23, 2005.
• Sue Locke, Human Resources, on the death of her grandmother, Ellen Graves on January 23, 2005.
• Mike James, Facilities Management, on the death of his sister, Sharon Vruggeman on February 2, 2005.

BIRTHS – CONGRATULATIONS TO:
• Adam Cody Key (Campus Dining Services) and Jody Key on the birth of their daughter, Riley Jo Key on December 14, 2004 (7 lbs. 3 oz. and 15 ½ inches long).
• Mike James, Admissions, on the birth of his daughter, Riley Jo Key on December 14, 2004 (7 lbs. 3 oz. and 15 ½ inches long).
• Mike James, Admissions, on the birth of his daughter, Riley Jo Key on December 14, 2004 (7 lbs. 3 oz. and 15 ½ inches long).

Thank You
AND FAREWELL
~ PAM BURRESS

The Civil Service Council would like to extend a sincere thank you to our proof-reader, Narry Kim, who served on the OpenLine staff for two and a half years with infallible and reliable service.

She worked in the University Advancement office in Hovey Hall, and she began working on this monthly newsletter in July 2002. She will be sorely missed (and so will her wonderful grammatical skills and sharp eye) as she leaves campus. Best wishes to you in your future endeavors, Narry!

Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Dianne Liebenstein by phone (438-8311) or by e-mail (dblebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.
Illinois State University

Distinguished Service Awards
for Civil Service Employees

Form

Name of Nominee: ____________________________________________________________

Department of Nominee: ______________________________________________________

Job Title of Nominee: _________________________________________________________

Date: _________________________________________________________________________

Instructions:
• Complete this form and return to Martha Burk, Campus Box 8900 Milner Library, no later than March 1, 2005.
• The following criteria are to assist you in organizing your nominations. The typical recipient demonstrates outstanding job performance, campus-wide involvement, and community involvement. Please reply to the criteria in a narrative form. If more space is needed, you may attach additional sheets. Be specific – give examples. Keyboarded or typed nominations are preferred, but hand-written ones will be accepted if legible (for the on-line form, see www.cs Council.ilstu.edu/awards/distinguishedservice.shtml).
• Please submit three letters of endorsement with this form. Any additional letters will be discarded. Letters of endorsement may be requested from individuals inside or outside of the University at the discretion of the nominators.

CRITERIA CATEGORIES:
In what manner has the nominee displayed exceptional performance in the tasks associated with their position?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

What outstanding contributions at the University (committees, special programs, etc.) above and beyond regular responsibilities has the nominee made?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

How has the nominee demonstrated involvement in the community outside of the University?
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Name of Submitter: __________________________________________________________

Signature of Submitter*: _____________________________________________________

Relationship to nominee: Co-worker ___ Supervisor ___ Relative ___ Other ___________________________

*Nominations are not valid unless signed.

OpenLine

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February 2005
CLASSIFIED ADVERTISEMENTS

For Sale—Other
• Beautiful roll-top desk, in excellent condition. Smaller size. Call 454-3155 anytime.
• Canary, yellow male. Great singer, banded, pedigreed. $100. Call evenings, (309) 726-2100.

Personal Service
• Tree and shrub trimming. Please call Carl or Terry at 310-3397, 530-5137 or 527-4492.
• Radon questions or problems? Licensed radon professional. Over 700 systems installed with 100% success rate. Call David (Bud) Smith at 473-2955.
• It's on everyone's lips. Sheer and glossy, bold and long-lasting. Mary Kay has the formula and the shades you want. Call Phyllis Bond, Mary Kay Independent Beauty consultant at 454-3793.

Wanted
• Renter. Your own bedroom in large house, 1 mile west of campus, on public bus route. Male preferred. Many perks. In Normal, IL. Call (309) 261-8364.
• Proof-reader for OpenLine monthly newsletter. Minimal time commitment each month. Send your statement of interest and knowledge/experience to the newsletter editor at paburre@ilstu.edu or the Civil Service Council officers at cscouncil@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: _______________
Email: ____________________________________________
Campus Box/Dept: __________________________________
Check one category:
☐ Free Items ($2) ☐ For Sale-Auto ($5) ☐ Personal Service ($5)
☐ For Sale-Other ($2) ☐ Wanted ($2)

ONE word per box. 20 words or less.

Send this completed form and payment by the 25th of the month to:
Pat Schnitker, 4040 Graduate School.
(Make checks payable to: Civil Service Council - OpenLine.)
Visit www.ilstu.edu/depts/civilservice/documentation/openline/Ad.pdf for more information about advertising in the OpenLine.

Illinois State University is an equal opportunity/affirmative action university encouraging diversity.  
Printed on recycled paper.