

OpenLine is published monthly by the **Civil Service Council** of Illinois State University, Campus Box 1830, Normal, IL 61790-1830.

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DATES TO REMEMBER

April 3 Next classified ad deadline
April 7..... CS Council meeting @ noon
 April 8 *OpenLine* article deadline
 April 12 Easter
 April 15 Tax Day
April 21..... CS Council meeting @ noon
 April 22 Administrative Professionals Day

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CUBS BASEBALL TRIP

~ Melody Palm

ISU Day at Wrigley Field will be Wednesday, 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, contact Melody Palm at 438-3930.

Trip policies:

- Trip cost for each person includes: bus transportation, game ticket, 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-served 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 3 will get a full refund.
- Received between April 4 and April 20 will get \$20 refunded per ticket.
- Received on April 21 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.

pack the Park!

WEAR ISU RED & WHITE!!



*Yes, I want to join the Civil Service Council for ISU Day at Wrigley Field on Wednesday, May 27, 2009!
 I might even bring a guest or two.*

Name: _____ Campus Box & Dept: _____

Office/Home Phone: _____ E-mail Address: _____

Number _____ x \$36/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 3, 2009. Make check payable to the **Civil Service Council**.



SERVICE AWARDS

~ David Schaafsma, Human Resources

25 YEARS

- Mary Michele Gilfillan, 6370 CTLT, 3/5/1984

20 YEARS

- Karen Kay Dunton, 4400 Geography – Geology, 3/6/1989
- Pam Burress, 3500 Telecommunications & Networking, 3/9/1989
- Mary L. Scott-Ditchen, 3420 University Marketing & Communications, 3/13/1989
- Julie Ann Gravitt, 3420 University Marketing & Communications, 3/27/1989

15 YEARS

- Joanne Lynn Jones, 1500 Mail Service Center, 3/14/1994
- Melissa A. Nergard, 9000 Facilities Management, 3/21/1994
- David J. Bagnell, 9000 Facilities Management, 3/23/1994
- Robert Francis Dennis, 2202 University Registrar, 3/28/1994

10 YEARS

- Maureen K. Peel, 1100 V P Finance & Planning, 3/1/1999
- Heidi R. Coan, 1210 Student Accounts, 3/22/1999
- Kim M. Robinson, 8000 Development-Info/Donor Services, 3/22/1999
- Lisa A. Schmidgall, 2540 Health Services, 3/22/1999
- Ingrid E. Johnson, 1320 Environmental Health & Safety, 3/26/1999

POTPOURRI

~ Dianne Liebenstein, Volunteer Reporter

BIRTHS – OUR CONGRATULATIONS TO:

- Carol Weiss, Facilities Planning, on the birth of her grandson, Kylar Joseph Spaulding, February 10, 2009, 8 lbs. 11 oz. 21 inches long.
- Karen Orrick, Facilities Management, on the birth of her grandson, Rylan Joseph Orrick, February 11, 2009, 9 lbs. 4 oz. 21 inches long.
- Michelle Followell, Facilities Management, on the birth of her grandson, Orion Madon Boyd, February 16, 2009, 6 lbs. 4 oz. 18 ¾ inches long.



SYMPATHY – OUR SINCERE SYMPATHIES TO:

- Tom Clem, Facilities Management and to Marie Clem, Facilities Management, on the death of his brother and Marie's brother-in-law, Gary Clem, on February 18, 2009.

Your help in providing Potpourri information is needed and appreciated. Please feel free to contact Volunteer Reporter Dianne Liebenstein by phone (438-8311) or by e-mail (dlikebe@ilstu.edu) to report births, marriages, or deaths of immediate family members. Information for the Potpourri section is voluntarily submitted by employees. Notifications are not verified by birth, marriage, or death certificates.

TIP OF THE HAT

~ Dianne Liebenstein, Human Resources

WELCOME TO ISU – DECEMBER 2008 AND JANUARY 2009

- Gordon J. Barrettsmith, Admissions
- Alan D. Burrell, Facilities Management
- Devin K. Ferguson, Health Sciences
- Ryan R. Grahs, Admin. Information System
- Wendy L. Groth, Admissions
- Grant E. Hoke, Campus Dining
- Janis Hollins, Curr. & Instruction
- Angela D. Miller, Facilities Management
- Marianne K. Riddell, Athletics
- Jonathan F. Robinson, Univ. Marketing & Communications
- Wesley E. Shinault, College of Business
- Scott D. Wissmiller, Facilities Management



WELCOME TO ISU – CONTINUED

- Daniel L. Bustle, Admin. Information Systems
- Michelle L. Followell, Univ. Housing Services
- Amy R. Harris, Health Services
- James T. Howe, Admin. Information Systems
- Chelley L. Jackson, Financial Aid Office
- Michelle R. Kaiden, Campus Dining
- Juli R. Laird, Health Services
- Mark W. Oglesby, Parking & Transportation
- Maggie A. Snell, Disability Concerns
- Jermaine Tate, Student Affairs IT

PROMOTIONS – DECEMBER 2008 AND JANUARY 2009

- Lolita Frazier, Cook, Campus Dining Services
- Scott M. Cummings, Head Cook, Campus Dining Services
- Kevin P. Kelley, Accounting Associate, Comptroller's Office
- Mark A. McClain, Maintenance Repair Foreperson, Facilities Mgmt.
- Michael L. Nettleton, Spec. Comm. Network II, Telecommunications & Networking
- Jillian R. Phillis, Human Resource Representative, Facilities Mgmt.
- Craig L. Pollitt, Spec. Comm. Network II, Telecommunications & Networking
- Gale D. Wheatley, Administrative Aide, Kines. & Recreation
- Laurie E. Wheatley, Admissions/Records Specialist II, Admissions
- Ruth A. Wiesner, Account Tech I, Facilities Management
- Heather A. Wilcox, Tree Surgeon, Campus Services/Grounds
- Troy R. Zeigler, Stationary Fireman, Energy Management

RETIREMENTS – DECEMBER 2008 AND JANUARY 2009

- Georgia L. Bailey, CTLT
- Laura J. Dimascio, Univ. Marketing & Communications
- Barbara J. Guetschow, Admissions
- Ruby J. Jones, Campus Dining
- Michael Kellner, Facilities Management
- Corine A. Kinsolving, Milner Library
- Donna J. Larson, Facilities Management
- Ronald E. Neal, Classroom Tech. & Support Services
- Tom D. Ryan, Facilities Management

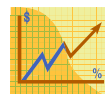


RESIGNATIONS – DECEMBER 2008 AND JANUARY 2009

- Christine L. Atherton, Campus Dining
- Jennifer L. Eddy, Dean of Education
- Heather G. Harper, Dean of Business
- Tommy R. Kiper, Univ. Police Department
- Marilyn E. Mehl, Mennonite College of Nursing

TIAA-CREF ON CAMPUS

~ Todd Long, Human Resources



TIAA-CREF will be on campus for one-on-one counseling sessions. Patrick Windle with TIAA-CREF will be on campus on the following dates and locations:

- ✓ April 30, Faculty/Staff Conference Room, Bone Student Center
- ✓ May 1, Spotlight Room, Bone Student Center
- ✓ May 28, Private Dining Room, McAllisters, Bone Student Center
- ✓ May 29, Faculty/Staff Conference Room, Bone Student Center
- ✓ June 25 & 26, Police Conference Room, Nelson Smith Building

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, call Leslie Kelley at 800-842-2005 ext 5651 or via the web at www.tiaa-cref.org/moc.

CIVIL SERVICE COUNCIL SEEKS CANDIDATES FOR UPCOMING ELECTION

~ Sarita Cox, Civil Service Council

The Civil Service Council Election Committee recently mailed out nomination forms as we seek candidates to fill expiring or vacant seats on the Council. The new terms will begin on July 1, 2009. The Civil Service Council consists of five "groups" and each group seats three representatives on the Council. The groups are comprised of CS employees with similar or related job classifications/titles. The term for a Civil Service Council representative is three years and the three seats within each group are filled on a rotating basis, meaning one seat in each group is available for election/re-election each year. Additional seats in any group may also be open, due to a number of factors. Members of each group may submit nominations for the open seats within their group. A list of eligible members was mailed with the nomination form for each group. March 27 is the deadline for submitting a complete nomination form.



Anyone can make a difference and everyone is encouraged to serve on the council for one or more terms. Civil Service Council is an important part of Shared Governance on our campus. Serving on the Council is recognized as service to the University and is supported by ISU Administration, including President Bowman. An essential characteristic of Council members is simply the willingness to actively participate.

To nominate yourself, please complete the nomination form you received via campus mail. If you feel someone else would be an effective CSC member, encourage him or her to complete and submit the nomination form on or before March 27. To be included on the election ballot, the person being nominated (by self or other CS employee) must supply all requested information on the nomination form, submit the completed form by the deadline and the form must be signed by the nominee. Release time is permitted for attending Council meetings.

Once the nomination period has closed, ballots will be prepared and distributed to each Civil Service group. Again this distribution will be through Campus Mail and should be received in late April or early May. By voting for a qualified Council representative from your group you will be supporting the Civil Service Council and the Shared Governance of Illinois State University. Newly elected Council members will be invited to the last meeting of the current year and will be seated at the first Council meeting in July.



CHANGES IN INCOME TAX WITHHOLDING

~ Jeffrey Jacob, Comptroller's Office

Notice to employees: new withholding tables may reduce the amount of income tax withheld from your wages.



The new tables, prescribed by the Department of the Treasury, reflect the Making Work Pay credit and other changes resulting from the American Recovery and Reinvestment Act of 2009.

You do not have to submit a Form W-4, "Employees Withholding Allowance Certificate," to get the automatic withholding change. If you do not want to have your withholding reduced (because, for example, you have more than one job or you are

married and your combined income places you in a higher tax bracket), you may want to file a new Form W-4 with your employer. You may claim fewer withholding allowances on line 5 or request additional amounts to be withheld on line 6. For additional help, get IRS Publication 919, "How Do I Adjust My Tax Withholding?" Or visit the IRS website at www.irs.gov and use the Withholding Calculator.

SAFETY IN THE WORKPLACE

~ Aaron Woodruff, ISU Police Officer

Illinois State University Police strive to make the campus a safe and welcoming place for everyone. Unfortunately, that sense of security can be broken by simple criminal acts that are committed by those drawn to the open environment of a college community. While crime rates at Illinois State University and most universities are low in comparison to their local municipalities, crime can happen anytime and anywhere.



The following tips may help you stay safe while at work.

- Keep your purse, wallet, keys, or other valuables with you at all times or locked in a drawer or closet. Mark your initials and an ID number (not SSN) on your personal property.
- Check the identity of any strangers who are in your office/building. If anyone makes you uncomfortable, call the police department immediately.
- Don't stay late if you'll be alone in the office. Create a buddy system for walking to parking lots or public transportation after hours. Let someone know if you will be coming in late or working late.
- Be alert and aware of your surroundings at all times. Avoid talking on your cell phone or wearing headsets that impair your ability to detect and respond to potentially dangerous situations.
- Don't leave valuables in your car. Lock your doors and remember to hide or remove the cables to expensive electronics too.
- Report any broken or flickering lights, dimly lit corridors, broken windows, and doors that don't lock properly to Facilities Management (438-5656) for repairs.
- If you use a key to unlock a building, make sure it relocks after each use. Make sure exterior doors close and latch behind you.
- Know the exit routes and evacuation plans in your building.

GLADLY WE GIVE ANNUAL FUND DRIVE

~ Barb Todd, Executive Director of Internal Campaigns

Gladly We Give is a strategic and focused annual fund drive that has been designed for faculty, staff and retirees. Gladly We Give thanks those family members who already are supporting their Illinois State passions with their personal gifts.

The Gladly We Give focus period launched Feb. 2 and continues to March 31, but ANY donation given during FY09 makes participants a Gladly We Give donor. During the focus period, ambassadors will be giving presentations to groups all over campus.

Anyone interested in having a presentation for their department or group should contact Barb Todd, executive director of Internal Campaigns, at btodd@ilstu.edu or 438-2592.

All faculty, staff and retirees should have received a brochure in the mail with more details. Gladly We Give lapel pins have been mailed to all current donors and will be sent to all new donors on a weekly basis.



To check the progress of the Gladly We Give Annual Fund Drive, go to www.IllinoisState.edu/gladlywegive.

CLASSIFIED ADVERTISEMENTS

For Sale – Other:

- Solid oak entertainment center, \$200. Dual cassette player, \$15. Equalizer, \$15. 5-CD changer, \$25. Pair of Cerwin-Vega speakers, \$150. Call Dave 661-2162.
- Beautiful dining room set, thirty years old, durable, heavy: table, four chairs, hutch, \$1,250. Four bar stools, \$250. Call 530-9667.
- Kenmore portable dishwasher, like new, used a dozen times, \$150 or best offer. Call Connie 309-242-5042.

Personal Service:

- Radon — #1 cause of lung cancer among non-smokers. Questions? Call David Smith, licensed radon professional #98102, (309) 473-2955.
- For tree and shrub trimming, please call Carl or Terry, 530-5137 or 527-4492. For firewood, please call Carl or Terry, 365-8466.
- Mowing and trimming, residential, reasonable rates. Call Bob, 824-6828 or 473-2852.



NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be



Wednesday, April 8 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).

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.

Send this completed form and payment by the 25th of the month to:

Theresa Sanchez, 2202 Evaluation Services, 438-2500.

(Make checks payable to: Civil Service Council - *OpenLine*.)

Visit <http://www.cscouncil.ilstu.edu/documentation/openline.shtml> for more information about advertising in the *OpenLine*.

