

Illinois State University

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OpenLine Newsletter

Civil Service Council

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8-2006

### OpenLine Newsletter, August 2006

Civil Service Council  
*Illinois State University*

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## DATES TO REMEMBER

August 25 .....Next classified ad deadline  
September 4..... Labor Day holiday  
September 5.....Next *OpenLine* article deadline  
**September 5.....Council meeting**  
**September 19.....Council meeting**  
September 23..... Fall begins

## INSIDE

Farewell Message ..... p. 2  
Service Awards..... p. 2  
Fall Bus Trip..... p. 2  
Potpourri..... p. 3  
Recipe Reveal..... p. 3  
Town & Gown 5-K Run Sign-Up..... p. 3  
Bowling League Starting Soon..... p. 3  
From the Green Team..... p. 4  
Civil Service Council Constitution ..... p. 4  
Practice Reduction & Reuse..... p. 4  
Civil Service Council Minutes..... p. 4  
ISU Home Page ..... p. 4  
CS Council Representatives ..... p. 5  
Government Web Links..... p. 5  
Wellness Update ..... p. 5  
Next *OpenLine* Article Deadline ..... p. 5  
Classified Advertisements ..... p. 6  
Contact Us ..... p. 6

## STAFF

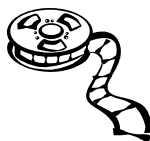
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Copy Editor..... Suzanne Ferrara  
PROOF READERS..... Patti Munster  
..... Ramona Garner  
COUNCIL LIAISON..... Steve Lancaster

## FRIVOLOUS FACTS

You can not create a folder labeled 'con' in Microsoft Windows.

[Source: <http://www.nicefacts.com/>]

## QUICK QUOTE



A good film is when the price of the dinner, the theatre admission and the babysitter were worth it.

-- Alfred Hitchcock

[Source: <http://www.brainyquote.com/>]

## MESSAGE FROM THE COUNCIL CHAIR

~ Melody Palm



Welcome to a new academic year, as the return of the full student body brings new energy and liveliness to campus. I am honored to be elected the new chair of the Civil Service Council. I appreciate the leadership and dedication that

Martha Burk, past chair, and Vicki Bryan, past vice chair have both given the Council for multiple years. Pat Schnitker has carefully managed funds as treasurer, and will be continuing in that role. Steve Lancaster is the new vice chair, and Sarita Cox is now secretary.

The Council will be working to better communicate with Civil Service staff throughout the campus and responding to issues brought up in the staff survey. Please feel free to contact me or any Civil Service Council member with your concerns and suggestions. We want to hear from you!

This promises to be an exciting year on campus, as we get ready to celebrate Illinois State University's 150<sup>th</sup> year. It is a chance to share our pride in being part of Illinois' First Public University, and to reflect on all that has been accomplished. I encourage you to participate in events that celebrate our campus traditions and this important milestone.

## PICNIC ON THE PLAZA

~ Steve Lancaster



The Fifth Annual Lunch on Milner Plaza sponsored by the Civil Service Council will take place on Friday, September 15 from 11:30 a.m. to 1 p.m.

The profits from this fund-raising event will benefit the Civil Service Scholarship Fund (for children of employees). Faculty, staff, retirees and students are invited to participate.

You may contact any Civil Service Council representative to purchase your tickets (see representative list on page 5). Alternately, you may send a check to Steve Lancaster, 2610 Campus Dining Services. Please make checks payable to "The Civil Service Council," and be certain to include your name(s), campus address and daytime phone number.

The price for the lunch is \$6.00 per person. Since space is limited, please purchase your tickets early. Direct any questions pertaining to this event to the Civil Service Council officers ([cscouncil@ilstu.edu](mailto:cscouncil@ilstu.edu)).



# FAREWELL FROM MARTHA BURK.

It has truly been an honor to serve as the Civil Service Council Chair for the past four years. The extensive involvement across campus and the chance to meet many of you in the process has been a real pleasure. As the CSC chair, I represented the Civil Service on many committees: the Academic Senate, the Finance and Planning Committee of the Academic Senate, the Campus Communication Committee, the Educating Illinois Coordinating Team, and the Executive Committee for the Committee for Diversity, to name a few.

Attendance on many other committees came my way as a consequence of being Council chair. Two notable ones were the Presidential Search Committee and the Advisory Committee for the Comprehensive Campaign. Each of these committees was rewarding in different ways, and all afforded me the opportunity to meet people and help make the Council more visible on campus.

During my tenure, I have been most proud of the Council's ability to all work together for the good of the Civil Service staff and the University. Through our combined efforts, there have been many new developments. The Council now has an address and part-time secretarial help. A search is currently being made for space for the Council in Hovey Hall.

Our chair meets with the President every two weeks. I served for one year as the first-ever staff person to chair an Academic Senate Committee. None of these advances would have been possible without the good work of the Councils and chairs of the past. We all build on the success of those who have gone before.

Throughout it all, we have continued to offer all of our usual services to the community. Our scholarships have grown in number — last year we awarded 11 — 10 to dependents of Civil Service Staff and one to a staff member. We expanded our Holiday Party to include children of all Illinois State employees. We have worked with the AP Council, inviting them to co-sponsor the Holiday Party and participate with us in the Homecoming Parade. We continue to expand our yearly raffle to pay for many of our scholarships (four of them are paid for with Foundation funds).

Various other fund-raisers have been held to earn money for scholarships and general expenses. Two years ago we began an annual spring food drive. The Council continues to offer our popular bus trips. This last spring we sent five busses (a record!) to a Cubs game. I am continually impressed by the enthusiasm, hard work, and great ideas that come from the Council and from our constituents.

I am sure that the new chair, officers, and members of the Civil Service Council will someday look back on their work with as much pleasure and pride as I do now. My thanks to all Council members, past and present, and to each and every Civil Service staff member at Illinois State University. You all make this a great place to work and to serve. Thank you!

*Thank you for  
your time,  
dedication and  
service, Martha!*



## SERVICE AWARDS

~ FELICIA YOUNG

### 30 YEARS

- Rebecca Carol Bell, 8900 Milner Library, 8/31/1976
- Laura Jean DiMascio, 3420 Unv Mktg & Communications, 8/2/1976
- Ruby Jewel Jones, 2610 Food Service, 8/23/1976



### 25 YEARS

- Kathy June Beal, 3250 Media Relations, 8/17/1981
- Daniel Michael Fitzgerald, 9100 Campus Services/Grounds, 8/20/1981
- Dara M. Gibson, 3420 Unv Mktg & Communications, 8/3/1981
- Darcy Anne Loy, 9100 Campus Services/Grounds, 8/26/1981
- Susan Marie Payne, 5800 Intercultural Programs, 8/12/1981
- Gary Allen Simpkins, 9100 Campus Services/Grounds, 8/24/1981
- Joan E. Thomas, 8900 Milner Library, 8/4/1981
- Joanne Carol Wilcox, 2200 Admissions, 8/10/1981

### 20 YEARS

- Loren C. Carter, 9100 Campus Services/Grounds, 8/4/1986
- Nancy K. Daniels, 5910 Special Education, 8/18/1986
- Mark Allen McClure, 9100 Campus Services/Grounds, 8/19/1986
- Carol Ann Morgan, 2540 Health Services, 8/11/1986
- Dwayne R. Price, 9100 Campus Services/Grounds, 8/25/1986
- John Paul Weter, 2540 Health Services, 8/1/1986

### 15 YEARS

- Mary Elizabeth Anderson, 2610 Food Service, 8/26/1991
- Sarita Marlene Cox, 5570 MBA Program, 8/12/1991
- Erin Marie Dwyer, 3470 Admin Information Systems, 8/30/1991
- William Gambardella, 9250 Parking and Transp, 8/28/1991
- David Bruce Geshiwl, 2610 Food Service, 8/19/1991
- Kathleen Mary LaCroix, 3040 Research & Sponsored Prog, 8/5/1991
- Jodi Lynn Nibbelin, 7000 Thomas Metcalf School, 8/19/1991
- Karen Mary Orrick, 9000 Facilities Management, 8/16/1991
- Julie Ann Ryerson, 6700 Illinois Special Olympics, 8/5/1991
- Deborah Eades Schultze, 2610 Food Service, 8/12/1991
- James Ernest Scott, 1320 Envrnmntl Health & Safety, 8/5/1991
- Carol Ann Weis, 7000 Thomas Metcalf School, 8/20/1991
- Gail Christine Wertz, 2610 Food Service, 8/19/1991
- Cameo Lynn Wonnell, 2202 University Registrar, 8/19/1991

### 10 YEARS

- Georgia Ann Bremner, 2610 Food Service, 8/5/1996
- Christine Bull, 2610 Food Service, 8/5/1996
- Kimberly P. Coomber, 7000 Thomas Metcalf School, 8/19/1996
- Mildred, Gardner, 2610 Food Service, 8/19/1996
- Michael S. Ivey, 9250 Parking and Transp, 8/5/1996
- Shuntua Stonewall, 9240 University Police, 8/5/1996
- Sharon Laverne Tolbert, 2610 Food Service, 8/5/1996
- James Anthony Wall, 2610 Food Service, 8/19/1996

## FALL BUS TRIP

~ Ramona Garner

### Downtown Chicago —

Shopping and attractions! Mark your calendars for **Saturday, Nov. 4**. Drop-offs will be at Water Tower Place and the Field Museum at various times throughout the day; itinerary to follow. Plan to join us!



## POTPOURRI

~ Dianne Liebenstein



### BIRTHS – CONGRATULATIONS TO:

- Cathy J. Bess, Family and Consumer Sciences, on the birth of her grandson, Caleb Ross Schultz, July 14, 2006, 9 lbs. 3 oz., and 21.5 inches long.

### SYMPATHY – OUR SINCERE SYMPATHIES TO:

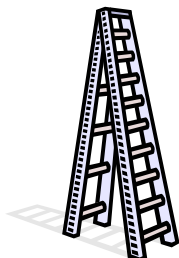
- William Hoffmann, Administrative Information, on the death of his brother, Scott Hoffmann, May 25, 2006.
- Daniel Stanislaus, Administrative Information, on the death of his grandmother, Patricia “Pat” Lumpkins, June 13, 2006.
- Jackie Kephart, Administrative Information, on the death of her mother, Garnett Goldsberry, July 7, 2006.
- Jeanette Harrison, Scheduling Office, on the death of her father, Harold Wright, June 24, 2006.
- Gene Thacker, Facilities Management, on the death of his mother, Mary Ellen Thacker, July 7, 2006.
- Carl Thacker, Jr., Music Department, on the death of his mother, Mary Ellen Thacker, July 7, 2006.
- Jan Beer, Office of Human Resources, on the death of her father, Robert Cummins, Sr., June 29, 2006.
- Debra Cummins-Bray, Campus Dining Services, on the death of her father, Robert Cummins, Sr., June 29, 2006.

### WELCOME TO ISU – JUNE 2006

- Ricki O. Berchtold, Facilities Management
- Christie Berg, University Housing Services
- Lyndsey A. Carney, Milner Library
- Bradley D. German, Facilities Management
- Constance L. Hargan, Dean of Education Department
- Martha L. Mann, Illinois Special Olympics
- Robert A. Rice, Facilities Management
- Jerald E. Sandage, University Police Department
- Mandy L. Toland, Health Services

### PROMOTIONS – JUNE 2006

- John C. Staley, Network Engineer I, Telecommunications and Networking
- Joshua D. Hedrick, Mail Equipment Operator Expeditor II, Mail Service Center
- Christa L. Lawhun, Routing Supervisor, Facilities Management
- Dean A. Vance, Customer Service Representative I, Facilities Management



### RESIGNATIONS – JUNE 2006

- Jonathan Todd Becher, Administrative Information Systems
- Victor S. Brown, Facilities Management
- Lori J. Devore, Milner Library
- Brain T. Hamrin, Administrative Information Systems
- Nancy Nicole Lett, Campus Dining Services
- Christine C. Wissmiller, School of Social Work



### RETIREMENTS – JUNE 2006

- Larry L. Keeran, Telecommunications Office
- Eldon Lee Wright, Technology Department

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*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 (dbliebe@ilstu.edu) to report births, marriages, or deaths of immediate family members.*

## RECIPE REVEAL

From the Kitchen of Grace Taylor: Pineapple Salad



Ingredients: 1 large carton of small curd cottage cheese, 2 small cans of crushed pineapple (drained), 2 boxes of your favorite dry red gelatin, 1 large container of whipped topping, 1 can mandarin oranges (drained and cut into pieces).

Mix: drained pineapple and mandarin oranges, then add cottage cheese and stir well. Pour dry gelatin over mixture and stir well. Fold in whipped topping until mixed well. Pour into a 9x13 dish and refrigerate for 1 hour.

## TOWN & GOWN 5-K RUN SIGN-UP

~Narry Kim

Want to get a free Homecoming T-Shirt? Be one of the first 120 people to sign up for the Town & Gown 5-K Run, sponsored by Illinois State University and the Town of Normal, on **Saturday, Oct. 14** to kick off Homecoming weekend.



The 5-K run will start at 9 a.m., with registration and check-in beginning at 7:30 a.m. on the plaza outside Schroeder Hall at the corner of College and University. The race will precede the ISU Homecoming Parade and be run over two laps of the parade route.



Prizes will be awarded to overall male and female winners, and to the top three male and female finishers in the following divisions: 14 & under, 15-19, 20-24, 25-29, 30-34, 35-39, 40-44, 45-49, 50-54, 55-59, 60 and over, wheelchair racers.



The entry fees are as follows: \$13 if received by October 6; \$15 if received after October 6 and there will be a \$2 discount to Lake Run Club members, Illinois State University students, faculty or staff members, alumni and relatives, Town of Normal residents or employees

For more information and to print a copy of the race application, go to the **ISU Homecoming Web site** at <http://www.homecoming.ilstu.edu/> and click on the 5-K Run Application link. Share the Homecoming spirit and help “**Spread the Red!**”



## BOWLING LEAGUE STARTING SOON

~ Scott Leong



The Illinois State University Faculty/Staff Bowling League is now starting to form teams for the Fall/Spring league season. Bowling is every Wednesday night at 4:30 p.m. at the ISU Bowling and Billiards Center (BBC). Bowling is normally completed each night by 6:30 to 7 p.m.

The league is scheduled to begin on August 31, 2006 and will conclude in the middle of April. There is an end of the year banquet. The league is a mixed league and sanctioned by the United States Bowling Congress. The BBC is a non-smoking environment. Sanction, prize, and bowling fees apply. All faculty, staff, retirees, and immediate family may participate as space allows.

We are currently seeking individuals and teams interested in participating. For more information please contact one of the league officers: Scott Leong, president, 8-2276 or sleong@ilstu.edu; Peter Orlowicz, secretary, 8-8631; or Beth Whelan, treasurer, 8-8494.



## FROM THE GREEN TEAM

~ Annie Laurie Cadmus



Your purchasing decisions can have a profound effect on the environment. While the university does not require that the products you purchase are environmentally responsible, there are some simple items to consider when placing orders at ISU.

- **Recycled Content:** Recent advancements in technology have improved the quality of recycled content paper products so that it no longer causes paper jams more so than virgin paper. Also, consider recycled content binders, furniture and other office supplies. Look for the chasing arrows symbol in your ordering catalog.
- **Locally made/grown:** Merchandise and food that is locally produced is socially and environmentally responsible. Support your local economy and environment by asking that certain items be purchased from a local vendor.
- **Avoid old growth:** Some office furniture and paper is made from endangered old growth trees. Research your purchases to make sure your products are made from sustainable materials instead. By doing so, you are supporting the future of old growth trees and natural habitats.
- **Rechargeable:** Purchase rechargeable batteries for your office equipment. This will not only save money, but will divert dangerous chemicals from the landfill. When non-rechargeable batteries do die, be sure to recycle them.
- **Reusable products:** Does your office host birthday and retirement celebrations for employees? Consider sending cards electronically or printing materials on recycled content paper. Also, if possible, purchase reusable plates and cups for office parties. This will save time and money for future office celebrations as well as promote environmental responsibility.



If you have specific questions regarding environmentally preferable purchasing at Illinois State University, please contact Annie Laurie Cadmus at [alcadmu@ilstu.edu](mailto:alcadmu@ilstu.edu). For additional tips on "Greening ISU," log on to the Green Team website at [www.greenteam.ilstu.edu](http://www.greenteam.ilstu.edu).

## CIVIL SERVICE COUNCIL CONSTITUTION

### Article II - Governance Role

The purpose of the Civil Service Council of Illinois State University shall be:



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

For more information regarding the Civil Service Council Constitution, please visit our Web site ([www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu) under "Documentation" and "Constitution").

## PRACTICE REDUCTION & REUSE

~ Annie Laurie Cadmus

While recycling efforts on college campuses have gained incredible popularity throughout the past few decades, an increased focus needs to encourage reduction and reuse. By learning how to reduce and reuse, we can significantly decrease our negative impact on the environment and economy. Here are some simple tips on how you can make a difference:

### Reduce:

- Purchase items in bulk so as to reduce the amount of packaging.
- Reconsider purchases that may be unnecessary (ie. monthly cell phone upgrades, individually wrapped candies, impulse buys, etc.)
- Reduce paper consumption by proofreading drafts on the computer, sending information electronically and using both sides of paper.
- Reduce environmentally harmful gas consumption (and credit card bills) by walking or riding a bike to your destinations.
- When purchasing produce, think twice before using multiple plastic bags.



### Reuse:

- Bring your own bags to the grocery store and mall.
- Carry a reusable mug with you when grabbing beverages to go (some places even offer discounts if you practice this habit).
- Wash and reuse plastic baggies.
- If you pack your lunch, use reusable food containers and lunch bags.
- Consider using old t-shirts instead of paper towels when washing floors, mirrors, tubs and sinks.



For more information on how to reduce your impact on the environment, log onto the Green Team website at [www.greenteam.ilstu.edu](http://www.greenteam.ilstu.edu) and click on "Greening ISU."

## CIVIL SERVICE COUNCIL MINUTES

~ Melody Palm

Your Civil Service Council meets the 1st and 3rd Tuesday each month. Meetings are from Noon - 1 p.m., usually in the Spotlight Room, Bone Student Center. You are welcome to attend, and bring your lunch if you wish.

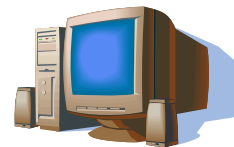
Minutes from Council meetings are available at the CSC website <http://www.cscouncil.ilstu.edu>. As these are updated, a message is usually sent through the CSC listserv. Minutes are also printed, and a copy sent to each campus mailcode for posting.

If you'd like to receive printed minutes, please contact Sarita Cox, 5570 MBA Program, to add your name and campus address to the mailing database.

## ISU HOME PAGE

The Illinois State home page gotten a new look and improved functionality to make it easier for you to find the information you need. Updates include:

- A new iGuide
- Stories on major campus news and sesquicentennial events
- Updated Illinois State news stories
- Easy access to the University Calendar
- A complete collection of sesquicentennial events



For more information pertaining to the new Illinois State home page appearance, visit it using the new URL: [IllinoisState.edu](http://IllinoisState.edu) (however, you can still use the [www.ilstu.edu](http://www.ilstu.edu) or [www.illinoisstate.edu](http://www.illinoisstate.edu) URLs to get to the same site).

## CIVIL SERVICE COUNCIL REPRESENTATIVES

**GROUP I:** **Pat Schnitker**, 4040 Graduate School (Hovey Hall), 438-2109, plschnit@ilstu.edu; **Sarita Cox**, 5570 MBA Program (College of Business Bldg), 438-2981, smcox@ilstu.edu; **Vicki Bryan**, 2320 Financial Aid (Fell Hall), 438-2782, vlbryan@ilstu.edu

**GROUP II:** **Barb Arbogast**, 5121 School of Kinesiology & Rec (McCormick), 438-5952, barbogas@ilstu.edu; **Linda Klawitter**, 5020 Agriculture (Ropp Agriculture Bldg), 438-5655, ljklawit@ilstu.edu; **Jan Jolynn Staley**, 5590 Marketing (College of Business Bldg), 438-7261, jjstaley@ilstu.edu

**GROUP III:** **Jack Wylie**, 1520 Central Receiving (John Green Food Service Bldg), 438-8011, jdwyli@ilstu.edu; **Ron Thompson**, 6380 Classroom Technology Support (Nelson Smith), 438-7732, rdthomp@ilstu.edu; **Julie Caplinger**, 6370 Center for Teaching, Learning & Tech (Instruct Tech & Dev Center), 438-7582, jacapli@ilstu.edu

**GROUP IV:** **John Moss**, 9000 Facilities Management (Physical Plant Office), 436-2413, jlmoss@ilstu.edu; **Andy Monninger**, 9100 Campus Services/Grounds, (phone number and e-mail address not available); **John (Jac) Copes**, 2610 Food Services (Watterson), 436-9944, jacopes@ilstu.edu

**GROUP V:** **Melody Palm**, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu; **Martha Burk**, 8900 Adventure of the American Mind (Milner Library), 438-3474, mjb Burk@ilstu.edu; **Steven Lancaster**, 2610 Campus Dining Services (John Green Bldg.), 438-2042, sjlanca@ilstu.edu

### EX-OFFICIO MEMBERS:

- ✓ **Human Resources Representative: Tammy Carlson**, 1300 Human Resources (Nelson Smith Building), 438-8846, tscarls@ilstu.edu
- ✓ **Employee Advisory Committee Representative: Dave Turner**, 9000 Facilities Services (Energy Management), 438-5516, dlturne@ilstu.edu
- ✓ **Campus Communications Committee Representative: Kevin Wiand**, 3040 Research and Sponsored Programs (Hovey Hall), 438-2596, kgwiand@ilstu.edu
- ✓ **OpenLine Editor: Pam Burress**, 3500 Telecom & Networking (Williams Hall Annex), 438-2795, paburre@ilstu.edu



## GOVERNMENT WEB LINKS



### ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE

Academic Senate ..... www.academicssenat.ilstu.edu  
 Annuitants Association..... www.annuitants.ilstu.edu  
 Administrative/Professional Council ..... www.apcouncil.ilstu.edu  
 Civil Service Council..... www.cscouncil.ilstu.edu  
 Student Government Association ..... www.sga.ilstu.edu

### STATE OF ILLINOIS

Illinois Channel..... www.illinoischannel.org  
 State Universities Civil Service System..... www.sucss.state.il.us  
 SUCSS Classification ..... www.sucss.state.il.us/cpm.asp  
 Status Notices  
 U.S. Representative Jerry Weller ..... weller.house.gov  
 11th Congressional District  
 State Representative Dan Brady..... www.rep-danbrady.com  
 88th Representative District  
 State Senator Bill Brady ..... www.senatorbillbrady.com  
 44th Senate District  
 U.S. Senator Dick Durbin..... durbin.senate.gov  
 U.S. Senator Barack Obama..... obama.senate.gov  
 Locating State Senators/Representatives ..... www.elections.il.gov  
 (Click on Voting Information, then in the left menu click on Find District/Officials.)

### NATIONAL

National Education Association ..... www.nea.org

## WELLNESS UPDATES

--NIKKI BRAUER

### On-Line Registration-Live September 1

Wellness Program activities are going on-line beginning September 1. We will be gradually phasing all activities into our on-line registration system throughout the fall semester. We appreciate your patience through this process and know you will enjoy the convenience of reserving your own space in our programs in the near future. Those without on-line access will be able to register via phone.



### Fitness Program for Faculty & Staff

Fall session begins August 21! Program activities: badminton, core fitness, fitness lab, lap swim, pilates, soccer, step aerobics, T'ai Chi, water aerobics, and yoga classes. Fees are \$50.00 per semester for unlimited participation in the activities listed. Visit our website for registration forms ([www.hr.ilstu.edu/wellness](http://www.hr.ilstu.edu/wellness)).



### Seven Campaign for Campus Wellness

Returning due to popular demand, this exciting incentive program encourages faculty, staff, and students to nurture their health through exploring the 7 dimensions of wellness. Participation is free, and activities can be done at your own pace and on your own time. Register to participate ([www.seven.ilstu.edu](http://www.seven.ilstu.edu)). Those who participate are eligible to win prizes throughout the entire campaign. Seven Campaign Kick off is scheduled for Thursday, September 7, from 10:00 am – 3:00 pm on the ISU Quad near the Schroeder Plaza. Everyone welcome!



### Adventures in Parenting

Join a group of parents and caregivers, connecting with one another to share ideas and offer support throughout their Adventures in Parenting. Meetings have a flexible format and topics are chosen by the group. The next meeting is held in Moulton 102C on August 17, 2006.



Everyone is welcome!

### Ergonomics and the Work Area

Assistance is offered to those who wish to create a work area that reduces risk for injury and stress on the body. Individual appointments and group presentations can be scheduled by contacting Nikki Brauer at 438-8845. Visit our website for seated workstation recommendations ([www.hr.ilstu.edu/wellness/activity\\_ergonomics.shtml](http://www.hr.ilstu.edu/wellness/activity_ergonomics.shtml)).



## NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be Tuesday, September 5.



Articles, news and ideas pertinent to civil service employees can be e-mailed to the Civil Service Council (cscouncil@ilstu.edu) or to the OpenLine staff ([cscopenline@ilstu.edu](mailto:cscopenline@ilstu.edu)).

## CLASSIFIED ADVERTISEMENTS

### For Sale – Other:

- Oak roll-top desk with keys. Originally from Whitakers in Hudson. \$400.00. Good Condition. Call 829-2435, evenings.



### For Rent:

- Two 2-bedroom apartment house in Bloomington. Completely rebuilt. Quiet off-campus ISU and Wesleyan neighborhood. Call 310-6622 if interested.

### 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 1000 systems installed with 100% success rate. Call David (Bud) Smith at 473-2955.

## CONTACT US



Please feel free to contact any Council member if you have questions, comments, or ideas so that we may better serve you. Any campus activities or information that would be relevant to Civil Service personnel can also be submitted.

Send information to the Council officers (cscouncil@ilstu.edu), to the OpenLine staff (cscopenline@ilstu.edu) or to any other Council member prior to the deadline.

### *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 25<sup>th</sup> 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](http://www.ilstu.edu/depts/civilservice/documentation/openline/Ad.pdf) for more information about advertising in the *OpenLine*.

