

Illinois State University

ISU ReD: Research and eData

OpenLine Newsletter

Civil Service Council

10-2007

OpenLine Newsletter, October 2007

Civil Service Council
Illinois State University

Follow this and additional works at: <https://ir.library.illinoisstate.edu/oln>

Recommended Citation

Civil Service Council, "OpenLine Newsletter, October 2007" (2007). *OpenLine Newsletter*. 113.
<https://ir.library.illinoisstate.edu/oln/113>

This Book is brought to you for free and open access by the Civil Service Council at ISU ReD: Research and eData. It has been accepted for inclusion in OpenLine Newsletter by an authorized administrator of ISU ReD: Research and eData. For more information, please contact ISUReD@ilstu.edu.

OpenLine

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

OCTOBER 2007

VOLUME XXXII, NUMBER 4

DATES TO REMEMBER

October 25 Next classified ad deadline
November 4 Daylight Savings Time ends
November 6.....Next *OpenLine* article deadline
November 6.....Council meeting
November 11.....Veterans Day
November 20.....Council meeting
November 22-23..... Thanksgiving Break

INSIDE

Civil Service Council Minutes p. 2
Service Awards p. 2
Potpourri.....p. 2-3
OpenLine Article Deadline..... p. 3
Council Profile p. 3
Picnic Follow-Up p. 3
Civil Service Council Representatives ... p. 4
Government Web Links p. 4
Recipe Reveal..... p. 4
SURS Counseling Services Reminder... p. 4
Pizza Fundraiser p. 5
Classified Ads p. 6

STAFF

EDITOR..... Pam Burress
LAYOUT/DESIGN Narry Kim
Copy Editor Suzanne Ferrara
PROOF READERS Patti Munster
..... Ramona Garner
COUNCIL LIAISON.....Melody Palm

FRIVOLOUS FACTS

Master of suspense
Alfred Hitchcock
bought the rights to the
novel "Psycho"
anonymously from the
writer for just \$9,000. He then purchased
as many copies of the novel as he could to
keep its ending a secret.



[Source:
<http://www.coolquiz.com/trivia/facts/index.asp>]

DISTINGUISHED SERVICE AWARDS NOMINATIONS

~ Melody Palm

The Distinguished Service Award is the highest honor a staff member can receive at Illinois State.



Any University employee or student may submit a nomination. The typical recipient demonstrates outstanding job performance, campus-wide involvement, and community involvement. The award is based on significant contributions over a period of time and is not given for a single contribution. A person can receive the award only once every seven years.

Distinguished Service Award recipients receive a \$500 cash award and a plaque. In addition, recipient's names are mounted on the University's Wall of Fame in the Bone Student Center.

Civil Service and Administrative/Professional Staff Distinguished Service Awards, and awards for outstanding faculty contributions, will be presented as part of the Founders Day Celebration in February, 2008. The campus community affirms the vital role each of us plays in our shared mission as a University as we join in recognizing exceptional performance.

You probably know someone who deserves recognition as an outstanding staff member. That person can't win until someone nominates them. Why not take a few minutes to do that now? You'll be glad you did!

Please access the Civil Service Council Web site, www.cscouncil.ilstu.edu, for the criteria and application form. You may also contact your Dean, Director, Department Head, any member of the Civil Service Council, or Melody Palm (8-3930 or mapalm@ilstu.edu) for a paper copy. Applications are due by December 3, 2007, and should be sent to Melody Palm, 2640 Bone Student Center.

CHILDREN'S HOLIDAY PARTY

~ Melody Palm

Saturday, December 1 has been chosen for the popular Children's Holiday Party at 10:30 a.m. in the large gym at Horton Field House.

The Civil Service Council and the Administrative / Professional Council join to provide fun, food, the Gamma Phi Circus, Reggie Redbird, Santa and more for the children and grandchildren of ISU staff, faculty and students. More details will be in next month's *OpenLine*.



CIVIL SERVICE COUNCIL MINUTES



The minutes of Civil Service Council meetings are posted online at www.cscouncil.ilstu.edu/documentation. If you would like to receive a printed copy, please provide your name and campus mail address to Ted Coussens, 6380 Classroom Technology Support, or call 8-7412, to be added to the mailing list.

SERVICE AWARDS

~ Dave Schaafsma

30 YEARS

- Ruth A. Hortin, 2540 Student Health Services, 10/5/1977
- Richard R. Kempf, 4450 TV 10, 10/31/1977
- Corine Ann Kinsolving, 8900 Milner Library, 10/17/1977



20 YEARS

- Jerry L. Head, 9000 Facilities Management, 10/12/1987
- Michael L. Lanham, 9100 Campus Services/Grounds, 10/12/1987
- Mark Joseph Schopp, 1210 Student Accounts, 10/1/1987
- Boyd E. Spencer, 9000 Facilities Management, 10/7/1987

15 YEARS

- Earl Eugene Nalley, 9100 Campus Services/Grounds, 10/4/1992

10 YEARS

- Karen S. Long, 3420 University Marketing & Communications, 10/13/1997
- Judy A. Moss, 2610 Food Service, 10/27/1997
- Judith A. Nelson, 9100 Campus Services/Grounds, 10/27/1997
- Joyce Lynette Parmenter, 5500 College of Business, 10/21/1997

CORRECTION:

Rebecca Jean Short, 2660 Redbird Arena, 9/1/1972: Celebrated her 35th anniversary as an employee with Illinois State University in September 2007. The heading was incorrect in last month's OpenLine newsletter.

POTPOURRI

~ Dianne Liebenstein

OUR SINCEREST SYMPATHY:

- Angela Mitchell, Facilities Management, on the death of her father, Donald Dixon, August 27, 2007.
- Rick Coyne, Facilities Management, on the death of his father, Thomas Coyne, August 31, 2007.
- Steve Mattingly, Facilities Management, on the death of his sister, Julie Mitchell, September 9, 2007.
- Connie Fletcher, University Marketing & Communication, on the death of her son, Dale "Opie" Pannier, September 14, 2007.
- Missy Nergard, Facilities Management, on the death of her mother-in-law, Gay Bosko, September 24, 2007.
- Robert Huskins, Facilities Management, on the death of his father, Everett P. Huskins Sr., September 27, 2007.



MARRIAGES – CONGRATULATIONS TO:

- Dwayne Price, Facilities Management Services, married Phaedra Blair on July 14, 2007.

BIRTHS – CONGRATULATIONS TO:

- Connie Bass, Milner Library, on the birth of her grandson, Joshua Kenneth Bass, August 2, 2007, 8 lbs. 14 oz., 20 ½ inches long.
- Carol Weiss, Facilities Planning, on the birth of her granddaughter, Veronica June Spaulding, September 10, 2007, 8 lbs. 7 oz., 21.5 inches long.



WELCOME TO ISU – JULY AND AUGUST 2007

- Cynthia J. Bays, Student Health Services
- Jenny L. Bender, Campus Dining Services
- Ellen L. Birky, Dean of Education
- Kai T. Bradley, Thomas Metcalf School
- Seth D. Brockmeyer, Telecommunication and Networking
- David B. Brody, Telecommunications
- Lawson O. Cassels, Telecommunication and Networking
- Josiah M. Chalmers, Redbird Arena
- Melissa E. Christofero, Clinical Experiences
- Deborah S. Cowdery, Public Services
- James E. Derry, Admin. Information Systems
- Barbara R. Dooley, Facilities Management
- Amanda L. Fain, CeMaST
- Deborah L. Frank, Thomas Metcalf School
- Angela S. Francisco, Campus Dining Services
- Todd Frank, Campus Dining Services
- Carol D. Genung, Student Affairs
- Tammy M. Hansen, Dean of Students
- Nancy Harr, Thomas Metcalf School
- Theopholis W. Haywood, Campus Dining Services
- Mary E. Hospelhorn, Comptroller's Office
- Katheryn D. Hradecky, Milner Library
- Aiki M. Hooks, Campus Dining Services
- Christina M. Horna, Milner Library
- Jason M. Hubbs, Campus Dining Services
- Joseph M. Kennedy, Campus Dining Services
- Heather M. Kosur, Milner Library
- Jane A. Krueger, Campus Dining Services
- Joseph S. Kryder, Campus Dining Services
- David N. Landry, Campus Dining Services
- Heidi J. Larsen, University College
- Alan R. Macin, Parking & Transportation
- James M. McDermott, Redbird Arena
- Matthew A. Miller, Campus Dining Services
- Chris Mitchell, Campus Dining Services
- Diana L. Monninger, Campus Dining Services
- Kristi L. Nichols, Campus Dining Services
- Kevin B. O'Brien, Campus Dining Services
- Amaris I. Pettie, Univ. Marketing & Communications
- Craig L. Pollitt, Telecommunication and Networking
- Barbara L. Reinagle, Biological Sciences
- Tracy D. Rosenberger, Univ. Housing Services
- Lyndsie A. Schlink, Univ. Marketing & Communications
- Patricia A. Shields, Campus Dining Services
- Brian A. Shutt, Campus Dining Services
- Stephanie N. Stork, Student Counseling Services
- Paula M. Swanzy, Campus Dining Services
- Daniel G. Thames, Telecommunications and Networking
- Amanda J. Trefzger, Registrar
- Gayle Vincent, Campus Dining Services
- Rachel A. Volpe, Comptroller's Office
- Faye A. Wickliffe, Student Health Services
- Michael R. Zehr, Milner Library



PROMOTIONS – JULY AND AUGUST 2007

- Christine L. Atherton, Supvr. Cash Register, Campus Dining Services
- Lawrence W. Berndt, Head Cook, Campus Dining Services
- Jennifer S. Bonack, Admissions Records Officer, Registrar
- Joyce A. Bradshaw, Secretary IV, Clinical Experiences
- Tyrone M. Brown, Building Service Worker, Facilities Management
- Dawn M. Cagley, Admissions Records Specialist II, Admissions
- Shannon M. Covey, Mgr. Mail Services, Mail Services
- Debra C. Cummins-Bray, Snack Bar Supvr, Campus Dining Services
- Valerie A. Dambold, Administrative Clerk, Facilities Management

- Scott M. Fisher, Painter Foreman, Facilities Management
- Robert K. Flynn, Supvr. Snack Bar, Campus Dining Services
- Teresa L. Henry, Graphic Designer II, Univ. Marketing & Communications
- David J. Jorgensen, Supvr. Of Graphic Design, Univ. Marketing & Communications
- Douglas J. Litwiller, Chief Accountant, Comptroller's Office
- Michael J. Mahle, II, Graphic Designer II, Univ. Marketing & Communications
- Steven L. Menken, Manager IT/Admin Coord., Telecommunications and Networking
- Patti A. Munster, Administrative Aide, Dean of Students
- Barbara K. Murrell, Stores Food Service Laborer, Campus Dining Services
- Karen M. Orrick, Account Tech III, Facilities Management
- Maureen A. Parker, Account Tech II, Univ. Housing Services
- Marco A. Quiroz, Head Cook, Campus Dining Services
- Patsy C. Sherrard, Administrative Clerk, Student Counseling Services
- Holly B. Upton, Customer Service Representative III, Parking & Transportation
- Kyle T. Vann, Supvr. Snack Bark, Campus Dining Services
- David F. Willert, Supvr. Fieldhouse Facilities, Redbird Arena
- Christina E. Williamson, Baker I, Campus Dining Services
- Michele R. Wilson, Accountant III, Comptroller's Office

RESIGNATIONS – JULY AND AUGUST 2007

- Linda D. Auten, Student Health Services
- Michelle D. Cass, Campus Dining Services
- La-Jeana S. Ellsworth, Campus Dining Services
- Jesse I. Hougard, Redbird Arena
- Kelsi M. Kerns, Milner Library
- Brian W. Logue, Student Health Services
- Andrew W. Morris, Registrar
- Nadine A. Robertson, Milner Library
- Billy L. Ruffin, Facilities Management
- Crystalline D. Scoggins, Univ. Marketing & Communications
- Freddie D. Smith, Univ. Marketing & Communications
- Sharon Y. Tackett, Criminal Justice Sciences
- Kristin N. Thomas, Campus Dining Services

RETIREMENTS – JULY AND AUGUST 2007

- Cheryl D. Budde, Communication
- Robert M. Busing, Facilities Management
- Terrence E. Campbell, Facilities Management
- Luchrecy B. Canull, Campus Dining Services
- Patricia A. Lomascolo, Facilities Management
- Michael E. Lovell, Milner Library
- Richard C. McClure, Facilities Management
- Charles L. Nehrt, Facilities Management
- Gary A. Simpkins, Facilities Management
- Nettie E. Strohkirch, Milner Library
- David L. Swearingen, Facilities Management



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

NEXT OPENLINE ARTICLE DEADLINE



The next deadline to submit articles to the *OpenLine* newsletter will be **Tuesday, November 6**. Articles, news and ideas pertinent to civil service employees may be sent to the Civil Service Council (cscouncil@ilstu.edu) or to the newsletter staff (cscopenline@ilstu.edu).

COUNCIL PROFILE

~ Mark Buckley



I have been employed here at Illinois State University for nine years now. My current position with Campus Dining Services is Executive Chef at Watterson Food Court.

I live approximately 3 miles northeast of Heyworth, Ill., on 25 acres with my wife of 26 years, my two children, five horses, three cats and two dogs. My time away from work is taken up with upkeep of the farm and animals. I enjoy live music (especially the blues) and am an avid outdoorsman.

I am currently serving my first term on the Civil Service Council (CSC) as a representative of Group V and was elected by the members of the council to serve as Vice-Chairman of the council for this school year. I currently represent the CSC as Senator on the Academic Senate and serve on the Planning and Finance committee of that body.

My interest in serving on the CSC is a result of my desire to help improve communication and, thereby, the exchange of ideas between the different constituencies on campus. ISU's shared governance system presents a tremendous opportunity for all constituencies on campus to be heard. As a civil service employee, membership on the CSC allows me the forum to make known the needs and concerns of my peers to the rest of the campus community.

I welcome your input and ideas regarding all things relative to civil service issues at ISU. The only way the CSC can accurately represent the opinions of the civil service community is if YOU share your opinions with us. I can be reached at 438-5370 and mtbuckl@ilstu.edu. Hope to hear from you soon!

PICNIC FOLLOW-UP

~ Mark Buckley

The annual Picnic on the Plaza was hosted by the Civil Service Council on Friday, September 14, on the Milner Plaza. This function is offered as a way to help fund the scholarships awarded by the Council each year. With nearly 90 people attending, the picnic was an unqualified success. Check out a few of the photos we took that day on our Web site (www.cscouncil.ilstu.edu).

We would like to thank the various departments that helped to make the picnic happen:

- ✓ Facilities for donating the set-up of tables, chairs and refuse containers.
- ✓ Campus Dining Services for providing the wonderful food (wasn't that potato salad great?).
- ✓ Milner Library and Dean Elzy for allowing us the use of the Milner Plaza.

We would also like to thank our Council members who helped in various ways:

- ✓ The Council's sub-committee, Jeanette Harrison and Jac Copes, that helped put the details in place and helped to coordinate and implement our picnic plan.
- ✓ The servers, Jeanette Harrison, Jan Jolynn Staley, Melody Palm, and Mark Buckley.
- ✓ Those that assisted with setup, tear-down, and any other aspect of this activity.

And lastly, we would like to thank every one who came out to support the cause. It was a beautiful day with great food and great company. Thank you for supporting our civil service initiatives. We appreciate your support.



CIVIL SERVICE COUNCIL REPRESENTATIVES

Group I — **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, **Jeanette Harrison**, 3460 Scheduling Office (Moulton), 438-8680, jlharri2@ilstu.edu

Group II — **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; **Barb Arbogast**, 5121 School of Kinesiology & Rec (McCormick), 438-5952, barbogas@ilstu.edu



Group III — **Julie Caplinger**, 6370 Center for Teaching, Learning & Technology, (ITDC), 438-7582, jacapli@ilstu.edu; **Ted Coussens**, 6380 Classroom Technology Support (Nelson Smith Bldg), 438-7412, tacouss@ilstu.edu; **Brian Huonker**, 6350 Institutional Web Support (Old Union), 438-3680, bkhuonk@ilstu.edu

Group IV — **John (Jac) Copes**, 2610 Food Services (Watterson), 436-9944, jacopes@ilstu.edu; **Tom Cotton**, 9100 Campus Services (Grounds), 438-2035; **David Bagnell**, 9000 Facilities Management/Plumber (Carter Harris), 438-5611, djbagne@ilstu.edu

Group V — **Theresa Sanchez**, 2202 Evaluation Services (Moulton), 438-2500, tasanach@ilstu.edu; **Mark T. Buckley**, 2610 Campus Dining Services (Watterson), 438-5370, mtbuckl@ilstu.edu; **Melody Palm**, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu

EX-OFFICIO MEMBERS:

- ✓ **Human Resources Representative: Nancy Spangler**, 1300 Human Resources (Nelson Smith Building), 438-5507, njspang@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.academicsenate.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

Annuitants Association www.annuitants.ilstu.edu
Illinois Channel www.illinoischannel.org
State Universities Civil Service System www.sucss.state.il.us
SUCSS Classification Status Notices www.sucss.state.il.us/cpm.asp
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

RECIPE REVEAL

~Pam Burress

Cube Steaks and Cream of Mushroom Soup:

Submitted by Grace Taylor, 3500 Telecommunications & Networking.

- ✓ 1 package cube steaks
- ✓ ½ cup flour
- ✓ Salt and pepper to taste
- ✓ 2 cans cream of mushroom soup
- ✓ 1 onion, chopped
- ✓ 1 green pepper, chopped
- ✓ 1 jar mushrooms

Mix flour, salt and pepper in quart sized zip lock bag. Add cube steaks to coat. Brown the cube steaks in a skillet.

In a large bowl, mix together the soup, onion, green pepper, and mushrooms. Place cube steaks in a casserole dish, and pour soup mixture over steaks. Cover and bake 1 ½ hours at 350 degrees.

Serving suggestion: serve with baked potatoes and vegetables.

Zucchini Pie (tastes like apple pie):

Submitted by Grace Taylor, 3500 Telecommunications & Networking.

- ✓ 6 cups zucchini (sliced thin and put in cold water)
- ✓ 1 ¼ cup sugar
- ✓ 1 ½ tablespoons flour
- ✓ 1 ½ teaspoons cream of tarter
- ✓ 1 ½ teaspoons cinnamon
- ✓ Dash of nutmeg
- ✓ Dash of salt
- ✓ 1 pie crust (red box Kroger pie crust makes it taste especially like apple pie)

Cook zucchini until transparent. Cool, then drain.

Combine the remaining ingredients and add to the zucchini. Pour mixture into pie crust and bake at 400 degrees for 40-50 minutes.

SURS COUNSELING SESSIONS REMINDER

~ Denise Thomas

Pre-retirement seminars:

The State Universities Retirement System (SURS) is offering pre-retirement seminars at its office in Champaign. These popular one-day seminars cover universal issues related to retirement, as well as SURS benefits and legal affairs. The seminars are scheduled for:

Tuesday, October 30 and Wednesday, November 21

The SURS office is located at 1901 Fox Drive in Champaign. The seminars will be held at SURS from approximately 8:45 a.m. to 3:30 p.m. The enrollment fee is \$15 per member and \$5 for a non-member guest. Lunch will not be provided. Please contact Karen Maggio by phone at (217) 378-8813 or e-mail kmaggio@surs.org to register.

Individual counseling appointments:

Arrangements have also been made with SURS to have retirement counselors on campus to provide individual retirement counseling to employees that may be considering retirement in the next four years. These appointments will be available on a first come, first serve basis.

The individual half-hour sessions will be offered on:

Tuesday, October 30 and Wednesday, October 31

Please call SURS at 1-800-275-7877 to schedule an appointment.



monical's pizza® is proud of their staff, food, and the service they provide to the community. We couldn't do it without your help, and now we would like to say thanks in another way.

ISU Civil
Service
Council

This is how you do it! You, your family, your friends, and your neighbors come to any of the area **monical's pizza**® restaurants listed below for a delicious meal. In return, **monical's pizza**® will donate 20% of your bill* to the designated organization!! It's that simple!

Don't miss your opportunity to help out! Please remember that this special is ONLY good on the day (open-close) listed below. Tell everyone to join in! **monical's pizza**® feeds you, and your organization gets the benefits!!

Community Day Guest copy...

Organization: ISU Civil Service Council

Community Day: Tuesday, October 23, 2007

Guest Check Total \$____.____
(before sales tax)

20% Contribution \$____.____



monical's pizza® copy...

Organization: ISU Civil Service Council

Community Day: Tuesday, October 23, 2007

Guest Check Total \$____.____
(before sales tax)

monical's pizza

NORMAL	309/454-7999	1219 S. MAIN
BLOOMINGTON	309/662-8502	718 S. ELDORADO
BLOOMINGTON	309/662-6933	2103 N. VETERANS PKWY

FLIER MUST ACCOMPANY ORDER FOR DONATION TO BE APPLIED

*Not valid with any other coupons or discount offers. Offer valid on date listed. Not valid with Delivery. Carry Out available at Dine In menu pricing. Must mention flier when ordering Carry Out.

Alcohol purchases will not be available for discount. Other restrictions may apply.

Additional fliers & details available at www.monicals.com

CLASSIFIED ADVERTISEMENTS

For Rent:

- 3 bedroom house with yard, 2 car garage, new paint, new carpet. \$750/month. Call 838-4262 mornings for showing.

For Sale - Other:



- Yamaha Portable Keyboard with carry case. Five octave. Like new. Call Sharon at 309-726-1686.
- New never used. Philips Digital Video Disc Player and Video Cassette Recorder. \$75. Phone: 309-454-1674.
- Whirlpool-Kenmore-Roper Washers & Dryers. Six-month warranty on each unit. Call Dave's Sales & Service, 309-830-3315.

Personal Service:

- Affordable personal training. Get in shape with customized training plans to help reach your fitness goals! Call Heather at 242-2895.
- For tree and shrub trimming, please call Carl or Terry at 530-5137 or 527-4492. For firewood, please call Carl or Terry at 365-8466.
- Radon— #1 cause of lung cancer among non-smokers. Questions? Call David Smith, (309) 473-2955, licensed radon professional #98102.



Wanted:

- To buy or borrow: a small flatbed trailer. Phone 309-726-1710.

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:

- | | |
|---|---|
| <input type="checkbox"/> Free Items (\$2) | <input type="checkbox"/> Personal Service (\$5) |
| <input type="checkbox"/> For Sale-Auto (\$5) | <input type="checkbox"/> Wanted (\$2) |
| <input type="checkbox"/> 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 www.cscouncil.ilstu.edu/documentation/openline.shtml for more information about advertising in the *OpenLine*.

