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OpenLine Newsletter

Civil Service Council

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2-2007

## OpenLine Newsletter, February 2007

Civil Service Council  
*Illinois State University*

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## DATES TO REMEMBER

February 23 ..... Next classified ad deadline  
**March 6** ..... **Council meeting**  
March 6 ..... Next *OpenLine* article deadline  
March 10-18 ..... Spring Break  
March 11 ..... Daylight Savings Time Begins  
March 17 ..... St. Patrick's Day  
**March 20** ..... **Council meeting**  
March 21 ..... Spring Begins

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## STAFF

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..... Ramona Garner  
COUNCIL LIAISON ..... Melody Palm

## FRIVOLOUS FACTS



Alexander Graham Bell applied for his patent for the telephone on Valentine's Day, 1876.

[Source:

[www.everythingvalentinesday.com/](http://www.everythingvalentinesday.com/)]

## DISTINGUISHED CIVIL SERVICE AWARDS

~ MELODY PALM

Congratulations to the recipients of the 2007 Civil Service Distinguished Service Awards!

The winners were recognized during the Founders Day Convocation on February 15. Each Distinguished Service Award winner receives a plaque and a monetary award of \$500. Their names will also be added to the plaque on the 1<sup>st</sup> floor of the Bone Student Center.

Please join us in recognizing the outstanding job performance, service to the University, and community involvement of these dedicated Civil Service staff.

- ✓ **Bonnie Crutchley**, Student Health Services
- ✓ **Sharon Foiles**, History
- ✓ **Mark Hill**, WZND Radio/School of Communication
- ✓ **Lin Hinds**, College of Fine Arts
- ✓ **Tricia Reimer**, University Registrar
- ✓ **Connie Shannon**, Kinesiology and Recreation  
(Connie also received the Distinguished Service Award in 1993!)

## ELECTIONS

~ JAN JOLYNN STALEY

Civil Service Council elections will take place this spring.



Nomination materials should be mailed campus-wide by late March. The new Council is seated at the first July meeting. Officers will be elected at the July 17 meeting.

## QUICK QUOTE

“Let the people know the truth and the country is safe.”  
-- Abraham Lincoln

[Source: [en.thinkexist.com/quotes/abraham\\_lincoln/](http://en.thinkexist.com/quotes/abraham_lincoln/)]



## SERVICE AWARDS

~ FELICIA YOUNG

### 30 YEARS

- Alix Gregory Erickson, 9100 Campus Services/Grounds, 2/19/1977



### 25 YEARS

- William Clark Walden, 9100 Campus Services/Grounds, 2/15/1982

### 20 YEARS

- Sunny D. Portree, 4040 Graduate School, 2/3/1987
- Jan Jolynn Staley, 5590 Marketing, 2/2/1987
- Bradley O. Winans, 3470 Admin. Information Systems, 2/9/1987

### 10 YEARS

- Beth Leann Bradford, 1290 Disability Concerns, 2/1/1997
- Kathleen E. Bryan, 4090 Extended University, 2/15/1997
- Donna M. Dodd-Fulcher, 3470 Admin Information Systems, 2/14/1997
- Maria L. Hougas, 2610 Food Service, 2/10/1997
- Phoebe Ohi Hungerford, 2610 Food Service, 2/10/1997
- Amy Jane Johnson, 2640 Bone Student Center, 2/17/1997
- Donald L. Roach, 9000 Facilities Management, 2/3/1997
- Mark Alan Schmitt, 8900 Milner Library, 2/3/1997
- Jerome Douglas Stoerber, 9000 Facilities Management, 2/1/1997
- Robin L. Woolsey, 3100 Alumni Relations, 2/18/1997

## POTPOURRI

~ DIANNE LIEBENSTEIN

### DEATHS – OUR SINCEREST SYMPATHIES TO:

- V. Rozel White, Women's and Gender Studies, on the death of her mother, Edith Haley, November 7, 2006.
- Ron Miljkovich, Facilities Management, on the death of his granddaughter, Marcee Cencion, December 8, 2006.
- Joan Bontz, Facilities Management, on the death of her mother, Goldie Lanham, December 11, 2006.
- Ernie Gonzalez, Facilities Management, on the death of his mother-in-law Margaret White, December 13, 2006.
- Ernestine Chris Jackson, University Assessment Office, on the death of her husband, Clarence Jackson, on December 24, 2006.
- Steve Mattingly, Facilities Management, on the death of his father, Paul Mattingly, December 28, 2006.
- Mark McClain, Facilities Management, on the death of his mother-in-law, Harriet Baker, January 2, 2007.
- Randy McClure, Facilities Management and Marcia Scott, Campus Dining Services, on the death of their father, Dale McClure, January 12, 2007.
- Vicki Bryan, Financial Aid, on the death of her brother, Ron Barth of Flanagan on January 26, 2007.
- Dave Clark, Facilities Management, on the death of his wife, Mary Clark, January 26, 2007.
- The families, friends, and co-workers of Scott Landis, University Marketing and Communications, who passed away January 31, 2007.
- The families, friends, and co-workers of Sharen Mays, Community Rights & Resp., who passed away February 2, 2007.

### BIRTHS – CONGRATULATIONS TO:

- Linda Calhoun, School of Theatre, on the birth of her first grandson, William Stanley Robert Pope, November 3, 2006, 3 lbs. 15.7 oz., and 21 ¼ inches long.
- Lynn Westhoff, Internal Auditing, on the birth of her grandson, Luke Douglas Risinger, November 29, 2006, 7 lbs. 7 oz. 21 inches long.



Potpourri continued...

### WELCOME TO ISU – NOVEMBER AND DECEMBER 2006

- Christine L. Atherton, Campus Dining Services
- Shannon Carey, University Housing Services
- Laverna J. Chambers, Student Health Services
- Qiaofang Chen, Campus Dining Services
- Patrick W. Healy, Admin. Information Systems
- Ann Jenkins, Facilities Management
- Todd M. Long, Human Resources
- Tonya N. Meeker, Military Science
- Daniel L. Murphy, Special Olympics Illinois
- Heather J. Slagell-Strong, Admin. Information Systems
- Denise E. Thomas, Human Resources

### PROMOTIONS – NOVEMBER AND DECEMBER 2006

- Elizabeth Boulware, Patient Unit Clerk II, Student Health Services
- Robert T. Dwyer, Application Programmer II, University Registrar
- Kenna Fread, Patient Unit Clerk II, Student Health Services
- Dianne Liebenstein, Human Resource Representative, Human Resources
- Phornshawan Mahatanankoon, Admissions/Records Officer, University Registrar
- Diane Ruch, Human Resource Representative, Human Resources
- Theresa Sanchez, Admissions/Records Officer, University Registrar
- Mendy Toland, Patient Unit Clerk II, Student Health Services



### RESIGNATIONS – NOVEMBER AND DECEMBER 2006

- Kimberly P. Coomber, Thomas Metcalf School
- Phyllis L. Penn, Recreation Services

### RETIREMENTS – NOVEMBER AND DECEMBER 2006

- Pearl Mae Calhoun, Facilities Management
- Kay D. Casey, Campus Dining Services
- Daniel M. Fitzgerald, Facilities Management
- Kathryn W. Gardner, Admin. Information Systems
- Richard E. Gardner, Admin. Information Systems
- Joyce Green, Facilities Management
- E. Marlene Hitch, Milner Library
- Larry J. Hospelhorn, Facilities Management
- Steven E. Lind, Facilities Management
- Edward H. Pena, Campus Dining Services

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

## CIVIL SERVICE COUNCIL CONSTITUTION

### Article VI – Nomination and Election

#### Section 1 - Voting Eligibility

All Civil Service employees in a status position shall have the right to vote for Council members.

A. Nominations and elections shall be supervised by an Election Committee appointed by the Civil Service Council Chairperson with advice and consent of the Council.

B. Official ballots for each constituency group shall be prepared, distributed, and supervised by the Election Committee.

[Source: [www.cscouncil.ilstu.edu/documentation](http://www.cscouncil.ilstu.edu/documentation)]



## WELLNESS

~ NIKKI BRAUER

Please register online at [www.hr.ilstu.edu/wellness](http://www.hr.ilstu.edu/wellness) for any of the following activities. If you have not registered with our online system, choose REGISTRATION link in the left pane, then click on ONLINE REGISTRATION SYSTEM under "Health Screenings/Lifestyle Programs," then click on *New Users Register Here* at the login screen to create your profile. If you have any questions or do not have online access, please contact [nbgegel@ilstu.edu](mailto:nbgegel@ilstu.edu) or 438-8845 to register.

### Area Experts: Face to Face

#### **Nutrition's Role in Chronic Disease**

**Dr. Robert Cullen, PhD, Family and Consumer Sciences**

Noon-1:15 p.m. in North Prairie, BSC, Friday, March 23.

#### **Weight and Wellness**

**Venise Berry, PhD, Author and Speaker**

Noon-1:15 p.m. in room 375, Student Services Building, Thursday, March 29. Women's Heritage Month Program

Register by e-mail: [kvassell@ilstu.edu](mailto:kvassell@ilstu.edu)

#### **Women's Health Issues**

**Dr. Sara Dutta, MD, OB GYN, Carle Clinic Bloomington**

Noon-1:15 p.m. in room 375, Student Services Building, Friday, April 6



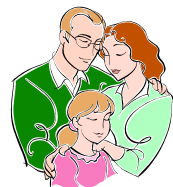
### Yoga to Go

Too stressed to attend classes; we've got the answer! *Yoga at Your Desk* and we will bring it to your department. Presentations are one hour in length and a two-week reservation is appreciated. Alternate topics may be requested

### Massage

Held in the Faculty/Staff Commons Conference Room, BSC. Appointments are scheduled between 10:00 a.m. and 2:00 p.m. on the following dates:

Wednesday, February 7,  
Monday, February 19, and  
Tuesday, March 6.

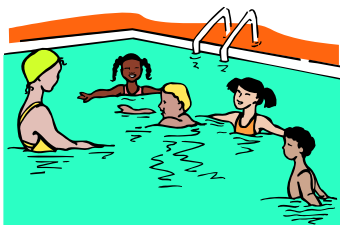


### Adventures in Parenting

These meetings will be held in Moulton 102C from noon to 1:00 p.m. on Thursday, March 21 and Friday, April 27.

### Family Swims

Held in the Metcalf Pool from 1:30 -3:30 p.m. on February 11 & 24, March 4 & 31, April 15 & 28.



### Body and Soul

*Celebrating Sound Nutrition and Healthy Body Images* at Illinois State University on April 12, 11:00 a.m. – 2:00 p.m. in the Circus Room of the Bone Student Center. There will be cooking demonstrations, food samples, and exhibitors!

## SCHOLARSHIP APPLICATIONS & RAFFLE

~ MELODY PALM



**Applications** for the Civil Service Dependent scholarships and Carl Johanson scholarship (awarded to a CS employee) for the 2007-2008 academic year will be available in April. The applications are due by June 1.

**Spring Raffle** - Proceeds from the Civil Service Council sponsored raffle benefit the Civil Service Dependent Scholarship Fund. The scholarships provide assistance to deserving students who are dependents of Civil Service employees. A successful raffle needs prizes! If you have a hobby or business you'd like to showcase by donating an item, service, or gift certificate as a raffle prize, please contact any Council member. Tickets for the raffle will go on sale in early spring, and prizes will be awarded in May.

## FOOD DRIVE

~ KEVIN WIAND

Your Civil Service Council is having a food drive in late February to benefit the Clare House located in Bloomington. Drop boxes will be located in ten campus buildings from February 21 to March 9: Moulton Hall, Hovey Hall, Fell Hall, College of Business, Bone Student Center, Milner Library, John Green Food Service, Nelson Smith Building, Stevenson Hall and Carter Harris Physical Plant. We are encouraging donations of nonperishable food items (canned goods, boxed goods, etc.) as well as plastic/paper bowls, plates, coffee cups and plastic eating utensils. Please avoid items that are in glass containers.

For questions regarding this food drive, please contact Kevin Wiand (438-2596 or [kgwiand@ilstu.edu](mailto:kgwiand@ilstu.edu)). Thank you very much for participating and helping this cause.



## NATIONAL RECYCLING COMPETITION

~ ANNIE LAURIE CADMUS



Illinois State University will be competing with approximately 130 universities nationwide in this year's annual RecycleMania competition. RecycleMania is an annual competition that encourages the recycling of paper, cardboard, plastic, aluminum and glass on college campuses.

The competition will run from January 28 through April 7. A traveling trophy will be awarded to the institution that reports the highest per capita rating of recycling efforts on campus. Seven colleges and universities in Illinois will be competing in this national competition, including Western Illinois University, Eastern Illinois University and Southern Illinois University-Carbondale.

In an effort to help promote higher recycling rates on campus, Illinois State University is working to improve facilities and education regarding recycling. Additionally, University Recycling, Housing Recycling and the Green Team will be promoting the event in the coming months through a volunteer recycling program. If you have any questions or suggestions, or if you are interested in volunteering, please e-mail the Green Team at [greenteam@ilstu.edu](mailto:green team@ilstu.edu). Or, contact "Doc G Blob" on Facebook.com.

Since each individual can make a significant difference in the competition, all students, faculty and staff are encouraged to increase recycling efforts on campus above and beyond their average participation levels.

For more information about the competition, log onto the RecycleMania Web site ([www.recyclemaniacs.org](http://www.recyclemaniacs.org).)

## ETHICS TRAINING RESPONSE

~ MELODY PALM

Many Illinois State employees (and others around the state) received a letter from the Office of Executive Inspector General indicating that their governmental ethics training certificates were invalidated, because they completed the process too quickly. President Al Bowman sent the following letter to the Inspector's office in response to concerns shared by University employees:

**February 5, 2007**

Office of Executive Inspector General  
32 W. Randolph Street  
Suite 1900  
Chicago, IL 60601

Dear Executive Inspector General Wright:

Recently, hundreds of Illinois State University employees received a letter from your office notifying them that their governmental ethics training certificates of completion were invalidated on the grounds that they completed the training in an inappropriately fast period of time.

As a result, my staff and I have received numerous complaints from university personnel regarding the tone of the notice as well as the poorly communicated provision that the testing time was monitored. I, along with employees of this academic community, am offended that one would be penalized for the ability to read and comprehend information quickly when these same skills are a necessity to succeed in an environment of higher learning.

The only failure is that the Inspector General's office exhibited an alarming lack of judgment and common sense. In my 28 years as a professor, I have never given a failing grade to a student for taking an exam too quickly. It is groundless and insulting to accuse employees of cheating simply because they finished the exam in less than 10 minutes.

Please note that while disappointed in how some aspects of this training have been administered, I recognize the importance of the training and appreciate all good-faith efforts to educate the Illinois State University community on the provisions of the State Employees Ethics Act. As a University, we will continue our work to ensure compliance with the Act.

Sincerely,

Al Bowman  
President

## UNIVERSITY POLICIES / PROCEDURES

### 3.1.3 FAMILY RELATIONSHIPS

**Policy:** Employees are selected for employment and promotion without regard to relationship by blood or marriage, in accordance with appropriate qualifications for and performance of specified duties. However, no individual shall initiate or directly participate in personnel decisions involving initial employment, retention, promotion, salary, leave of absence or other benefit to an individual employee who is a member of the same immediate family. Immediate family includes an employee's spouse, domestic partner, parents, brothers, sisters and children.



For more information pertaining to this and other University policies, visit the policy Web site ([www.policy.ilstu.edu](http://www.policy.ilstu.edu)).

## ISU CHILI COOK-OFF

~ DAVE BENTLIN



University faculty and staff are invited to the University's Chili Cook-off and Luncheon on Tuesday, March 6 in the Brown Ballroom at the Bone Student Center.

Activities begin at 11 a.m. with judging of chili entries that won preliminary

competitions which took place during the fall and winter. A panel will judge the chili based on a number of factors including taste, heat, mouth appeal, and visual appeal. Winners will be announced at 12:15 p.m.

The free, catered luncheon will begin at 11:30 a.m. and will include meat, chicken and veggie chili; chili condiments; corn bread; peanut butter and jelly sandwiches; cookies; and soft drinks. Chili entered in the competition will not be available for tasting by anyone other than the judges. Lunch will be available until 1 p.m.

The luncheon is free but anyone attending must first RSVP by contacting University Events at 438-8790 or [universityevents@ilstu.edu](mailto:universityevents@ilstu.edu) no later than Wednesday, Feb. 28. RSVP should include your name, department and contact information. No tickets will be issued; attendees will be checked off the registration list when they arrive at the luncheon.

For more information about the chili cook-off visit the Web site ([www.ilstu.edu/chilicookoff](http://www.ilstu.edu/chilicookoff)). Questions about the cook-off can be directed to Terry Brown, cook-off committee chair, at 438-2033, or Barb Todd, assistant chair, at 438-2592.



## RECIPE REVEAL

**Crispy Chicken Parmesan:** This recipe was found on the Campbell's Web site ([www.campbellkitchen.com](http://www.campbellkitchen.com)). Makes 4 servings.

- ✓ Vegetable cooking spray
- ✓ 2 cups croutons (cheese & garlic or other flavored croutons)
- ✓ 4 boneless chicken breast halves
- ✓ 1 egg, beaten
- ✓ 1 cup spaghetti sauce, heated
- ✓ ¼ cup shredded mozzarella cheese

Preheat oven to 375. Spray baking sheet with vegetable cooking spray. Place croutons in zipper plastic bag. Close and crush with rolling pin until crumbs form.

Dip chicken into egg. Coat with crumbs. Place chicken on prepared baking sheet. Spray chicken with vegetable cooking spray.

Bake 20 minutes or until chicken is done. Spoon pasta sauce over chicken and sprinkle with cheese.

Serving suggestions: serve with Texas toast, spaghetti, and green beans.



## 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 Bldg), 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

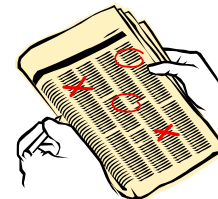
**GROUP V: Melody Palm**, 2640 Dean of Students (Bone Student Center), 438-3930, mapalm@ilstu.edu; **Martha Burk**, 8900 Adventure of the American Mind (Milner Library), 438-3474, mjb Burk@ilstu.edu; **Mark T. Buckley**, 2610 Campus Dining Services, 8-5370, mtbuckl@ilstu.edu

### 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

## ADVERTISING IN THE *OPENLINE*

The Civil Service Council began offering classified ads to employees in May of 2003, and it is a service that has continued successfully. Please review our advertising guidelines and submission form and prepare to sell something you don't need or buy something you do! We hope this additional service to our constituents will garner many positive transactions. Please feel free to provide your comments on this service by contacting your Council Representative or simply by sending an e-mail to the Council at [cscouncil@ilstu.edu](mailto:cscouncil@ilstu.edu).



### Conditions for submitting ads:

- Only Illinois State University employees and retirees may submit ads.
- There is a limit of ONE ad per employee or retiree, per issue.
- The ad must be resubmitted for each issue it is run.
- The appropriate fee must be included with each submission form.
- Ads must be submitted on the Ad Submission Form, located in the *OpenLine* or on the Council Web site (photocopies are acceptable). No ads will be accepted over the telephone.
- One item or service per submission form.
- Ads must be 20 words or less.
- Ads will not be accepted for travel, credit cards, real estate, financial, .com, nudity, personals, and firearms to stay within accepted University practices and statutes.
- Ads will appear in the next issue of the *OpenLine*, space permitting. Any ads not run due to space limitations will be held and appear in the following issue of the *OpenLine*. If you wish to cancel the ad, the individual who submitted the ad must contact Pat Schnitker.
- Refunds will only be given if the ad was held for the following edition and canceled prior to the submission deadline for that issue.
- Only your first name, home phone number, and e-mail will appear in the ad; no ISU numbers will be published.
- *OpenLine* and the Civil Service Council are not responsible for any item or service advertised.
- The *OpenLine* staff and Civil Service Council reserve the right to restrict, edit or refuse any advertisement.

### Advertising Rates:

- Vehicle \$5
- Personal Service \$5
- All Others \$2

### To submit an ad:

- Complete the Classified Ad Submission Form on the next page.
- Send or deliver the form and payment to Pat Schnitker, 4040 Graduate School, Hovey 309.
- Ad must be received by the 25<sup>th</sup> of the month (i.e. August 25 for September *OpenLine*).

## NEXT *OPENLINE* ARTICLE DEADLINE



The next deadline to submit articles to the *OpenLine* newsletter will be **Tuesday, March 6**.

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



## GOVERNMENT WEB LINKS



### ILLINOIS STATE UNIVERSITY'S SHARED GOVERNANCE

Academic Senate ..... [www.academicssenat.ilstu.edu](http://www.academicssenat.ilstu.edu)  
Annuitants Association..... [www.annuitants.ilstu.edu](http://www.annuitants.ilstu.edu)  
Administrative/Professional Council ..... [www.apcouncil.ilstu.edu](http://www.apcouncil.ilstu.edu)  
Civil Service Council..... [www.cscouncil.ilstu.edu](http://www.cscouncil.ilstu.edu)  
Student Government Association ..... [www.sga.ilstu.edu](http://www.sga.ilstu.edu)

### STATE OF ILLINOIS

Illinois Channel..... [www.illinoischannel.org](http://www.illinoischannel.org)  
State Universities Civil Service System..... [www.sucss.state.il.us](http://www.sucss.state.il.us)  
SUCSS Classification ..... [www.sucss.state.il.us/cpm.asp](http://www.sucss.state.il.us/cpm.asp)  
Status Notices  
U.S. Representative Jerry Weller ..... [weller.house.gov](http://weller.house.gov)  
11th Congressional District  
State Representative Dan Brady ..... [www.rep-danbrady.com](http://www.rep-danbrady.com)  
88th Representative District  
State Senator Bill Brady ..... [www.senatorbillbrady.com](http://www.senatorbillbrady.com)  
44th Senate District  
U.S. Senator Dick Durbin..... [durbin.senate.gov](http://durbin.senate.gov)  
U.S. Senator Barack Obama ..... [obama.senate.gov](http://obama.senate.gov)  
Locating State Senators/Representatives ..... [www.elections.il.gov](http://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](http://www.nea.org)



## CLASSIFIED ADVERTISEMENTS

### **For Sale – Auto:**

- Volkswagon GOLF GLS 2003. 27,000 miles. Automatic, hatchback, sunroof, winter package, blue. One owner. Excellent. 830-2260.



### **Personal Service:**

- Tree and shrub trimming. Please call Carl or Terry at 530-5137 or 527-4492. For firewood call 365-8466.
- 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:

- |   |   |
|---|---|
| <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 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*.

