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OpenLine Newsletter

Civil Service Council

3-2008

OpenLine Newsletter, March 2008

Civil Service Council
Illinois State University

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Civil Service Council, "OpenLine Newsletter, March 2008" (2008). *OpenLine Newsletter*. 94.
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OpenLine is published monthly by the **Civil Service Council** of Illinois State University, Campus Box 1830, Normal, IL 61790-1830.

MARCH 2008

VOLUME XXXII, NUMBER 9

DATES TO REMEMBER

March 25 Next classified ad deadline
 April 1Next *OpenLine* article deadline
April 1.....Council meeting
 April 15 Tax Day
April 15..... Council meeting/Presentation

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 Ramona Garner
 COUNCIL LIAISON.....Melody Palm

BASEBALL TRIP

~ Melody Palm

ISU Night at Wrigley Field will be Monday, May 12, 2008. Enjoy the evening game (game time 7:05 p.m.) from Terrace Reserved seats as the Cubs take on the San Diego Padres. Leave the driving and parking to us! The trip is announced first to Civil Service staff. 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 the Bone Student Center (University Street) at 2 p.m. and will return approximately at midnight, depending on any extra innings. The cost for each person includes: bus transportation, game ticket, bottled water and a packaged snack. You are welcome to bring your own snacks or beverages, as well. Be sure to sign up early as seating is limited.

Rules and information:

- ✓ No glass containers on the bus or in the park.
- ✓ All items must fit under your seat on the bus or in the park.
- ✓ One bus will be designated alcohol free/family-friendly, with a second one possible depending on requests.
- ✓ Cost difference is due to required insurance for the option and privilege of adult beverages.
- ✓ All reservations are on a first-come, first-served basis and must include payment.
- ✓ Minors must be accompanied by a responsible adult.
- ✓ Information about Wrigley Field security is available online at their Web site (chicago.cubs.mlb.com).



Cancellation policy:

- ✓ Cancellations received by April 4 get a full refund.
- ✓ Cancellations received between April 5 and April 21 get \$20 per ticket refunded.
- ✓ Cancellations received after April 21 get \$10 per ticket refunded.
- ✓ If there is a waiting list and your seat can be filled, the full amount will be refunded.

If you have questions regarding this trip, contact Melody Palm via e-mail at mapalm@ilstu.edu or by phone at 438-3930.

**Yes, I want to join the Civil Service Council for ISU Night at Wrigley Field on Monday, May 12, 2008!
 I might even bring a guest or two!**

Name: _____ Campus Box & Dept: _____
 Office/Home Phone: _____ E-mail Address: _____

OPTION A: \$38 standard reservation OPTION B: \$36 alcohol-free family-friendly reservation

Number _____ x \$38/person Number _____ x \$36/person Total Amount Enclosed: _____

If possible, please put me/us on the same bus as _____

Will you accept seats (and rate) on any bus if your first choice is not available? **Yes** **No** (Circle one.)



Return form and payment to: **Melody Palm, 2640 Bone Student Center**
 We must receive your form and payment by **April 4, 2008**. Make check payable to the **Civil Service Council**.



SERVICE AWARDS

~ Dave Schaafsma

25 YEARS

- Linda A. Foster, 9100 Campus Services/Grounds, 3/18/1983
- Randal W. Schroeder, 5020 Agriculture, 3/28/1983



20 YEARS

- Richard L. Barnhill, 9100 Campus Services/Grounds, 3/30/1988
- Timothy Alphonso Bell, 2610 Food Service, 3/14/1988
- Pamela Jean Fuller, 5250 Criminal Justice Sciences, 3/22/1988
- Alfonso Puente, 9100 Campus Services/Grounds, 3/7/1988
- Douglas E. Smith, 9100 Campus Services/Grounds, 3/30/1988

15 YEARS

- Margaret Rose Nelson, 9250 Parking And Transportation, 3/11/1993
- Billy Lee Ruffin, 9100 Campus Services/Grounds, 3/2/1993
- Colleen Sue Whalen, 9100 Campus Services/Grounds, 3/2/1993

10 YEARS

- David Lee Hosea, 2640 Bone Student Center, 3/2/1998
- Christa L. Lawhun, 9000 Facilities Management, 3/9/1998
- Kelly L. Nelson, 2540 Student Health Services, 3/2/1998
- Jane V. Ward, 1200 Comptroller's Office, 3/23/1998

CIVIL SERVICE COUNCIL PROFILE

~ Jeanette Harrison



I came to ISU after having different jobs that allowed me to be a stay-at-home mom. Some of the jobs consisted of Preschool Teacher Aide, Special Education Teacher Aide, Country Companies and MetriTech. I have been employed at Illinois State University for nine years. My current position is Chief Clerk in Enrollment Management & Academic Services located in Hovey Hall 308.

I live in Chenoa with my husband. We have two sons; our oldest is in the U.S. Air Force and stationed in England, and our youngest is currently going to school in Champaign. I enjoy being with family and friends when I'm not at work. Wednesday evenings are spent bowling, and I also serve on committees at my church.

I am currently serving my first term on the Civil Service Council as a representative for Group 1. I have been on the Picnic on the Plaza and Holiday Party committees. I was apprehensive at first to run for election because I really didn't know much about the Council. So far it has given me a better understanding of how the Civil Service System works with a lot more to learn. I also have met lots of nice people.

With that being said, I encourage you to contact me or any of the other Council representatives so we can be your voice regarding any civil service issues at ISU. I can be reached via e-mail at jlharri2@ilstu.edu or by phone at 438-2156.

NEXT OPENLINE ARTICLE DEADLINE

The next deadline to submit articles to the *OpenLine* newsletter will be **Tuesday, April 1**. 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).



POTPOURRI

~ Dianne Liebenstein

SYMPATHY – OUR SINCERE SYMPATHIES TO THE FOLLOWING

EMPLOYEES...

- To the University community on the death of Building Service Worker/Facilities Management Department, Rick Morgan, who passed away Friday, February 8, 2008.



BIRTHS – CONGRATULATIONS TO:

- Lyndsey Carney, Milner Library on the birth of her son, Hudson Clayton Carney on November 12, 2007 at 5 lbs. 15 oz.
- John Reed, Facilities Management, on the birth of his granddaughter Kylee Dawn Reed Osman on February 10, 2008 at 17 inches long and 6 lbs. 2 oz.

WELCOME TO ISU – JANUARY 2008

- Mary F. Akers, Agriculture
- Alex R. Austin, Campus Dining Services
- James I. Carter Jr., University Police
- Todd D. Cox, University Police
- Jeremy W. Davidson, Special Olympics Illinois
- Carla J. Dietsch, Comptroller's Office
- Linda M. Gros, Campus Dining Services
- Jeri L. Kelly, Campus Dining Services
- Sally J. Kinsinger, Campus Dining Services
- Joshua T. Layden, Milner Library
- Destini A. Martinez, Provost Office
- Kelly J. Meier, Campus Dining Services
- Alan R. Mittelsteadt, University Marketing & Communication
- Krista L. Nave, Languages, Literatures and Cultures
- Carrie R. Norman, Facilities Management
- Kendra K. Paitz, Art
- Larry E. Raglan, Facilities Management
- Michelle D. Shive, Student Accounts
- Kelli S. Vanderschraaf, Bone Student Center
- Kelly L. Whiting, University High School
- Keith E. Winters, Campus Dining Services
- Marti B. Young, Student Health Services



PROMOTIONS – JANUARY 2008

- Steven L. Coan, Manager IT/Admin Coord., Bone Student Center
- Karyn D. Fortin, Supvr. Public Functions, Special Olympics Illinois
- Michael T. Gardner, Police Officer, University Police
- Allen D. Monroe, Stationary Fireman Helper, Facilities Management
- Denise E. Thomas, Administrative Aide, Communication
- Dina L. Vaughan, Analyst Sr. Applications, Admin. Information Systems
- Troy R. Zeigler, Stationary Fireman Helper, Facilities Management

RESIGNATIONS – JANUARY 2008

- Julie A. Dubois, Student Health Services
- Carol D. Genung, Student Affairs
- Karl D. Ladtkow, Facilities Management
- Susan A. Smith, Bone Student Center
- Kathryn A. Waterkotte, International Studies

RETIREMENTS – JANUARY 2008

- Sandra V. Collins, Campus Dining Service



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.

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**, 4900 Enrollment Mgmt & Academic Services (Hovey), 438-2156, jlharri2@ilstu.edu

GROUP II

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; **one vacant position**

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, bkuonk@ilstu.edu

GROUP IV

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

GROUP V

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; **Theresa Sanchez**, 2202 Evaluation Services (Moulton), 438-2500, tasan ch@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 Burriss**, 3500 Telecom & Networking (Williams Hall Annex), 438-2795, paburre@ilstu.edu



FACULTY/STAFF CHILI COOK-OFF A HUGE SUCCESS

~ Dave Bentlin

More than 500 faculty and staff members enjoyed chilies, cornbread, sandwiches and cookies at the Feb. 28 Faculty/Staff Chili Cook-off Luncheon in the Brown Ballroom at the Bone Student Center.

Chili Cook-off Winners:

- **1st Place: Patrick Healy, Admin Information Systems**
Healy's beanless chili bested nine other chilies that had won preliminary competitions in departments and divisions all across the campus.



(Patrick Healy is pictured receiving the 1st place trophy from Betty Kinser, member of the ISU Board of Trustees)

- **2nd Place: Patrick Walsh, Admissions**
Walsh also won the Admissions/EMAS/Financial Aid/Registrar/University College preliminary competition.
- **3rd Place: Karla Wisdom, Intercollegiate Athletics**
Wisdom's chili won the Athletics preliminary competition.

Judges from across campus and the Bloomington/Normal community judged the entries based on a variety of factors including taste, heat, mouth appeal, and visual appeal. The event was emceed by Arlene Hosea, director of Campus Dining Services, and Chuck Scott, executive director of Facilities Management.

Table Decoration Winners:

- **1st Place: Martha Frieberg**, English.
- **2nd Place: Leslie Green**, University Housing Services
- **3rd Place: Lois Soeldner**, Admissions



The cook-off committee would like to thank everyone who attended the luncheon and contestants who entered chilies in the preliminary and final rounds. For a full list of winners and photos from the luncheon, visit the cook-off Web site (www.chilicookoff.ilstu.edu).

PRESENTATION FROM SUCCS

~ Melody Palm

Tom Morelock, Executive Director of the State Universities Civil Service System, will be on campus April 15. He will make a presentation and answer questions about the statewide system governing all our Civil Service positions during the Civil Service Council meeting. The meeting will take place from 12 noon to 1 p.m., in the Spotlight Room of the Bone Student Center. You are welcome to bring lunch if you wish. So that we can have time to arrange for a larger space if necessary, please contact Melody Palm (mapalm@ilstu.edu or 8-3930) by April 11 if you plan to attend.



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.succs.state.il.us
SUCSS Classification Status Notices www.succs.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

CRIME PREVENTION TIP OF THE MONTH

~ Aaron Woodruff

It is with a sad note that we must discuss the recent tragic shooting at Northern Illinois University. Be assured, the officers of your Illinois State University Police Department are prepared and committed to respond to these types of incidents should they ever occur here. However, studies have shown that shooting incidents such as these are usually over in 10 to 15 minutes. At NIU, police responded in less than 3 minutes. While many believe that increased security and training of police is the answer, the fact remains that you, those that work and live in our campus community, can make the biggest difference in the prevention of these incidents. We encourage you to stop mass violence before it happens by reporting suspicious activity to the police. Remember to be mindful, not fearful.



An active shooter is a suspect that causes death and/or serious bodily injury through the use of a firearm. It involves a dynamic situation that usually evolves rapidly, and demands immediate deployment of law enforcement resources to stop a life-threatening situation. Immediate deployment will involve the first officers on the scene taking aggressive action to find and stop the killing. The goal is to contain and isolate the individual with the gun, and to facilitate the safe release of any hostages or threatened persons.

We recommend the following:

- As a general rule, DO NOT approach the person with the weapon.
- Move immediately out of the area to a safe location if you can.
- Notify others of the danger as you leave the area.
- Call 9-1-1 or 8-8631 from a campus phone, and inform them of the situation.
- Do not reenter the area, and take steps to prevent others from doing so until authorities arrive.
- Once you are in a safe area, do not leave unless a police officer escorts you out.
- Remain as calm and as quiet as you can.
- Do not attempt to rescue others unless you have been trained, or can reach them in a safe manner.
- Above all, do not endanger yourself.

Once notified of an active shooter, campus or local police will likely be the first responders on the scene. Police are trained to respond to an active shooting incident by proceeding to the origin of audible gunfire. This may be in an open area such as a Parking Lot or inside a building. The police will move quickly into the affected area until the shooter is located and stopped or is no longer a threat to life or safety. If you are wounded or with someone who may be wounded, expect the officers to bypass you in their search as they must find the shooter and eliminate the threat. To assist police, please remain calm and patient during this time, to prevent any interference with police operations. If you know where the suspect is and/or have his description, tell the police. Rescue teams will follow shortly to aid you and others.

If a shooter enters your class or office:

- There is no set procedure in this situation. If possible call 911, or dial 8-8631 from a campus phone, and talk to the police dispatcher. If you cannot speak, leave the line open so police can hear what is going on.
- Use common sense. If you are hiding and found and flight is impossible, attempts to negotiate with the individual may be successful.
- Attempting to overcome the individual with force is a last resort that should only be initiated in extreme circumstances.
- If the shooter exits your area and you are able to escape, leave the area immediately or barricade yourself inside using desks, chairs, or other heavy objects.
- Do not count on walls or doors to be sufficient protection from bullets.

It should be noted that these safety tips are not all inclusive, but may increase your chances of surviving an active shooter incident. For additional information about the ISU Police emergency response plans, go to www.ilstu.edu/depts/police, and click the red "emergency" link. If you would like training for your department on active shooter incidents or workplace violence, please contact Aaron Woodruff at (309) 438-8631 or by e-mail at apwoodr@ilstu.edu.

CIVIL SERVICE COUNCIL SEEKING NOMINATIONS FOR EXPIRING SEATS

~ Sarita Cox

The Civil Service Council Election Committee is currently preparing the nomination forms as we seek candidates to fill expiring or vacant seats on the Council. The new terms will begin on July 1, 2008. 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. Nomination information, including those staff eligible for election, is mailed to campus addresses by early April.

Any one 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 that you will receive by campus mail. If you feel someone else would be an effective CSC member, encourage him or her to complete and submit the nomination form by the deadline printed on the form. 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 nominee-signed form by the deadline. Instructions for returning the nomination form to the election committee will be printed on the form.

The actual ballots for electing Council representatives should be received in early May. You are strongly encouraged at that time to cast your vote and show your support for a candidate, for the Civil Service Council and for Shared Governance of Illinois State University.

RECIPE REVEAL

~Pam Burress

Lemon Lush: Submitted by Grace Taylor, 3500 Telecommunications & Networking.

- ✓ 1 cup flour
- ✓ 1 stick butter
- ✓ ½ cup chopped nuts
- ✓ 1 cup powdered sugar
- ✓ 1 package cream cheese
- ✓ 2 packages instant lemon pudding
- ✓ 3 cups milk
- ✓ 8 ounces frozen whipped topping



Mix together flour, butter, and nuts. Spread in bottom of 9 x 13 baking dish. Bake at 375 degrees for 10 minutes, or until brown. Cool.

Combine powdered sugar and cream cheese. Mix together and spread over the first layer while still warm. Cool completely.

Mix pudding and milk until thick. Spread over second layer.

Top with whipped topping. Chill.

HRIS VENDORS TO VISIT CAMPUS

~ Pam Beach

Human Resource Information Systems (HRIS) vendors will be on campus April 1-3 and April 8-10, 2008. This will be the first of several visits to the campus by potential HRIS software vendors. A new Web site (www.hris.ilstu.edu) has been established to keep the University community informed on the progress of the HRIS selection and implementation process.

Please visit the Web site for details on this event and other HRIS project related information. You will find the vendor schedules and the scripted demonstration details under the News and Updates link. For more information, please send an email to Pam Beach (pjbeach@ilstu.edu) or call 8-3438.

FRIVOLOUS FACTS



In ancient Greece, the tax professional was revered as the noblest man in society.

[Source: <http://dmz.mazer.com:8080/irs/>]

ALUMNI WINE TOUR

~ Juliana Duncan

Illinois State University Alumni Association invites you to:
Peoria Alumni Wine Tour & Tasting.

Save the date and plan to join Peoria Area Alumni from 5 – 8 p.m. Saturday, April 12 at the Mackinaw Valley Vineyard, Mackinaw.

The evening includes 6 tastes and heavy appetizers for \$22 per person. Register today!

For more information or for questions, contact Alumni Relations by phone at (309) 438-2586 or 1-800-366-4478, or by e-mail (natread@ilstu.edu).

Please register online (www.illinoisstatealumni.org).



CIVIL SERVICE COUNCIL RAFFLE

~ Melody Palm



Tickets are available for the 2008 Civil Service Council Raffle! Proceeds benefit the Civil Service Dependents Scholarship Fund. First prize will be a \$200 gift certificate to Best Buy.

Visit the Council's Web site for an updated prize list.

The tickets cost \$1 each, or you can buy six tickets for \$5. You may buy tickets from any Council member (see the Council Representatives list at www.cscouncil.ilstu.edu).

The prize drawing will take place on May 20 at the regularly scheduled Civil Service Council meeting. You need not be present to win. This is your chance to win a really great prize, and help some very deserving students at the same time!

WELLNESS

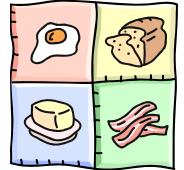
~ Nikki Brauer

Registration via the online system is required for the following events unless otherwise stated (www.hr.ilstu.edu/wellness/register.shtml).

If you have any questions or do not have online access, please contact Nikki Brauer at nbgegel@ilstu.edu or 438-8845 to register.

- **Nutrition's Role in Chronic Disease: Updates**

Dr. Robert Cullen, PhD, Family and Consumer Sciences, is scheduled noon to 1 p.m. in SSB 375 on Thursday, March 20.



- **Stress Busters**

Dr. Andy Nunberg, Art of Living Foundation, is scheduled from noon to 1 p.m. in SSB 375 on Tuesday, March 25.

- **Yoga at Your Desk**

Schedule a *Yoga at Your Desk* presentation at your next meeting or retreat. Presentations are one hour in length and a two-week reservation is appreciated. Alternate topics may be requested. Contact Nikki Brauer at nbgegel@ilstu.edu or 438-8845 to schedule.



- **Motivation to Get Moving**

Receive personalized assistance with the design of your fitness program. Please contact Wellness at 438-8845 to express an interest. Cost is prorated at \$75.00 and includes Registration for the Faculty/Staff Fitness Program through Wellness and Fitness Assessments offered through the School of Kinesiology & Recreation.

- **Massage**

Massages will be available in the Faculty/Staff Commons Conference Room of the Bone Student Center. Appointments for massages are available between 10 a.m. and 2 p.m. on Wednesday, March 19, Tuesday, April 1, Wednesday, April 16, and Tuesday, April 29.



- **Blood Chemistry/Cholesterol Screening**

Screenings are held in the Student Health Services Lab from 7:30 to 9 a.m. on Friday, April 11. Appointments are required, and registration by April 7 is necessary.

- **Family Swims**

Family swims are held in the Metcalf Pool from 1:30 to 3:30 p.m. on both Sunday, March 30 and Saturday, April 19.



- **Nutri-fest 2008**

Celebrating Sound Nutrition at Illinois State University is the theme of the 2008 Nutri-fest which will be held on Wednesday, April 9 from 11:00 a.m. to 1:30 p.m. in the Circus Room of the Bone Student Center. Nutri-Fest will include cooking demonstrations, food samples, and exhibitors!

CLASSIFIED ADVERTISEMENTS

For Sale - Auto:

- Hyundai 2007 Elantra 4 doors, carbon gray. Lost job; take over payments. Contact Roy at 309-824-0473.

For Sale - Other:

- Whirlpool-Kenmore-Roper washers & dryers. Six-month warranty on each unit. Call Dave's Sales & Service at 309-830-3315.



Personal Service:

- Affordable personal training - customized plans to help reach your fitness goals! Call Heather at 242-2895 or visit NewCreationFitness.net



- 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.

QUICK QUOTE

“Action is the foundational key to all success.”

-- Pablo Picasso

[Source: <http://www.quotes-famous.com>]



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*.

