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DATES TO REMEMBER	
September 25	Next classified ad deadline
October 7	Council meeting
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FALL BUS TRIP

~ Pam Burress

Your Civil Service Council is pleased to provide you with a chance to get away and enjoy a day just north of Chicago. Transportation only is being provided, and there are 2 destinations very close to each other which include the **Gurnee Mills Mall** and **Six Flags Great America!** Choose one of these great destinations for a fun-filled day on Saturday, October 25.

Gurnee Mills Mall (www.gurneemills.com) is one of the leading tourist attractions in the Midwest with over 200 stores, and is located between Milwaukee and Chicago. Six Flags Great America (www.sixflags.com) is an amazing theme park with awesome rides, great shows, and incredible attractions (obtain tickets on your own).

Departure time from Normal, Illinois is 7:15 a.m. on October 25. Initial arrival time at Six Flags Great America is anticipated to be around 10:15 a.m. followed by the Gurnee Mills Mall at approximately 10:30 a.m. The departure from Gurnee should be around 7:45pm, with anticipating the return to Normal, IL to be around 10:45 p.m. The cost of this transportation-only trip is comparatively less expensive, and is open to civil service employees, administrative/academic professionals, faculty members, and more. We encourage you to bring your own snacks and non-alcoholic drinks for the trip, but no glass containers are allowed and items must fit under your seat.

To reserve your seat(s), please send in the registration form below along with a check made payable to the "ISU Civil Service Council." First come, first served, so don't delay in sending in your payment and registration form. These buses will be booked up quickly.

Forms must be received no later than the end of the day on Friday, October 10. Questions regarding this activity can be directed to paburre@ilstu.edu, cscouncil@ilstu.edu or any Council representative. (Cancellations are accepted with a full refund until October 10. No refunds issued after October 10, but we do allow your own substitutes with notice prior to the departure date with any price difference made up.)

BUS TRIP ITINERARY

Buses DEPART	Buses ARRIVE
Normal.....@7:15am	Normal.....@7:00am
Six Flags.....@10:25am	Six Flags.....@10:15am
	Gurnee Mills....@10:35am
<u>(BAG PICKUP ONLY)</u>	Gurnee Mills....@3:00pm
Gurnee Mills....@3:20pm	
	Gurnee Mills....@7:00pm
Gurnee Mills....@7:15pm	Six Flags.....@7:30pm
Six Flags.....@7:45pm	Normal.....@10:45pm

NORMAL = Circle drive at the Bone Student Center



Yes, I would love to join the Civil Service Council's fall bus trip to Gurnee, Illinois on Saturday, October 25!

Name	Phone # (while on trip)	Status (circle one)	Cost
1) _____	_____	ISU / Comm / Child	\$ _____
2) _____	_____	ISU / Comm / Child	\$ _____
3) _____	_____	ISU / Comm / Child	\$ _____
4) _____	_____	ISU / Comm / Child	\$ _____
5) _____	_____	ISU / Comm / Child	\$ _____

TOTAL AMOUNT: \$ _____

Name and e-mail (or campus) address of contact person _____
 (to receive confirmation/information for party prior to trip) _____

If possible, please put this group on the same bus as _____

If possible, please put this group on a bus showing a kid-friendly movie not showing a movie.

Destination: Gurnee Mills Mall Six Flags Great America

Comments: _____

\$24 ISU - for AP/civil service employee/faculty/retiree/student of ISU
 (For reduced rate, ID may be required when boarding bus.)

\$28 Comm - for non-ISU community member
 \$14 Child - for child 17 years of age and under

Detach this form and send it to: Civil Service Council—Fall Bus Trip, Illinois State University, Campus Box 3500, Normal, IL, 61790-3500. Payment must accompany this form for processing and be received by **October 10. Make checks payable to the "ISU Civil Service Council."**

SERVICE AWARDS

~ Felicia Young

30 YEARS

- Patricia Ann McClure, 9100 Campus Services/Grounds, 9/25/1978
- Elizabeth L. Rongey, 8900 Milner Library, 9/25/1978



25 YEARS

- Viola Marie Marsee, 2610 Food Service, 9/6/1983
- Pamela J. Beach, 3470 Admin Information Systems, 9/19/1983
- Rebecca Williamson, 9100 Campus Services/Grounds, 9/19/1983
- Wilbur R. Wertz, 9101 Campus Services/Grounds, 9/28/1983

20 YEARS

- Dennis Ervan Deterding, 9100 Campus Services/Grounds, 9/1/1988
- Peggy Jean Haycraft, 4100 College of Arts & Science, 9/1/1988
- Matthew Wade Seniff, 6380 Classroom Technology Sup, 9/1/1988
- Allen A. Grimm, 9100 Campus Services/Grounds, 9/6/1988
- Nancy White Woods, 5121 School of Kines & Rec-McC, 9/12/1988
- Derek Ky Ronnfeldt, 9240 University Police, 9/26/1988
- Julie Nelson Sheppelman, 9240 University Police, 9/30/1988

15 YEARS

- Kelli S. Smith, 2540 Health Services, 9/29/1993

10 YEARS

- Mona Marie Rains, 5660 School of Music, 9/8/1998
- Sandra A. McBride, 5220 Health Sciences, 9/28/1998

OFF-CAMPUS HOUSING DATABASE



Illinois State University students, faculty and staff have a new resource for finding new housing or roommates.

The Dean of Students Office has launched an off-campus housing database, a free online program that provides students, faculty and staff with a centralized location to view local property listings, search for roommates and identify sublease properties.

By using a University ID to log into the database at och.deanofstudents.ilstu.edu/ participants can create a personalized profile of their housing expectations. The service will then match them up with listings that meet their criteria.

The off-campus housing database was established to meet the student housing need created by the limited residence hall offerings for the upcoming semester. The service also provides an opportunity for local property managers to promote their listings to students.

Save the Date!



The Children's Holiday Party will be on Sunday, December 7 from 2 to 4 p.m.



Next OpenLine Article Deadline

The next deadline to submit articles to the *OpenLine* newsletter will be **Wednesday, October 8** following the first Council meeting of the month.



Articles, news and ideas pertinent to civil service employees can be sent to the newsletter staff (cscopenline@ilstu.edu) or to the Civil Service Council (cscouncil@ilstu.edu).

SECURING DOORS

~ Aaron Woodruff

As a Police Department, we attempt to maintain the physical security of the university to ensure the safety of everyone using campus buildings. We regularly check the buildings throughout the night and on weekends. During those checks, we often find doors unsecured, sometimes propped open by sticks, garbage cans, or other means. It is understandable how tempting it may be to prop open a door for your convenience, or the convenience of others to meet with you. Please understand that this jeopardizes the safety of everyone in the building.



- If you are working in a building after hours, make sure you have your keys.
- If you use a key to unlock a building, make sure it relocks after each use.
- Make sure exterior doors close and latch behind you.
- Be cautious of those you let into secured buildings. You can say no.
- Avoid working late alone. If you must, close and lock your office door.
- Make sure others know what time you are expected home.
- Keep your purse, wallet, keys, or other valuable items with you at all times.
- If you see someone suspicious in the building, call ISUPD immediately (438-8631).

COMPUTER WORKSHOPS

~ Mayuko Nakamura



CTLT offers instructional strategies workshops and software workshops to ISU faculty and staff. Fall schedule is now available online at training.ilstu.edu. Register online today! For more information, please call CTLT at 438-2542.

UNIVERSITY POLICIES/PROCEDURES

3.1.6 Administrative Closings

Due to natural emergencies, State or Federal emergencies or reasons of health and safety, the University may be subject to administrative closure. Emergency closings shall extend until such time as the emergency giving rise to the closing has been resolved so as to permit resumption of normal operations.

Administrative operations of the University may be closed for up to two days during the period December 26 through December 31 when such closure will provide significant operational cost savings.

Administrative closure shall be declared by the President. Employees are considered to be on paid leave for the duration of an administrative closing.

For more information pertaining to this and other University policies, please visit the policy Web site (www.policy.ilstu.edu).

FRIVOLOUS FACTS

Fortune cookies were actually invented in America, in 1918, by Charles Jung.

[Source: www.factsnfacts.com/]



QUICK QUOTE



Happiness depends upon ourselves.

-- Aristotle

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

CLASSIFIED ADVERTISEMENTS

For Sale - Other:

- Kimono. Japanese, 1952-53. Pure silk, pink. Medium. \$40/offer. Call 452-5535.

Personal Service:

- Radon— #1 cause of lung cancer among non-smokers. Questions? Call David Smith, (309) 473-2955, licensed radon professional #98102.

CIVIL SERVICE CONSTITUTION

Article VIII - Committees



- A. There shall be standing committees and special committees as the need arises.
- B. The Chairperson of the Council shall appoint the chairpersons and members of the committees with the advice of the council.
- C. Chairpersons shall be selected from among Council members.
- D. Committee members may be appointed from all Civil Service employees in a status position who have successfully completed their initial probationary period.
- E. Membership on standing committees shall be served during the Council year.

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

