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ILLINOIS
UNIVERSITY

NORTHERN STAFF NEWS

DECEMBER 2008



Operating
Staff
Council

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HOLIDAY PACKAGE DELIVERY

In accordance with President Peters' holiday closure schedule for 2008-09, all departments within the Materials Management area will close from 4:30 p.m. Tuesday, Dec. 23, until operations resume at 8 a.m. Monday, Jan. 5.

No receiving of U.S. mail, parcel post, UPS, Fed Ex, Fed Ex Ground, DHL/Airborne or any common carrier packages will take place during this time.

Employees who anticipate delivery of any packages to Central Receiving at NIU near or during this time period should make necessary arrangements for delivery to an alternate address to avoid delays or packages being returned to sender as undeliverable.

When operations resume in January, Central Receiving and Campus Mail Services will begin processing the backlog of mail and packages as quickly as possible. Exercise patience and do not call to find out where or when packages will be delivered.

HAPPY HOLIDAYS TO YOU AND YOURS FROM YOUR OPERATING STAFF COUNCIL!



*Pictured Left to Right, **First Row:** Brenda Smith—Secretary, Sara Clayton—Vice-President, Jay Monteiro—President, Elizabeth Buck—Treasurer, Marcia Dick; **Second Row:** Pamela Rosenberg, Carlos Raices, Gay Campbell, Karen Smith; **Third Row:** Andy Small, Glenda Jones, Donald Butler, Linda Jennings, Danell Nixon; **Fourth Row:** Alan Smith, Jesse Tellez*

ENDOWED SCHOLARSHIP CAMPAIGN— ONE DOLLAR IS THE FIRST STEP

The campaign to endow the Operating Staff Dependent Scholarship is in full swing. The basic funding raising theme behind the campaign is getting small contributions from many donors. If 1,000 operating staff members each gave \$1 per pay period for one year, then \$24,000 would be raised to permanently fund the scholarships given to dependents of operating staff. Now is a good time to start a payroll deduction as the deduction for parking permits has ended for many of us. Forms and instructions on how to make a donation can be found at the Operating Staff Council's web site: www.niu.edu/osc/dependentaward/donate.shtml

If you have any questions about the campaign, please contact either Clair Williams at 753-8382 or Sara Clayton at 753-9526.

THE OFFICE OF THE OMBUDSMAN

On a large university campus like NIU, people often have questions about rights, responsibilities, policies or procedures and may need assistance in deciding how to address a particular situation. There may be issues that, despite your best efforts and those of others, were not addressed effectively or resolved appropriately. The Office of the Ombudsman was established in 1969 and provides service to any member of the campus community who is attempting to resolve some type of university-related concern. The ombudsman serves as an alternative source of information and advice to complement, but not replace, the university's formal grievance procedures and other channels of redress.

Dozens of operating staff contact the ombudsman for assistance every year. You may wish to consult the ombudsman 1) if you are uncertain about which university policy or procedure applies to your situation; 2) if you feel you have been unfairly or inequitably treated by a member of the university community or that a university policy or procedure has been applied unfairly or erroneously, or is itself fundamentally unfair; or 3) if you have a problem that requires someone to help achieve a solution or facilitate your communication with others.

As a neutral party, the ombudsman is independent of the university's formal administrative structure. The ombudsman cannot impose solutions but can advise you of your rights within the university. He will consider all sides of an issue in an impartial and objective manner, suggest options or strategies that might help you successfully resolve the matter, and/or provide you with accurate referrals to others for more assistance.

There may be times when you simply wish to explore your options for resolving a situation "off the record." Communications with the ombudsman are confidential and do not constitute "official notice" to the university. Issues raised by members of the operating staff might include treatment by supervisors, disciplinary matters, privacy concerns, incivility, morale, and relations with co-workers. The ombudsman's neutral role is to facilitate discussion, promote greater understanding of the issues, and suggest options that may help to resolve the situation. The ombudsman does not advocate for any particular individual, does not take part in any formal procedure, and does not offer legal advice.

The ombudsman serves as a consultant in the development of policies and procedures to ensure consistency with other institutional policies and is an ex-officio member of several university committees. Other services of the ombudsman or his staff include presentations to university departments or student groups, confidential review of drafts of individual letters/documents, and notary public services. He informs the administration of significant trends that he notices and recommends changes in policies and procedures when merited.

The Office of the Ombudsman is located at 601 Holmes Student Center. For more information, visit the website: www.niu.edu/ombud or phone 753-1414 for an appointment.

DOCUMENT PRODUCTION ORDER FORM AVAILABLE ONLINE

ITS invites faculty and staff to manage all their print and copy needs online, including "quick print," "quote only" and "request for services." Use the online order form to enter all pertinent job information using a familiar Web browser interface. In addition, attach files or create a PDF using the link to a free simple-to-use PDF creator.

Try it today and start saving time. Visit <http://its.niu.edu> and click on Forms, then Document Services. For questions or concerns about using this service, click on "Document Services" at the bottom of the form for customer service contact information.

OPENING OF HUMAN RESOURCE SERVICE CENTER IN SWEN PARSON

Human Resource Services (HRS) has announced the opening of a Human Resource Service Center located on the central campus in Swen Parson Room 110. The Service Center opened October 21, 2008, with an open house and dedication ceremony. HRS has reallocated resources to staff and operate the center, which is designed to be a key location for campus personnel to access HR services and has been part of a long-term plan and service commitment to NIU employees. Services provided include:

- Job Application Information
- Completion of Extra Help Paperwork
- Completion of Hiring Paperwork and Documentation
- Address Changes
- Direct Deposit Changes
- FMLA Information
- Earnings Statement Printouts
- Workers Compensation Information
- 403(b) and 457(b) Enrollment and Changes
- W-4 Changes
- Start/Stop Payroll Deductions
- Civil Service Request to Test
- Tuition Waiver Forms
- Insurance Benefits Forms
- International Tax and Immigration Compliance
- Moving Allowance Information
- Insurance Counseling
- HRS Drop-Off Location for Payroll and Mail to be delivered to main HRS

Retirement counseling, general employee relations and dispute resolution/grievance/complaint processing assistance will also be available by appointment at the Swen Parson location. We also look forward to employee feedback concerning Service Center operations. If you have any questions or recommendations, please feel free to contact Celeste Latham at 753-6525.

EMPLOYMENT CHANGES

September 2008

Welcome New Employees

Virginia Altmaier, Office Support Associate—College of Liberal Arts and Sciences
Holly Button, Office Manager—Sociology
Guy Faber, Route Driver—Materials Management
Jeremy Hale, Carpenter—Physical Plant
Gordon James, Parking Services Agent I—Public Safety
Sandeep Kondam, IT Technical Associate—Information Services
Jared Lash, Office Support Associate—Mathematical Sciences
Willa MacVenn, Office Support Associate—Giorgi Law Clinic
Karen Odom, Clerk—Public Safety
Erin Sabathne, Child Development Supervisor—Family, Consumer, and Nutrition Sciences
Kouame Sanan, IT Support Associate—Customer Support Services
Jodi Vogeler, Bookstore Department Supervisor—Holmes Student Center

Changes

Mark Austin to Biomedical Engineer I—NIU Outreach and Regional Development
Beth Blum to Financial Advisor III—Student Financial Aid
Laura Boyles to Program Administrative Assistant—Intercollegiate Athletics
Cynthia Fahler to Admissions/Records Representative—Registration and Records
Deborah Gutierrez to Office Manager—College of Engineering and Engineering Technology
Elizabeth Hendrey to Office Support Associate—Office of Scholarship Coordination
Martha Jacobson to Kitchen Helper—Housing and Dining
Leonard LeGrand to Office Support Specialist—Student Athlete Academic Support Services
Brandon Mathesius to Kitchen Helper—Housing and Dining
Hope Montavon to Admissions/Records Specialist II—Registration and Records
Kathleen Morisette to Financial Aid Adviser III—Student Financial Aid
JoAnn Opstad to Office Manager—Center for Governmental Studies
Tayler Winton Sorto to Clerk—Testing Services

Name Changes

Robin Pakenham to Robin Anderson, Office Manager—Finance and Facilities

Shante Lubemba to Shante Evans, Accountant Statistician—Finance and Facilities

Linda Tatro Tingling to Linda Tatro, Program Administrative Assistant—College of Business

Cynthia Glodowski to Cynthia Zimberoff, Police Officer—Public Safety

Retirements

Bryant Irving, Carpenter—Physical Plant
Gale Rippentrop, Carpenter—Physical Plant
Harden Stover, Electrician—Physical Plant

Separations

Noreen Hudspeth, Cook—Holmes Student Center
Daniel Pennington, Security Guard—Public Safety
Lesly Schoo, Library Specialist—University Libraries
Cynthia Thon, Office Support Specialist—Center for Latino and Latin American Studies

October 2008

Welcome New Employees

Eunetta Weeks, Child Development Supervisor—Family, Consumer, and Nutrition Sciences
Matthew Funkhouser, Building Service Worker—Building Services
Paul Karnatz, Child Development Supervisor—Family, Consumer, and Nutrition Sciences
Julie Lorang, Clerk—Physics
Norma Laino, Office Support Associate—Illinois Council on Economic Education

Changes

Judith Fisher to Office Support Specialist—Literacy Education
Manette Cook to Financial Aid Adviser II—Registration and Records
Charlene Smith to Account Technician II—Controller
Suzanne Sedlacek to Accountant II—Housing and Dining
Glenda Daniel to Food Service Administrator II—Housing and Dining

Death

Gregory Montgomery, Maintenance Equipment Operator—Grounds

Name Change

Amy Becket to Amy Loftouse, Child Development Supervisor—Family, Consumer, and Nutrition Sciences

Separations

Cynthia Knapp, Building Service Worker—Building Services
Luanne Davison, Kitchen Helper—Holmes Student Center

Kristen Helmers, Office Support Associate—Family, Consumer, and Nutrition Sciences
Andrea Richardson, Office Support Specialist—Sociology
Lori Stoner, Accountant II—Northern Public Radio
Lindsay Andrews, Office Support Associate—Recreation Services

SERVICE AWARDS

September 2008

5 Years

Phoebe Carter—Employee Services and HR Development
Larry Ellington—Public Safety
Lori Hall—English
Karen Smith—Campus Child Care
Maegen Swanson—Health Services

10 Years

Elizabeth Cummings—Teacher Certification
Glenda Daniel—Housing and Dining
Darlys Davis—Housing and Dining
Kayla Kittleson—Customer Support Services
Cindy Kozumplik—Information Services
Cindy Kubasiak—Operations Management and Information Systems
Jonathan Lehuta—Customer Support Services
Darlene Mason—V.P. Research and Dean of Graduate School
Fred Rhea—Building Services

15 Years

Diane Ashley—Information Services
John Avila—Building Services
Robert Glover—Holmes Center Custodial
Herbert Kaelin—Heating Plant
Julia Kaelin—Building Services
Janet Sanderson—Accounting
Christine Sims—Public Opinion Lab

20 Years

Jaye Danekas—Heating Plant
Cheryl Douell—Information Security and Operations
Judith Doyle—Registration and Records
Cheryl Hauptman—University Libraries
Barbara Kaufmann—Career Services
Mitra Mohabbat—University Libraries

25 Years

Mary Guerrettaz—Housing and Dining
Phyllis Suppeland—Building Services

30 Years

Charles Faivre—Biological Sciences

35 Years

Sue Braffet—College of Business

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Operating Staff Council
Northern Illinois University
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October 2008

5 Years

Kristin Bigelow—Controller

Rita Foster—Housing and Dining

Alan Smith—Public Safety

10 Years

Sammie Doty—Registration and Records

Dana Holt—Housing and Dining

Patricia McKinley—Public Safety

Margaret Olson—Housing and Dining

Debra Reynolds—University Libraries

Barbara Rice—Human Resource Services

15 Years

Phyllis Livingston—Building Services

Rodney Neace—University Libraries

Louise Reinke—Housing and Dining

20 Years

Paulette Magnuson—Literacy Education

April Spivey—Registration and Records

Jean Ann Thomas—Procurement Services

Barbara Voga—Geography

25 Years

Jack Nooner—Grounds

November 2008

5 Years

Mary Bernadin—Career Services

Gary Butterfield—Customer Support
Services

Diana Caldwell—Admissions

Derek Carter—Building Services

William Kenney—Building Services

Alexander McConachie—Information
Services

Donald Mullins—Building Services

Marvin O'Leary—Building Services

Carlos Raices—Holmes Center Custodial

Randy Skinner—Physical Plant

10 Years

John Alamia—Document Services

Russell Andres—Grounds

Tony Ayala—Public Safety

Cara Carlson—V.P. Research and Dean of
Graduate School

Rebecca Ferrante—Development Operations

Shirley Mashare—Diversity and Equity

Elizabeth McNeill—Document Services

Pushp Sagar—Housing and Dining

15 Years

Constance Rhoton—Art

Victoria Wren—University Libraries

20 Years

Ronald Castenson—Housing and Dining

Marjorie Holliday—Psychology

Donald Kozlowski—Housing and Dining

Donna Reid—Northern Public Radio

Michael Sheehan—Building Services

Alan Tody—NIUTEL—Telecomm Services

25 Years

Herbert Kuryliw—Information Technology
Services

35 Years

Connie Weaver—College of Business