



NORTHERN  
ILLINOIS  
UNIVERSITY

# Northern Staff News

October 2004

[www.niu.edu/osc](http://www.niu.edu/osc)



Operating  
Staff  
Council

## Table of Contents

President's Corner .....	1
Children's Book Fair .....	1
State Universities Civil Service Advisory Committee Better Known at NIU as EAC (Employee Advisory Council) .....	2
New Expanded Local Calling Area ..	2
Friends of NIU Libraries Book Sale .....	2
Employment Changes .....	3
Service Awards .....	3

## Children's Book Fair

The NIU Campus Child Care Center is holding their annual Children's Book Fair during the week of October 18-22, 2004. The book fair will be open Monday-Thursday 8:00 a.m.-5:30 p.m. and Friday 8:00 a.m. – 2:00 p.m. and will be held at the Campus Child Care Center. We invite you to come and browse through this wide selection with multiple copies of books, early readers, parent resource materials, calendars, and much more! We will have at least 15 tables set up with approximately 1800 books and other items that will be available for purchase. Don't miss this great opportunity to purchase quality children's books for birthdays or holidays. The Center is located just off Annie Glidden Rd., on the west side of Gabel Hall. The main entrance can be accessed by the circle drive in front of our white stone building in parking lot 38.

## President's Corner



I am proud to have been elected by the Operating Staff Council (OSC) as the new president this past July. The last several months have been exciting as I attend meetings with administrators and my colleagues on the Supportive Professional Staff Council and the Faculty Senate. It is rewarding to participate in shared governance and to be consulted on issues that affect operating staff such as salary increments. I'd like to thank past president Sara Clayton for her wonderful leadership over the past two years and for helping me with the transition to OSC president.

The Operating Staff Council meets the second Thursday of each month at 8:30 a.m., in HSC 406. Anyone is welcome to attend these meetings. If you have a particular issue you would like the

OSC to address you can contact one of our 16 members. We usually have the agenda posted in HSC and on our website ([www.niu.edu/osc](http://www.niu.edu/osc)) a week before meetings. OSC members are listed at the website as well.

I hope everyone enjoyed the annual StaffFest in August. This great day of good food, companionship, and renewed friendships is possible due to the support of the administration. Thank you especially to LaRonda Thuestad who coordinated the event, our "celebrity servers," the wonderful staff at the Holmes Student Center, and all the operating staff who volunteered their time to make StaffFest a success.

On October 15, the OSC hosted the seventh annual Council of Councils. This event was an opportunity for members of Operating Staff or Civil Service Councils at the other state universities to come together for a day of education and networking on issues concerning state university civil service employees. The Council of Councils began at NIU under the OSC presidency of Andy Small. Kudos go to Andy for planning this year's Council of Councils in addition to all the OSC members who gave of their time and talents. I'd also like to thank our guest speakers, President Peters, State Senator Brad Burzynski, State Representative Bob Pritchard, Associate VP of Administration Steve Cunningham, Associate VP and Executive Director for External Affairs and Economic Development Kathy Buettner, Assistant Director of External Affairs and Economic Development Ken Zehnder, State University Civil Service System Director Tom Morelock, EAC Chair Alice Costa, and SURS Director Jim Hacking.

### **Donna Smith, President**

Operating Staff Council 2004-2005

# State Universities Civil Service Advisory Committee Better Known at NIU as EAC (Employee Advisory Council)

**Committee purpose and responsibility.** This Committee is organized for the purpose of serving, in an advisory capacity, the State Universities Civil Service Merit Board on all matters pertaining to the State Universities Civil Service System. The Committee has as its responsibility to recommend actions and present problems to the Merit Board in accordance with the interests and needs of all civil service employees in the University System.

**Committee and University System history and administration.** The State University Civil Service System, its governing body the Merit Board, and this employee advisory committee were established by House Bill 831 during the 67th Illinois General Assembly, and became law on January 1, 1952. The University System and Merit Board offices are located at 1717 S. Philo Road, Urbana, Illinois. The University System director is Tom Morelock, who reports to the Merit Board. The Merit Board is comprised of 11 members from the governing boards of the state universities in Illinois. The chairman of the Merit Board is Bruce Friefield, a Governor State University Board of Trustees member.

**Committee membership.** The State Universities Civil Service Advisory Committee is composed of 20 members who have full-time certified status appointments in the University System and who have completed at least three current consecutive years of civil service employment at their place of employment. Nine are elected by and from the civil service employees of the University of Illinois (four from the Urbana-Champaign campus, four from the Chicago campus including one representing the Division of Specialized Care for Children, and one from the Springfield campus). Three are from Southern Illinois University (one from each of the three campuses in Carbondale, Edwardsville, and the School of Medicine in Springfield). One is from each of the other state universities (Northern Illinois University, Illinois State University, Western Illinois University, Eastern Illinois University, Northeastern Illinois University, Chicago State University, Governors State University, and the State University Retirement System). A regular term for a member is four years. An incumbent who remains eligible may continue to apply for re-election.

**Meetings.** The advisory committee, also known as the Employee Advisory Committee or EAC, meets quarterly at a minimum, as required by Illinois law. Special meetings, standing committee meetings and subcommittee meetings are called as needs develop and as circumstances warrant. Approved travel expenses are paid by the member's employer. The location of the meetings varies, as members take turns hosting the advisory committee on or near their places of employment. Director Morelock is invited to the quarterly meetings, usually accompanied by members of his administrative staff.

**Individual responsibilities.** In accordance with the Charge and Obligation given as a new member is seated, members are to:

- Represent all civil service staff of the University System. Deliberations, decisions, and recommendations should be on behalf of the total staff, and not solely for the member or the member's electorate;
- Support the cause of higher education in the State of Illinois;
- Improve the Civil Service portion of state service, giving equal loyalty to duties of employment and of citizenship;
- Respect the opinions of others while upholding a personal perspective; and Promote the spirit of harmony and fellowship among those represented, and between them and those charged with administrative responsibility in each employing institution or agency.

Members are also expected to: Become thoroughly familiar with the statute creating the State Universities Civil Service System, the Civil Service Rules, and the Constitution and Bylaws of this Committee; Commit to attend all meetings, to be informed on issues, and involved in discussions; and Enhance two-way communication, and effectively report both the needs of fellow civil service employees and the actions of the University System.

**Related committees.** Standing committees are the Executive Committee, Legislative Committee, and Election Committee. Subcommittees that may be called upon to work on specific issues are: Class Specification Review, Statutory Amendments, Discharge/Demotion, Examination Review, Management Information System, Non-Status Appointments, Ongoing Benefits, Oral Board, Probationary Period, Procedures Manual, Restructuring of Classes, Seniority, State-Wide Step Plan, Temporary Upgrade, Procedures for Layoff, Promotional Line, and Constitution and By-Laws.

NIU's current EAC member is Sara Clayton. If you should have questions concerning EAC, contact her by phone at 753-9526 or by e-mail [sclayton@niu.edu](mailto:sclayton@niu.edu).

# New Expanded Local Calling Area

As a service to our NIU community, NIUTEL is expanding our local calling area. Now calls to Creston, Genoa-Kingston, Hinckley, Malta, Maple Park, Shabbona-Lee, and Waterman can be dialed with just 7 digits! Rates for calls to these areas will match the rates for DeKalb and Sycamore calls.

Now any number you call with prefix (first 3 digits) of 384, 784, 286, 522, 825, 827, 824, and 264 in area code 815, can be reached with 7-digit dialing!

Expanded local calling began October 1. There will be a passive dialing period of 30 days when 1+ 10-digit dialing and 7 digit dialing will be accepted. On November 1, only 7-digit dialing will be accepted to these towns.

Remember to reprogram any speed call numbers and fax numbers held in memory for these towns! Calls made dialing 10 digits WILL be billed at the higher rate, so remember to use 7-digits.

# Friends of NIU Libraries Book Sale

The Friends of NIU Libraries provides a mini-book sale year-round on two carts near the Information Desk in Founders Library. It is a great place to pick up mass market paperbacks for \$.50, and other books from \$1.00 to \$5.00.

The Friends are currently looking for books on all subjects including children's books, cookbooks, home and garden, etc., in both hardbound and paperback. Please, NO textbooks more than 5 years old, and NO MAGAZINES or JOURNALS.

Please label your donations "Friends of NIU Libraries Book Sale/Acquisitions Department" and drop them off at the loading dock of Founders Library or at the Information Desk. Your donations help support the work of our library. If you have any questions, please call Joan Metzger at 753-1779 or Jane Farmer at 753-9869.

# Employment Changes:

July 2004

## Welcome New Employees:

Sandra Bonebright, Waitress—Holmes Student Center  
Kathy Coats, Cashier III—Campus Parking  
Judy Hendrickson, Secretary IV—History  
Robert Leo, Bowling and Billiard Center Attendant—Holmes Student Center  
Caleb Medearis, Security Guard—Public Safety  
Michael Orson, Microcomputer Support Specialist II—Health Services  
Catherine Watson, Cashier III—Bursar

## Changes and Promotions:

Sonja Herington to Staff Secretary—Foreign Languages and Literature  
Dana Hughes to Administrative Assistant I—College of Liberal Arts and Sciences  
Sandra Jonker to Instructional Media Systems Technician—Learning Center  
Jean Klock to Clerk—Student Housing and Dining Services  
Angela Listy to Secretary IV—Accountancy  
Nancy Ludwig to Accountant II—Controller  
Annie Murphy to Secretary Staff—Judicial Office  
Sandra Petit to Secretary Staff—Center for Governmental Studies  
Joseph Przybyla to Police Sergeant—Public Safety  
Gwendolyn Spence to Secretary III—Learning Center  
Christine Wendorf to Secretary Staff—Industrial Engineering

## Retirements:

Geraldine Davidson, Cashier III—Bursar  
Joseph Delorier, Audiologist II—Communicative Disorders  
Mary Rongey, Cooks Helper—Student Housing and Dining Services

## Separations:

Elizabeth Adducci, Program Services Aide—Bursar  
Sheldon Bauer, Building Service Worker—Building Services  
Rachel Carrier, Human Resource Representative—Human Resource Services  
Kareem Kenyatta, Survey Interview Supervisor—Public Opinion Lab  
Maria Kolski, Police Officer—Public Safety  
Tracie Mitchel, Secretary III—Health Services  
Donna Rebold, Cashier III—Bursar  
Donna Wargo, Bowling and Billiard Center Manager—Holmes Student Center

## Death:

Dale Sargeant, Photographic Technician—Media Services

August 2004

## Welcome New Employees:

Terrence Black, LAN Administrator—Registration and Records  
Paulette Bowman, Secretary IV—Outreach Services  
Jennifer Flahive, Child Development Associate—Campus Child Care  
Derek Hayes, Clerk—Document Services  
Danielle Jordan, Child Development Supervisor—Campus Child Care  
Kendra Kirkham, Child Development Associate—Campus Child Care  
Heesun Majcher, Human Resource Assistant—Human Resource Services  
Richard Mathesius, Route Driver—Document Services  
Christine Rodgers, Financial Aid Adviser I—Student Financial Aid  
Kristin Schulz, Child Development Associate—Campus Child Care  
Christiana Sepeda, Financial Aid Adviser I—Student Financial Aid  
Glenalee Smith, Secretary IV—Nursing  
Joan Smola, Secretary IV—Art

## Changes and Promotions:

Linda Bauer, Secretary Administrative—Mechanical Engineering  
Richard Carter, Building Service Foreman—Building Services  
Susan Carter, Administrative Assistant I—College of Visual and Performing Arts  
Cathy Craddock, Administrative Assistant I—External Affairs and Economic Development  
Mike DeFauw, Sports Facilities Manager—Intercollegiate Athletics  
Brian Fuchs, Building Service Foreman—Building Services  
Diane Gautcher, Administrative Aide—College of Visual and Performing Arts  
Jeanette Gommel, Accountant I—Controller  
Nancy Gray, Administrative Aide—University Legal Services  
Lee Ann Henry, Administrative Assistant I—University Advancement  
Mark Kahn, Building Service Foreman—Building Services  
April Kaiser, Child Development Supervisor—Campus Child Care  
Karen Knappmeyer, Secretary Staff—Student Affairs  
Ruth Murphy, Budget Analyst I—Building Services  
Victoria Ortega, Building Services Foreman—Building Services

Joseph Pasteris, Kitchen Stores Laborer—Student Housing and Dining Services  
Michael Sheehan, Building Service Foreman—Building Services  
Penny Winterton, Secretary IV—Holmes Student Center

## Name Changes:

Kimberly Walls to Kimberly McCaslin, Building Service Worker—Building Services  
Angela Middaugh to Angela Mitchell, Kitchen Helper—Student Housing and Dining Services

## Retirements:

Floyd Kelsey, Building Service Worker—Building Services  
Georgia Lane, Account Technician II—Materials Management  
Lawrence Sester, Building Service Worker—Building Services  
Dora Suitts, Cook—Student Housing and Dining Services  
Nancy Townsend, Mailing Equipment Operator/Expeditior II—Materials Management

## Separations:

Jason Anderson, Environmental Health and Safety Technician II—Environmental Health And Safety  
Nancy Beisel, Nurse I Staff—Health Services  
Bethany Denton, Child Development Supervisor—Campus Child Care  
Kristin Duffield, Community Affairs Specialist I—Public Services  
Julia Frank, Account Technician II—Holmes Student Center  
Kristi Henke, Lab Animal Care Technician I—Biological Sciences  
Jerri Kempson, Clerk—Orientation and Campus Information  
Jennifer Ridge, Secretary Staff—Student Affairs  
Christine Rodgers, Financial Aid Adviser I—Student Financial Aid

# Service Awards:

August 2004

## 5 Year Award

Dennis Abbott—NIU Libraries  
Jocelyn Cunz—Holmes Center Guest Rooms  
Terry Danner—College of Liberal Arts and Sciences  
Melinda Davis—Chemistry and Biochemistry  
Dawn Galbreath—International Student and Faculty Office  
Joann Gill—NIU Tel Telecommunication Services  
Donna McRoberts—Building Services  
Marsha Miller—Holmes Center Bookstore  
Toni Osborne—Neptune Central Food

Northern Staff News is published by the Operating Staff Council of Northern Illinois University.

Editor: Jay Monteiro

Contributors: Sara Clayton, Sandy Little, Joan Metzger, Lisa Schmidt, Donna Smith

Design: Kathie Dempsey

Northern Illinois University is an equal opportunity institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, or status as a disabled or Vietnam-era veteran. The Constitution and Bylaws of Northern Illinois University afford equal treatment regardless of political views or affiliation, and sexual orientation.

Printed by authority of the State of Illinois.

www.niu.edu 10/04 28572



Operating Staff Council  
Northern Illinois University  
DeKalb, Illinois 60115-2854

Barbara Seldal—Accounting  
Yoo-Nek Shaw—Media Services  
Sheila Skinner—University Health Service  
Ellen Smith—Accounting  
Clinton Strever—Building Services  
Jeffrey Strohm—Publications  
Christina Thompson—Holmes Center Administration  
Debra Ward—University Health Service

#### **10 Year Award**

Earl Bauby, Jr.—Holmes Center Custodial  
Jeffrey Daurer—Finance and Facilities  
Steven Johnston—Media Services  
Patricia Kee—Literacy Education  
Maryann Lalowski—College of Health and Human Sciences  
Patricia Probst—University Health Service  
Paul Shipman—Heating Plant  
Carla Young—University Health Service

#### **15 Year Award**

Diane Coleman—Campus Child Care  
Jan Courtney—College of Engineering and Engineering Technology  
Maureen Erickson—Outreach Services  
Eleferia Matarangas—Neptune Central Food  
Kelly Turner—Registration and Records

#### **20 Year Award**

Roger Brint—Building Services  
Dana Ditrichs-Kunkel—Communications  
Floyd Kelsey—Building Services  
Patricia Schiesser—Career Planning & Placement

#### **25 Year Award**

Christine Ewald—University Health Service  
Brian Hart—Building Services  
Gertrude Hips—Neptune Central Food  
June Kubasiak—Public Administration

#### **30 Year Award**

John Black—Neptune Central Food  
Mary Wantroba—Accounting

#### **35 Year Award**

Bonnie Langley—Neptune Central Food  
Dennis Lewis—Neptune Central Food

#### **September 2004**

#### **5 Year Award**

Edilberto Belmonte—Document Services  
Candy Buie—Student Employment  
Sandy Carey—Neptune Central Food  
Jerome Cole—Building Services  
Dawn Johnson—Public Safety  
Jeffrey Johnson—Building Services  
Joshua Klassen—Building Services  
Barbara Parisot—Neptune Central Food  
Nancy Robinson—Holmes Center Custodial  
William Rock—Building Services  
Tom Sawyer—Building Services  
Richard Scott—Public Safety  
Marzena Szmydt—Intercollegiate Athletics  
Julie Weber—Grants Fiscal Administration  
Jan Witt—University Health Service

#### **10 Year Award**

Sean Buchanan—NIU Libraries  
Samuel Collin—Public Safety  
Mark Gregory—Neptune Central Food  
Ellen King—Enterprise Systems Support  
Rose Hayes—Computer Science  
Renee Page—V&PA External Programming  
Rachelle Pottinger—Neptune Central Food  
Kristi Rhodes—Biological Sciences  
Lynn Weber—Accounting

#### **15 Year Award**

James Britz—Neptune Central Food  
Elisha Byrd, III—Building Services  
Phyllis Cress—Testing Services  
Dave Detert—Neptune Central Food  
Kenneth Eubanks—Electrical Shop  
Mary Folowell—Building Services  
George Hughes—Lorado Taft  
Allan Metzger—College of Engineering and Engineering Technology  
Christine Myroth—NIU Libraries  
Joyce Rossi—Assessment Services  
Ismail Said—Rockford Education Center  
Dolores Sheridan—Accounts/Loans Receivable  
Harden Stover—Electrical Shop  
Lloyd Unger—Physics  
Carolyn Vitkus—University Programming and Activities  
James Wheatley—Heating Plant

#### **20 Year Award**

Albert Lundgren—Psychology  
Harold Neitzel, Jr.—Information Services  
Anita Roder—Neptune Central Food  
Patricia Venners—Housing

#### **25 Year Award**

Michael Berger—Media Services  
Tommy Daugherty—Heating Plant  
Betty Fewell—Law Library  
Karen Mishler—Sponsored Projects  
Edward O'Donnell—Physical Plant  
Daniel Schmelzer—Lorado Taft

#### **30 Year Award**

Dawn Erickson—NIU Libraries  
Jane Farmer—NIU Libraries