Operating Staff Announces Quartet of Recipients of Annual Outstanding Service Awards for 2012

Four members of NIU’s Operating Staff have been chosen to receive the Outstanding Service Award for 2012.

The recipients are Kenlyn Bialas, office manager for ACCESS; Lincoln Fox, chief instructional media systems engineer in the Department of Media Services; Brenda Jones, office manager for the Department of Literacy Education in the College of Education; and Kelly Stewart, office manager for the Department of Operations Management and Information Systems in the College of Business.

Nearly 1,650 employees make up the Civil Service staff. Each year, four are selected by a committee of their peers to receive the award of plaques and $1,500. They were honored at a Thursday, May 3, banquet.

Here is a closer look at the recipients.

**Kenlyn Bialas**
Office manager, ACCESS

How often do NIU students mention an office manager as they say goodbye?
If it’s Kenlyn Bialas, the answer is “all the time.”

“Her professional and pleasant way of working with people, regardless of how challenging the situation, is impressive,” ACCESS Director Shevawn Eaton says. “Kenlyn makes a great impression on all who work with her. Even students at the CHANCE senior luncheon would mention her in their speeches, speaking of her kindness and her smile.”

That never surprised Leroy Mitchell, her longtime boss at CHANCE.

“Of the many great things I loved and respected about Kenlyn was her love for our students,” says Mitchell, who’s now retired. “Even though CHANCE students came from a very different world that Kenlyn was used to, she loved them.”

Bialis joined ACCESS in 2001 after several years working with CHANCE. She adapted so well into her new position that the Office of the Provost asked her to help train new office managers and secretaries in forms, procedures and processes.

For the 30 student Supplemental Instruction leaders in ACCESS, she is a support system who books rooms for them, relays information to their supervisor and makes sure they comply with mandated ethics training and signing of timesheets.

“The students do things for her because of the way she works with them – with kindness and care,” Eaton says, “which I believe is a reflection of the way she treats them.”

Outside work, she volunteers with 4-H, Indian Creek FFA and by riding horses in parades.

**Lincoln Fox**
Chief instructional media systems engineer, Department of Media Services

As NIU’s emphasis on technology-aided learning has risen dramatically during recent years, so has the expertise of Lincoln Fox. Fox “has become the driving force in design, installment and user-friendly functionality of these increasingly complex and sophisticated
When Laurie Elish-Piper was asked to become interim chair of the Department of Literacy Education, she had an immediate question: “Will Brenda Jones stay on to support me and the department during this time of transition?”

“It was only when I had Brenda’s reassurance that she would remain in her position that I agreed to serve,” Elish-Piper says. “Now, on a daily basis, I am amazed at her dedication, work ethic, commitment and good nature.”

Jones handles all budget, hiring, travel and personnel paperwork and procedures for the department, which recently added several new professors, staff and classrooms thanks to a reorganization within the College of Education.

Her work with part-time instructors sometimes includes staying late to unlock classrooms for new hires and even giving them her home telephone number if they have questions or need help.

When the Literacy Clinic moved to Sycamore Road in 2008, Jones took care of all purchase orders and work orders. She also helped to pack, move and unpack boxes to ensure the clinic was ready to reopen on time.

“The only reason the tutoring rooms were furnished, the technology was connected and operational, the instructional materials were sorted and shelved, the pictures were hung and I had to key to unlock the door was because of Brenda Jones,” Elish-Piper says. “She is truly the unsung hero behind the Literacy Clinic.”

Outside work, she has volunteered at Rochelle’s Brooks Learning Center, serves on the Creston Planning Commission and coaches her granddaughter’s soccer and softball teams.

**Kelly Stewart**

*Office manager, Department of Operations Management and Information Systems*

Questions in the Department of Operations Management and Information Systems are usually short-lived: Kelly Stewart will know the answer.

“Right when I set foot in our department almost 12 years ago, it was clear what an asset Kelly was to our unit,” says Charles Downing, a Presidential Teaching Professor in OMIS. “Whenever I asked my new colleagues a tough question, they would invariably say, ‘Go ask Kelly.’ After hearing that about 10 times, I began just going to Kelly first. She was then, and continues to be, the knowledge base of our department.”

Students in OMIS quickly learn that lesson as well.

“Kelly is always happy to help students and happy to support their organizations, causes and needs,” department chair Chang Liu says. “She has volunteered to help faculty advisers to handle membership applications and software checking-in and check-out. She helps order pizza and makes sure pizza delivery arrived.”

That commitment extends to Move-In Day each August, the subsequent College of Business “Hot Dog Day” and even with serving food in the college’s alumni tent at Homecoming. She helps organize open house activities, OMIS T-shirt Tuesdays, and “Meet the Firm Night” and “Meet the Faculty Night” events.

Sometimes, colleagues say, Stewart supplies the answers before being asked. During a recent faculty candidate search, she approached the committee chair with ideas to improve the process through technology.

Outside work, her community service includes collecting food for local pantries and helping to raise money for the American Cancer Society through Relay for Life.

---

**StaffFest Collection**

This year the Operating Staff Council will be collecting donations for: feed ‘em soup. This Community project provides free community meals, a food pantry, clothing closet, children programs and shuttle service to the DeKalb community.

To learn more go to their website: www.feedemsoup.org/

IF YOU WISH TO DONATE MONEY, make a donation, suggested items to donate are:

FOR THE KITCHEN: Antibacterial hand soap, dish soap, paper towels, napkins, cleaning products

CLOTHING CLOSET: New packages of socks, large size men’s and women’s clothing

FOOD PANTRY: Toothpaste, mouthwash, toothbrushes, soap, shampoo, toilet paper

FOR MEALS: Coffee, powdered drink mixes, salad dressing

IF YOU WISH TO DONATE MONEY, make your checks payable to: feed ‘em soup
An Amazing Accomplishment

Congratulations to Pat Siebrasse, Office Manager—Family, Consumer and Nutrition! Pat was honored at the June OSC meeting with a breakfast for her 50 years of service to NIU, her past membership on the OSC, and for her upcoming retirement. Pat's commitment to NIU is one for the record books. Thank you Pat!

2012-13 OSC Election Results

Congratulations! Their terms will begin on July 1, 2012 and continue through June 20, 2015.

- Stacey Bivens (incumbent)
- Elizabeth Buck (incumbent)
- Kallie Mashare
- Jay Monteiro (incumbent)
- Andy Small (incumbent)

March 28th Wellness Fair 50/50 Winner

The 50/50 winner for the Wellness Fair was Martha O’Gorman, Nutrition Program Coordinator—Recreation Services. Martha won $70 and our Operating Staff Dependent Endowed Scholarship fund receives $70 too! Thanks for your support.

2012 Operating Staff Dependent Endowed Scholarship Recipients

Congratulations to our 2012 Operating Staff Dependent Endowed Scholarship Recipients! The scholarship fund has grown so large that we were able to award four scholarships this year. That’s twice the usual number thanks to your generosity! The purpose of this scholarship is to award financial assistance to children of Northern Illinois University Operating Staff (Civil Service) employees while attending NIU. This scholarship is made possible through funds presented by the NIU Civil Service Employees’ fund-raising activities. For more information, how to apply, how to donate to the fund and past recipients please visit our website at www.niu.edu/osc/dependentaward/generalinfo.shtml

PR Committee Chair Don Butler, Paige Lehman, Angela Lehman (Office Support Specialist – Leadership, Educational Psychology and Foundations), OSC President Andy Small

PR Committee Chair Don Butler, Jackie Zimmerman, Stefanie Zimmerman (Account Technician III – Materials Management), OSC President Andy Small

PR Committee Chair Don Butler, Jacqueline Lorusso, Valerie Lorusso (Program Administrative Assistant - NIU Outreach P-20), OSC President Andy Small

OSC Vice President Jay Monteiro, Evan Wittke, Erwin Wittke (Chef – Holmes Student Center), PR Committee Chair Don Butler
Employment Changes

FEBRUARY 2012

Welcome New Employees
Rebekka Ayres, Human Resource Assistant—Human Resource Services
Susan Bergman, Office Support Specialist—Sponsored Projects
Jeanne Essex, Office Manager—Housing & Dining
Mary-Jo Martin, Office Support Associate—Theatre and Dance
Thomas Quinn, Office Support Associate—College of Health and Human Sciences
Susan Rodenbeck, Charge Nurse—College of Health and Human Sciences
Rebecca Six, Residence Hall Attendant—Public Safety
Shawna Underwood, Office Support Specialist—Family, Consumer and Nutrition
Vicki Wronkowski, Office Support Specialist—Admissions

Changes
Bonnie Caswell to Budget Analyst III—Finance and Facilities
Phyllis Fitzgerald to Admissions/Records Representative—Division of Research and Graduate Studies
Dawn Fritsch to Central Stores Manager I—Materials Management
Ellen Hamrick to Budget Analyst I—Finance and Facilities
Taeam Kim to Electronics Engineer—Chemistry and Biochemistry
Oliver Korieth to IT Technical Associate—Media Services
Susan Lietz to Office Manager—College of Liberal Arts and Sciences
Katie Mayberry to Human Resource Representative—Human Resource Services
Annette Reyes to Purchasing Officer I—Procurement Services
Constance Rhoton to Office Manager—Art
Jessica Tyrrell to Purchasing Officer III—Procurement Services
Tammy Voyles to Office Manager—Engineering Technology
Sandra Woodson to Human Resource Representative—Human Resource Services

Department Changes
Mary Jane Allen to Office Support Specialist—Special and Early Education
Angelina Dybas to Office Manager—Political Science
Frances Pugh to Office Administrator—Visual and Performing Arts External Programming

Retirements
Ruby Foreman, IT Support Associate—Information Security and Operations
Alice Hall, Office Support Specialist—College of Business
Barbara Holman, Building Service Worker—Building Services
Terry Kessler, Human Resource Assistant Manager—Human Resource Services
Patricia McKinley, Parking Services Agent I—Campus Parking
Michael Stewart, Stationary Engineer—Physical Plant
Barbara Watson, Office Manager—Housing & Dining

Separations
Adam Baie, Stationary Fireman Helper—Physical Plant
Emily Barrile, Office Support Specialist—Latino Resource Center
Danielle Dushek, Events Administrator—Convocation Center
Elizabeth Hendrey, Office Support Associate—Student Academic Success
Trevor Hoyt, Police Officer—Public Safety

March 2012

Welcome New Employees
Robert Allen, Human Resource Assistant—Human Resource Services
Emily Baert, Police Officer—Public Safety
Stephanie Blakley, Security Guard—Public Safety
Jake Guetterman, Human Resource Assistant—Human Resource Services
Michael Henry, IT Support Associate—Information Security and Operations
Matthew Lave, Police Officer—Public Safety
Quintin Martins, Residence Hall Attendant—Public Safety
John Quillman, Security Guard—Public Safety
Karyn Smith, IT Support Associate—Information Security and Operations
Robert Stocksdale, Security Guard—Public Safety

Changes
Dean Coyle to IT Technical Associate—NIU Net-Telecommunication Services
Johnathon Foster to Stationary Engineer—Physical Plant
George Predholm, Jr. to Stationary Fireman—Physical Plant
Benny Garbacz to Stationary Fireman—Physical Plant
Chad Glover to Human Resource Officer—Human Resource Services
Matthew Helser to Security Guard—Public Safety

Retirements
Joseph Hoines to Stationary Fireman—Physical Plant
Lorraine Scurti to Office Manager—History
Justin Vest to Stationary Fireman—Physical Plant

Department Changes
Virginia Altmaier to Office Support Specialist—English
Laurie Johnson to Human Resource Assistant—Human Resource Services
Julie Lorang to Office Support Specialist—Engineering Technology
Jay Monteiro to Assistant Director Alumni Relations—College of Education
Jeanne Ratfield to Administrative Assistant I—Executive Vice President and Provost

Name Changes
Erika Thompson to Erika Cervantes, Office Support Specialist—Mathematical Sciences
Amy Aeling to Amy DeRose, Housekeeping Supervisor—Holmes Student Center
Tina Raices to Tina Goodson, Building Service Worker—Building Services

Separations
Bruce Andraski, IT Support Associate—NIU Net-Telecommunication Services
Michael Berghsneider, Security Guard—Public Safety
Trevor Chilton, Police Officer—Public Safety
Nancy Flannigan, Senior Applications Analyst—Information Security and Operations
Keishanna Longmire, Security Guard—Public Safety
Lisa Nelson, Police Telecommunicator—Public Safety

April 2012

Welcome New Employees
Reid Bruce, IT Support Associate—Customer Support Services
Carrie Caljukusich, IT Technical Associate—College of Education
Jon Chapman, Electrician—Physical Plant
Amy Dersch, Admissions/Records Specialist—Registration and Records
Tara Farrell, Accountant I—Controller
Dayna Greer, Events Administrator—Convocation Center
Lisa Harvel, Image Processing Technician I—Information Services
Krystal Kennedy, Child Development Supervisor—Campus Child Care
Regina Beard, Building Service Worker—NIU Outreach Naperville

Garrett Balbach, IT Technical Assistant—Information Services

Welcome New Employees

May 2012

Ronald Blomberg, Equipment Attendant—Campus Parking
Colleen Bowers, Clerical Assistant—Outreach and Engagement Administration
Stephanie Brown, Program Adviser—International Student and Faculty Office
Melodie Clark, Office Support Associate—College of Liberal Arts and Sciences
James Cutshaw, Equipment Service Worker—Building Services
Ryan Damhoff, Office Support Associate—Chemistry and Biochemistry
Margaret Deberge, Office Support Specialist—Educational Technology Research Assessment
Laura Harris, Office Manager—College of Education
Deanna Lamesch, Office Support Specialist—Locks
Phillip Manno, Carpenter—Physical Plant
Peter Poterek, Collections Specialist II—Bursar

Name Changes

Tina Vierig to Tina Zemzemi, Office Support Specialist—Music

Retirements

Jean Benson, Food Sanitation Lab—Housing & Dining
Patty Bitner, Staff Clerk—Housing & Dining
John Burke, Storekeeper III—Materials Management
Charlotte Frickman, Kitchen Helper—Housing & Dining
Susan Lovings, Kitchen Helper—Housing & Dining
Marionga Matarangas, Kitchen Helper—Housing & Dining
Sally Ooi, Cook—Housing & Dining
Sue Saari, Business Manager II—Vice Provost
Deborah Turner, Library Assistant—University Libraries

Separations

Anna Bakowski, Resident Hall Attendant—Public Safety
Heather Gunsul, Office Support Specialist—Mathematical Sciences
Sara Klimpke, Kitchen Helper—Housing & Dining
John Kreutziger, IT Support Associate—Learning Center
Jared Lash, Office Support Associate—Mathematical Sciences
Marjorie Lee, Graphic Designer Associate—Publications
Cheryl McLean, Office Support Specialist—Family, Consumer and Nutrition
Rachel Muszynski, Police Officer—Public Safety
James Stehlin II, Police Officer—Public Safety

Service Awards

February 2012

5 Years
Shante Evans—Finance and Facilities
Wendy Ippel—Bursar
Michael Moore—Public Safety
Scot Ostrander—Housing & Dining
Leolene Sanders—Controller

10 Years
Tracy Burchard—Health Services
Heike Hofstetter—Chemistry and Biochemistry
Cheri Kahle—Communication
Donald Marbut—Building Services

15 Years
Crispus Bowen—Housing & Dining
Sandra Little—Gift Planning
Judy Rourke—Bursar
Gwendolyn Spence—Learning Center

20 Years
Ernest Moore—Information Security and Operations

25 Years
Betty DuMont—Document Services
Carol Engel—Admissions
Timothy Kelly—Architecture and Engineering

March 2012

5 Years
Merilee Kurbis—Housing & Dining
Sara Mathies-Long—Academic Advising Center
Tracey Ward—Housing & Dining

10 Years
Lisa Fisher—University Libraries
Stella Glen—Housing & Dining
Janean Koebe—Housing & Dining
Cathy Kubasiak—College of Education
Marianne Spring—Student Affairs and Enrollment Management

15 Years
Amy Aeling—Holmes Student Center
Karen Villano—Holmes Student Center
Susan Zahm—Materials Management

20 Years
Mary Hamell—Accountancy

25 Years
Michael Ackerman—Physical Plant
Lori Benesh—Lorado Taft
Jeffrey Chandler—Holmes Student Center
Roger Finnan—Materials Management
Operating Staff Council
Northern Illinois University
DeKalb, Illinois 60115-2828

Mary Kerbel—Presidents Office
Ruth Maher—Holmes Student Center

30 Years
Cynthia Allen—Building Services

APRIL 2012

5 Years
Robert Bergman—Physical Plant
Gerald Bonnell—Materials Management
Mark Diedrich—Physical Plant
George Fredholm, Jr.—Physical Plant
Bettylynnne Gregg—Information Services
Roger Hayes—Document Services
Tammy Lexa—Controller
Linda Novotny Roth—Health Enhancement
Maureen Oxnevad—ACCESS
Kristine Sipe—Information Services
Jeneen Stanton—Information Services
Linda Willer—Information Security and Operations
Terry Wolber—Building Services

10 Years
Victoria Collette—Housing & Dining
Shaun Garrett—Development Operations
Joseph Przyblya—Public Safety
Kartik Ramakrishnan—Public Safety
Pamela Rosenberg—International Programs
Tabitha Sims—Division of Research and Graduate Studies
Diane Watson—Orientation and First-Year Experience

15 Years
Jane Cerutti—Building Services
R. Dan Halstead—NIU Net-Telecommunication Services

25 Years
Maria Krull—Northern Star
Reid McAllister—Transportation

35 Years
Jodi Tyrrell—Information Services

MAY 2012

5 Years
Benjamin Gardner—Human Resource Services
Brian Prall—University Libraries
Judith Puskar—Educational Technology Research and Assessment

10 Years
Renée Bechtel—Human Resource Services
Ebony Winfield—Recreation Services
Ruthann Yeaton—Environmental Studies

15 Years
Suzanne Altenburg—Statistics
Barbara Ball—Biological Sciences
Stanley Erlien—NIU Net-Telecommunication Services
Lenita Hepker—College of Business
Barbara Whitesel—Controller

20 Years
Kathryn Buffington—College of Business

25 Years
G. Ronald Barshinger—University Libraries
Jeanne Ratfield—Executive Vice President and Provost
David Smith—Building Services
David Ulrick—Information Services

30 Years
Angela Euhus—Management

To Err is Human...
The following employment change was inadvertently missed in the last newsletter:

DECEMBER 2011

Welcome New Employees
Andrea McGuire, Business/Administrative Associate—Health Services