



NORTHERN
ILLINOIS
UNIVERSITY

Northern Staff News

August 2006

www.niu.edu/osc



Operating
Staff
Council

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Children's Book Fair

The NIU Campus Child Care Center is holding their annual Children's Book Fair during the week of October 23-27, 2006. The book fair will be open Monday 10 a.m. – 5:30 p.m.; Tuesday-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 approximately 1800 books and other items that will be available for purchase. Checks and credit cards are welcome. 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



The Operating Staff Council meets the second Thursday of each month typically in HSC 406. Our meeting start time has changed to 9:00 a.m. (from 8:30 a.m.). Anyone is welcome to attend OSC 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 the HSC and on our website (www.niu.edu/osc) prior to the meetings. The website also lists OSC member contact information.

On October 6, three NIU OSC representatives (**Judy Burgess, Sara Clayton, and Andy Small**) and I traveled to Southern Illinois University, School of Medicine in Springfield for the Ninth Annual Council of Councils meeting. We gathered with nearly 70 civil

service representatives from other Illinois public universities. Presentations were made by the State Universities Civil Service System (SUCSS), the State University Retirement System (SURS), and a local area legislative representative. Time was also reserved for discussion about topics important to civil service employees across the state, such as: employee and supervisory training, evaluations, and communication with civil service constituents. This event is a wonderful opportunity to communicate, network, and become aware of new ways to promote and support civil service employees on our campus here at NIU. Conversations with employees from other institutions at this event made it apparent that NIU continues to provide more administrative support for operating staff and the shared governance system than most other state institutions.

A recent example of operating staff inclusion in shared governance and campus wide decision-making processes is evident in the formation of the NIU Strategic Planning Task Force. Operating Staff Council was asked to recommend three operating staff employees as nominees for consideration to serve on the Task Force, which is being coordinated by Provost Alden to develop a roadmap for the next 5-10 years at NIU. Along with operating staff, there will be representatives from supportive professional staff, faculty, each of the colleges, various administrative divisions and departments, Student Association, and Graduate Student Advisory Council. We hope to share updates with you on the progress of and ultimately the results from the planning of this important Task Force.

Rachel Turner, President

Operating Staff Council 2005-2006

State University Civil Service Employee Advisory Committee (also known as EAC)

The State University Civil Service Employee Advisory Committee (EAC) is organized for the purpose of serving, in an advisory capacity, to the State University Civil Service Merit Board on all matters pertaining to the State University Civil Service System. The committee is responsible for recommending actions and present problems to the Merit Board with the interests and needs of all employees in the university system.

The committee is comprised of 20 members: nine from University of Illinois campuses; three from the Southern Illinois University campuses; one each from Northern Illinois University, Eastern Illinois University, Illinois State, Northeastern Illinois, Chicago State, State University Retirement System, and Governors State. Terms are for four years and election is on each campus. Meetings are held quarterly and members also attend the quarterly meetings of the Merit Board.

Long-term Disability Plan Enrollment for NIU Employees

The Insurance and Employee Benefits Office of Human Resource Services has announced the month of October as an open enrollment period for employees wishing to enroll in the Prudential Long-Term Disability Plan.

Enrollment forms are available from the Insurance and Employee Benefits Office in person or by phone at (815) 753-6000. Applications should be returned directly to the office by Tuesday, October 31, and coverage will begin December 1. Deductions begin the first pay period in November.

Employees not currently enrolled will receive an enrollment kit through campus mail, pre-printed with the monthly benefit and monthly premium. Individuals who miss this open enrollment opportunity can enroll at a later time, but will have to go through medical underwriting and must wait until they are approved by Prudential.

All currently enrolled participants in Prudential should be aware that new premiums will begin December 1, though these figures are not available yet.

Call (815) 753-6000 for more information.

Operating Staff Council Seeks Employees for Committee Service

The Operating Staff Council is seeking operating staff members to fill operating staff positions on university committees or commissions:

- Campus Security and Environmental Committee: two openings; a one-year term and a two-year term
- Parking Appeals Committee: three-year term
- Computing Facilities Advisory Committee: two-year term
- Presidential Commission on the Status of Minorities: three-year term

Operating Staff Council Committees:

- Personnel/Staff Development and Benefits Committee
- Elections Committee
- Public Relations Committee
- StaffFest Committee

Contact Sara Clayton, sclayton@niu.edu or (815) 753-9526 to obtain the interest sheet form. Applicants will need their supervisors' signatures (permission) to serve on any of these committees.

EAC Report

State University Civil Service System – Employee Advisory Committee (EAC) met on the campus of Southern Illinois University School of Medicine, October 4 and 5, 2006. EAC consists of representatives from all the state universities in Illinois.

Highlights at the meeting were:

- E-testing. Going live this month will be the BSW employee testing.
- E-typing exam. When you take the exam you will get your score right away no more waiting.
- Merit pay and evaluations—biggest topic was how to get supervisors to do evaluations for employees. *A topic that OSC is also working on.*
- Pilot Program—currently there are 155 employees at various universities under this program. University of Illinois at Chicago will be converting their ITS folks to the Pilot Program.
- Credentials evaluations—for the future having more top level civil service positions only require a resume and credential certificate and no testing required.
- SURS updates. Visit the SURS website for current information. <http://www.surs.org>.

For updates to classification specs or more information on what the State University Civil Service System office is doing go to their website at www.sucss.state.il.us/.

Sara Clayton
NIU EAC Rep

Employment Changes

July 2006

Welcome New Employees

Becky Haselton, IT Technical Associate—Housing and Dining

Kari Larkin, Secretary III—Mathematical Sciences

John Norris, Automotive Technician—Transportation

Donald Rodman, Police Officer—Public Safety

Changes

Donna Barnaby to IT Technical Associate—Bursar

Suzanne Hogan to Administrative Secretary—College of Liberal Arts and Sciences

Patricia Kee to Staff Secretary—Leadership, Educational Psychology and Foundations

Adam Kuhn to IT Technical Associate—Enterprise Systems Support

Scott Marshall to IT Support Associate—Customer Support Services

Diane Nece to Secretary IV—Finance and Facilities Operations

Victoria Peel to Accountant III—Controller

Anna Petta to Community Affairs Specialist I—General Administration

Loren Rippentrop to Electrician Foreman—Physical Plant

Joyce Rossi to Secretary IV—Academic Advising Center

Joseph Safranek to Building Services Sub-Foreman—Building Services

Suzanne Sedlacek to Accountant II—Student Involvement and Leadership

Jeffrey Strohm to Graphic Design Supervisor—Publications

Shola Ward to Network Engineer II—Enterprise Systems Support

Retirements

Susan Hinkston, Cook—Holmes Student Center

James Kennedy, Survey Interview Supervisor—Public Opinion Lab

Becky Maley, Admissions/Records Officer II—Vice President Research and Dean of Graduate School

Beverly Patton, Staff Secretary—Chemistry and Biochemistry

Lawrence Sallberg, Grants and Contracts Administrator II—Controller

Ronald Zanko, Building Service Worker—NIU Outreach Naperville

Separations

Breanna Fisher, Admissions/Records Specialist I—Registration and Records

Danielle Harrolle, Medical Insurance Specialist II—Nursing

Handayani Lensi, Kitchen Helper—Housing and Dining

Kelly Parker, Publication Editor—University Press

August 2006

Welcome New Employees

Andrea Bailey, Telephone Operator—NIUTEL-Telecommunications Services

Eric Barnes, Stationary Fireman Helper—Physical Plant

Amy Becket, Child Development Supervisor—Family, Consumer and Nutrition

Denise Garay, Clerk—Orientation Office

David McNamara, Electrician—Physical Plant

Nicholas Myers, Waiter—Holmes Student Center

Mary Piazza, Telephone Operator II—NIUTEL-Telecommunications Services

Dorian Robinson, Secretary II—Giorgi Law Clinic

Connie Rumer, Staff Secretary—Economics

Emily Salvani, Graduate Placement Officer—Career Services

David Snow, Child Development Associate—Campus Child Care

Rahul Thatte, IT Support Associate—Holmes Student Center

Phillip Torgerson, Printing Production Coordinator—Document Services

Connie Weaver, Staff Secretary—College of Business

Christina Yocum, Secretary III—Health Services

Changes

Donald Butler, Jr. to Manager of Photographic Laboratory—Media Services

Melinda Davis to Staff Secretary—Chemistry and Biochemistry

Deborah Fisher to Secretary IV—College of Liberal Arts and Science

Denise Garay to Clerk—Orientation Office

Renee Kerwin to Staff Secretary—Foreign Language and Literature

Marjorie Kitch to Administrative Secretary—University Libraries

Barbara Kolb to Graphic Designer III—Publications

Paulette Magnuson to Secretary IV—Literacy Education

Shirley Napora to Public Functions Supervisor—NIU Outreach Naperville

Danuta Portscheller to Account Technician II—NIU Outreach and Regional Development

Mary Lou Read-Dreyer to Associate Publications Director—Publications

Andrea Richardson to Secretary IV—Sociology

Marianne Spring to Administrative Secretary—College of Law

Debra Ward to Benefits Counselor II—Health Services

Diane Watson to Program Administrative Assistant—Orientation Office

Name Change

Tara Holler to Tara Mitchell, Human Resource Assistant—Human Resource Services

Retirements

Beverly Arison, Secretary IV—NIU Outreach and Regional Development

Ruth Arrington, Secretary IV—Research Evaluation and Policy Studies

John Black, Storekeeper II—Housing and Dining

Nancy Kramer, Waitress—Homes Student Center Food Service

Craig Larsen, Painter—Physical Plant

Arthur Lungren, Refrigeration Mechanic—Physical Plant

Joanne Robinson, Administrative Secretary—College of Law

Richard Strong, Route Driver—Materials Management

Separations

Bradley Fleming, Police Officer—Public Safety

Andrea Hicks, Ambulatory Care Aide II—Health Services

Jacqueline Lampkins, Staff Nurse I—Health Services

Damaris Reid, Admissions/Records Specialist I—Vice President Research and Dean of Graduate School

Brenda Roser, Building Service Worker—Building Services

Service Awards

August 2006

5 years

Ellen Cabrera—Public Administration

Patricia Crum—Registration and Records

Jillian Hector—Registration and Records

Anthony Kafka—Public Safety

Lin Keeler—Northern Public Radio

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Operating Staff Council
Northern Illinois University
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Angela Lehman—School of Business
Management-IASBO

Ninfa Nieto—Document Services

Nancy Overton—College of Education

Carol Patch—Registration and Records

MaryKate Qualls—Access-Ability Resources

Shyree Sanan—Vice President Research and
Dean of Graduate School

Donna Walker—NIU Outreach
Credentialing Program

Maureen Wallace—Holmes Student Center
Bookstore

Patrice Whiteside—Human Resource
Services

10 Years

Janice Binz-Madsen—Holmes Student
Center Bookstore

James Campbell, Jr.—Building Services

William Crowley—Building Services

Elsie Johnson—Building Services

Litsa Liakas—Building Services

Julie Lindeen—Building Services

Barbara Moga-Beverley—Housing and
Dining

Steven Olson—Building Services

Elizabeth Prescott—Building Services

Richard Reynolds—Building Services

Michelle Ruby—Housing and Dining

Suzanne Sedlacek—Student Association

Matthew Sheehan—Building Services

Michael Stewart—Heating Plant

15 Years

Karen Brint—University Libraries

Shirley Defano—Art

Scott Fultz—Heating Plant

Cathy Hammett—Housing and Dining

Kim Hoffer—Communicative Disorders

20 Years

Lisa Allison—Registration and Records

Michele Anderson—Access-Ability
Resources

Boyd Folgate—Housing and Dining

Sylvia Gorman—Enterprise Systems
Support

Suman Gupta—Institutional Research

Joy Hadley—Mechanical Engineering

25 Years

James Blake—Building Services

Janeen Craker—Customer Support
Services

Yolanda Dryer—Finance and Facilities

Susan Kapost—University Libraries

Andrea Larson—Housing and Dining

Penelope McCabe—Publications

Mose Morton—Building Services

30 Years

Barbara Coleman—Building Services

Barbara Drake—Housing and Dining

September 2006

5 Years

Michael Hagerman—Public Safety

Tina Hatfield—Building Services

Ramon Holland—Public Safety

Gregory Hulmes—NIU Outreach and
Regional Development

Mark Kahn—Building Services

Karen Knappmeyer—Student Legal
Assistance

William Leighly—Public Opinion Lab

Michael Nelson—Building Services

Daniel Pontarelli—Building Services

Jennifer Seymore—Public Opinion Lab

10 Years

Richard Ciarniello—Housing and Dining

Lee Henry—University Advancement

Annamaria Katona—University Libraries

Joseph McFarland—Media Services

Julia Sober—Environmental Health and
Safety

Dawn Vaughn—Vice President Research
and Dean of Graduate School

Marsha White—Student Financial Aid

15 Years

Janet Phillips—Building Services

Teresa Scharp—Media Services

Gary Skinner—Heating Plant

Hattie Teagus—Building Services

Jack Timmann—NIUTEL-Telecommunications
Services

Leonard Walther—Geography

20 Years

Scott Corn—Enterprise Systems Support

Marcia Dick—University Libraries

Judith Lawrence—Registration and Records

25 Years

Carolyn Anderson—Latino Resource
Center

Mary Rempfer—Holmes Student Center

Robin Rothamer—Institutional Research