

Operating
Staff
Council

Northern Staff News

April 2003

www.niu.edu/osc



President's Corner

No Raises for State Employees, Possible Layoffs, Increases in Insurance, State Budget \$5,000,000,000 deficit, War with Iraq, these are a few of the headlines we've all read in the past month.

At this uncertain time civil service employees need to

work together to keep NIU strong. As NIU's representative to the State University Civil Service System Advisory Committee (EAC for short), I have had the opportunity to speak to civil service employees throughout the state. NIU staff are one of very few campuses who have a president keeping the university staff informed as to what the state of the university is. President Peters is working hard to keep the university running strong and, I believe, working hard not to have layoffs in order to meet the states request of more budget cuts.

After attending the Board of Trustees meeting, on March 19, I learned that NIU's Board of Trustees are also working hard. They are not only working hard for our campus, but traveling to Springfield meeting with legislators on behalf of NIU and letting the legislators know how more budget cuts will have a negative impact on NIU. Our Board of Trustee members, unlike some other university trustees, are paying for their travel to Springfield from their own pockets. You may not know that several of the Student Association members have also traveled to Springfield to meet and talk with legislators, doing this during their spring break.

President Peters, on March 24, sent an e-mail to all staff updating the campus on budget news. He asked that we as members of the NIU community let the people in Springfield know how more budget cuts will affect all of us, (civil service, supportive professional staff, faculty, and students). If you contact your representatives please use your own paper, home phone, or home computers.

Show your support for NIU.

Sara Clayton, President

Operating Staff Council 2002-03

Operating Staff Council Meeting

January 9, 2003

Announcements/Correspondence

Jodi Tyrrell announced that the SUCSS has agreed to change the scoring of the new Secretary exams following a statewide review of the low scores and passing rate for Secretary I, II's, IV's, Staff, and Administrative. Human Resource Services should be getting new tests back by January 13, 2003, with corrected exam scores for about 200 people.

Donna Smith announced that movement is happening again with the Grievance Committee and that she will have a more thorough report at the next Council meeting.

Committee Reports

Public Relations

Joe Koch announced that the nomination packets for Outstanding Service Awards for Civil Service Employees of Northern Illinois University have gone out and the color brochure is ready for distribution.

Andy Small introduced Steve Cunningham, Associate Vice President, Administration and Human Resources, and Eric Smith, Associate Director of Compliance and Labor Relations at Human Resource Services who answered questions the Council members had about employee benefit issues.

Operating Staff Council wants to maintain integrity by only forwarding truthful and accurate information to the constituents whom they represent, whether union or not, and not try to sway anyone in a certain direction.

Steve Cunningham reminded the Council that salary increases are always important to NIU. The administration has made it an absolute priority this year, even with the budget crisis and constraints. As everyone is now aware, the fiscal crisis is very severe. No full-time employee has been laid off and the administration is working to make sure it doesn't happen during this tight spot. Most departments are managing by not refilling any position unless absolutely necessary. Everyone must accept CMS benefits and no one knows what will happen with the new administration in Springfield, since they could be more aggressive with benefits. When looked at in conjunction with the other state universities in Illinois, Civil Service employees at NIU are ahead of the curve in security and in benefits.

Special Events

LaRonda Thuestad, Special Events Committee, will be meeting with John Gordon, Director of the Convocation Center, on Friday, January 10, 2003, and will bring a report to the next Operating Staff Council meeting.

Old Business

Special Newsletter for Benefits

Attending that subcommittee meeting were Eric Smith and Jodi Tyrrell from HRS. The committee felt they would like to prepare a special edition newsletter for distribution to the Civil Service clerical employees. This newsletter would be a "Did You Know" or an "FYI" edition for our constituents.

The Council has made a firm commitment to communicate on a consistent basis what the actual benefits are through the Civil Service system, CMS, HRS, and the Council.

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NORTHERN ILLINOIS
UNIVERSITY

Faculty Senate and University Council approve Office Privacy Policy

Access to the personally assigned offices, spaces, vehicles, tools and equipment, furniture or storage areas of NIU faculty or staff is normally based on business need, balanced respect, common sense, common decency, and civility. Subject to established principles for stewardship of publically owned resources, faculty and staff are accorded the privilege of reasonable privacy with regard to their immediate university workplaces.

Representatives of the university may access its offices and all other areas for official reasons such as efficient operation, cleaning, inspections, repairs, maintenance, safety, security, property inventories and other similar business or operational purposes. These accesses should entail minimized intrusion to the operations of such areas. Except for routine cleaning, other limited accesses, or for emergencies, faculty and staff will be provided notification of such access and, whenever practical, notification will precede access. In addition, the affected faculty or staff member will normally be offered an opportunity to be present during access, unless circumstances prevent it or make it impractical or unsafe.

Faculty and staff members are responsible for securing and clearly labeling any sensitive or confidential material, and are responsible for their own personal property.

Questions concerning application of this procedure may be addressed to the university privacy officer at 753-8364.

Self-Service Password Reset Application

ITS is pleased to announce the availability of an online, self-service password management tool, WebFoyer. Whether you want to change or reset your Novell network password, one visit to www.webfoyer.niu.edu will allow you to accomplish the task.

Customer Support Center staff members have already reset over 16,000 Novell passwords this school year for students, faculty and staff. WebFoyer will provide the convenience of 24x7 online availability and will also save time and money.

Full use of this tool requires advance planning. Visit www.webfoyer.niu.edu now and click on 'Password Reset' to set up two personal verification questions. Then, if you forget your password or it expires, you can go to WebFoyer, correctly answer your personal verification questions, and reset your own network password.

We are happy to extend this self-service option to the NIU community. Please e-mail any questions or concerns to helpdesk@niu.edu.

Information Technology Services, Customer Support Center
Swen Parson 120, (815) 753-8100, helpdesk@niu.edu
Mon.-Thur. 7 a.m.-9 p.m.; Fri. 7 a.m.-5 p.m.; Sat. -Sun. 10 a.m.-5 p.m.

Military Leaves of Absence—Response to Military Operations Concerning U.S. Relations with Iraq

Employees who are members of military reserve or National Guard units may receive orders for active duty as part of the Presidential activation for service. Governor Blagojevich recently issued Executive Order 2003-6, which provides that activated employees will continue to receive state compensation to offset the difference between their military base pay and normal state pay. During a military leave of absence an employee's service seniority, any scheduled salary increase, vacation, and sick leave credits will continue to accrue at the normal rate. Employees in probationary or trainee status will retain the balance of time remaining in these appointments upon return from active military duty.

To process a Military Leave of Absence, a Request for Leave of Absence form should be completed. These forms are available from the Human Resource Services Service Center (753-6000). The form should include a statement in the remarks section indicating that the leave is due to activation for service related to military operations concerning U.S. relations with Iraq. Because of the variance in how military orders may be written, and to confirm the proper determination of base military pay,

Human Resource Services may verify an individual's mobilization orders by contacting the State of Illinois Department of Military Affairs. Military orders are retained in the personnel file of the employee.

Employees on military leave of absence are entitled to continue group insurance benefits including the health, dental, vision, and life insurance from the State of Illinois for the duration of the active service. However, employees must continue to pay their salary-based contribution. Other options that are available concerning insurance benefits must be discussed with the Insurance and Benefits office by contacting the HRS Service Center (753-6000).

Questions concerning the application of this policy may be directed to Krista Shehorn, Manager Contracts, Records and Reports 753-8321 or by sending email to kshehorn@niu.edu.

NIU Faculty/Staff Golf League

Springtime is here and it's time to pull your golf clubs out and get ready for the 2003 NIU Faculty/Staff Golf League. A flyer about the league from this year's commissioner will be coming out soon. Get a team together and hit the links with others from NIU. The league is a full handicap league which means even if you have just began to play the sport, you can compete with the most accomplished golfer. Competition runs from early May through early September with a league play-day and awards banquet at the end of the season.



Mark Your Calendar

Mark your calendars for August 7th. We will have our fourth annual StaffFest. This year's event will be held at the Convocation Center. You will be receiving a flyer in the next couple of months with all of the details.

Let Us Know

Please feel free to let us know of any campus activities or information relevant to operating staff personnel at NIU that you would like included or addressed in future issues of Northern Staff News. Send this information to Jay Monteiro at jmonteiro@niu.edu or contact any Operating Staff Council member whose names and e-mail addresses are available at www.niu.edu/osc.



Operating Staff Council MEMBER PROFILE:

Gay Campbell

- **NIU Position:** Administrative Secretary, Finance & Facilities Operations
Came to NIU in 1998 from the public sector.
- **Years on Council:** Two
- **Offices Held (include committee chairs):** Secretary
- **Community associations:** Church and PTA
- **Family:** Husband, son 21, son 19, daughter 16
- **Proudest achievements, personal and/or professional:** My family.
- **Hobbies, interests:** Biking, hiking, books, music.
- **Favorite task or activity:** Shopping.
- **I would do anything to avoid:** Pain.
- **Favorite play, movie or book:** Count of Monte Christo.
- **I am or have been most inspired by:** The Bible—good books—good people.

Huskie Bucks

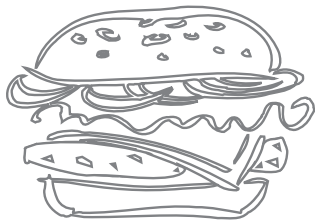
Huskie Bucks—you've seen the signs around campus stating "We Accept Huskie Bucks", but do you really know what a Huskie Buck is? Huskie Bucks is a prepaid debit card program, which can be accessed with your NIU OneCard ID. The Huskie Bucks Program rolled out on campus in 1998. First used by students for supplemental food and laundry, the Huskie Bucks program has grown to include many of your favorite fast food places and more formal restaurants both on and off campus. Any full-time faculty/staff member can open a Huskie Bucks account by stopping in at the OneCard ID office located on the lower level of the Holmes Student Center near the TCF Bank. An initial deposit of \$25 is required to open your Huskie Bucks account and the funds are immediately available to use at any location bearing the "WE ACCEPT HUSKIE BUCKS" sign. There are no application or transaction fees and Huskie Bucks do not expire! If you have ever found yourself in the lunch line digging through your pockets, purse, or backpack to find cash Huskie Bucks are for You!

For Food Purchases On-Campus at:

- HSC at Blackhawk Food Court
- HSC at Coffee Corner
- HSC at Pheasant Room
- HSC at Pizza Plus
- HSC at McDonald's
- Barsema Hall at Three Sons Cafe
- Residence Halls at Dining Rooms
- Residence Halls at Snack Shops in Lincoln, Neptune and Stevenson
- Selected Beverage Vending Machines

For Food Purchases Off-Campus at:

- Harold's Chicken
- Hot Spot
- Subway (2 locations)
- Village Commons Bookstore
- McDonald's on E. and W. Lincoln Highway (2 locations)
- Pita Pete's
- Sugar Momma's
- Las Margaritas
- Chesapeake Bagel Bakery
- Cuisine of India
- Lukulo's
- Tom & Jerry's
- Pagliai's Pizza
- PJ's Red Hots



Employment Changes

February 2003

Changes:

Kenneth Erickson to Admin Coord for User Services - Customer Support Services
Diane L. Garcia to Cashier III - Campus Parking
Doneva A. Malm to Secretary IV - Outreach Services
Pamela Kay Rosenberg to Business/Administrative Assoc. - Libraries
Cathy Sue Schneider to Program Administrative Asst. - Alumni Services
Daniel J. Szkola to Systems Programmer III - Enterprise Systems Support

Department Changes:

Beverly H. Arison to Secretary IV - Outreach Services
Ruth H. Arrington to Secretary IV - Research Eval. & Policy Studies
Vicki L. Blevins to Clerk - Bursar
Susan E. Catron to Secretary Staff - Counseling, Adult & Health Ed.
Carolyn D. Christiansen to Procedures & Sys. Analyst III - Outreach Services
Ann T. Declene to Clerk - Outreach Services
Maureen C. Erickson to Clerk Staff - Outreach Services
Susan Lucille Kwosek to Clerk Chief - Outreach Services
Marilynn Russell to Secretary III - Outreach Services
Julia C. Sober to Radiation Safety Officer - Env. Health & Safety
Lynda L. Thomas to Clerk Staff - NIUTEL - Telecomm Services
Donna Kay Walker to Clerk Staff - Outreach Services
Theresa M. Wessel to Business Manager II - Outreach Services
Iotha E. Wilson-Bobbitt to Clerk - Outreach Services

Welcome New NIU Employees:

Robert Michael Cardinell, Building Service Worker - Holmes Center Custodial
Leslie M. Erickson, Account Technician II - Holmes Student Center Accounting
Irma Garcia, Kitchen Helper - Student Housing & Dining Services
Rebecca J. Hughes, Secretary III - Convocation Center
Lori G. Judkins, Secretary III - Biological Sciences
Barbara A. Meredith, Kitchen Helper - Student Housing & Dining Services
Jessica Rachel Norris, Human Resource Officer III - Human Resource Services
Emiko Lajoy Pope, Ambulatory Care Aide II - Communicative Disorders
Kathie A. Schmitt, Secretary III - Nursing
Rachel R. Weber, Kitchen Stores Laborer - Student Housing & Dining Services

Service Awards

March 2003

5 Year Award

Claudia Bank - School of Bus Mgmt-IASBO
Daniel Dirker - Building Services
Dolores Forney - Nursing
Laura Harper - Holmes Center Custodial
Kathryn Minick - NIUTEL - Telecomm Services
Hope Montavon - Registration & Records
Brad Strever - Masonry Shop

10 Year Award

David Farley - Refrigerator & Air Conditioning
Robert Garland - Grounds
Jo Ellen Montavon - Libraries
Robert Poggensee - Grounds

15 Year Award

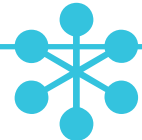
Lilli Bishop - Communicative Disorders
Carole Boies - Health Services
Mireya Pourchot - Cooperative Education
Angela Verkler - Health Services

20 Year Award

Ann Mohammad - Biological Sciences

25 Year Award

Darla Brantley - Exec. V. P. and Provost



Did You Know...

Did you know...

Every NIU employee receives a 10% discount on all books at the NIU Bookstore located in the lower level of the Holmes Student Center.

Did you know...

If you take your NIU One Card ID to Borders you will receive a 20% discount on all purchases. These are available at the One Card ID Office located in the lower level of the Holmes Student Center near the TCF Bank.

Did you know...

Tickets for NIU athletic events can now be purchased on the main floor of the Holmes Student Center at the information desk during normal working hours.



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

Operating Staff Council Meeting

Continued from page 1.

New Business

Secretarial Advisory Council Report

Tyrrell informed the Council that the mission of the SAC is to identify issues and/or concerns that impact the secretarial workforce at Northern Illinois University. One discussion at the last meeting of the SAC was the change in scoring on the new Secretary exams. The SAC also asked Tyrrell to speak for them at the Operating Staff Council meeting about some of the discussions that take place during their meetings. One item they discussed was the accumulation of vacation and the inconsistency that exists between Civil Service exempt and non-exempt employees and even between SPS and Faculty. After discussion, the Council forwarded the subject to the Personnel/Staff Developments/Benefits sub-committee for study. SAC has also asked Human Resource Services for additional drop boxes across campus and are looking to address all issues that affect the secretarial workforce on a daily basis.

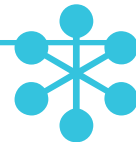
Newsletter

Joe Koch announced that Sandy Little, Development Office, and Gigi Beaird, HSC Accounting Office, have volunteered to help with the publication of the *Northern Staff News* on a monthly or bi-monthly basis. The Council formed a sub-committee for the newsletter. Jay Monteiro will chair the committee and members will be Gigi Beaird, Joe Koch, Sandy Little, and Donna Smith. Monteiro will call a meeting before the next regularly scheduled Operating Staff Council meeting.

Respectfully submitted,

Gay Campbell, OSC Secretary

Did You Know...



Did you know...

As a civil service employee you are eligible for a complimentary Sam's Club Card. Simply present your NIU identification card at the service desk.

Did you know...

The Huskie's Den Bowling Alley located on the lower level of the Holmes Student Center is the perfect place for a child's birthday party. Call 753-1491 and talk to Donna Wargo about scheduling one today!

Did you know...

Your NIU Bookstore "Red" departmental charge card expires in June. If you have not received an application via email, they are available from the Holmes Student Center Accounting Office. Applications should be submitted by **June 1, 2003**. Call Karen McKinsey at 753-6539 for details.

Wellness Fair OSC Door Prize and 50/50 Winners:

50/50 Drawing—Marcia Dick

Door Prize Winners:

Vernon Wells—Calculator

Dale Benson—Spiderman DVD

Ada Hetland—Signs DVD

Theresa Braun—Home Audio System

Jaymara Baker—Telephone Answering Machine

Bill Feldman—DVD Player

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

Editor: Jay Monteiro

Contributors: Donna Smith, Gigi Beaird, Sandy Little, Jodi Tyrrell, Joe Koch

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