

Operating
Staff
Council

Northern Staff News

July 2003

www.niu.edu/osc

President's Corner



Operating Staff Council (OSC) meets the second Thursday of the month at 8:30 a.m. The location is usually in Holmes Student Center. You are welcome to attend these meetings. If you have a particular issue you would like OSC to address you can contact one of our 16 members. We hope to have the agenda posted on our website (www.niu.edu/osc) a week before the meetings and posted in HSC.

I would like to thank Barb Rice and her committee for a terrific Operating Staff Banquet on May 2 — GREAT JOB BARB and COMMITTEE. Thanks also to Linda Korth for her hard work on assisting with the Outstanding Civil Service Award

Committee in receiving, compiling and copying the award nominee proposals. Thanks Linda. To Michele Crase and Connie Rumer, chairs of the Outstanding Civil Service Award Committee, great job to the two of you also.

To all the civil servants who in the past year have served on an OSC or University Committee/Commission —THANK YOU! These members are: David Bass, Sheila Berg, Judy Burgess, Gay Campbell, Susan Carter, Wesley Coats, Charles Cochrane, Michele Crase, Marcia Dick, Yolanda Dreyer, Dawn Ericksen, Ray Foster, Joe Koch, Kathy Lockard, Shirley Mashare, Phinette Maszka, Gail Mitchell, Scott Mooberry, Lisa Reynolds, Rita Reynolds, Charles Schumann, Donna Smith, Julia Sober, Lori Sprague, LaRonda Thuestad, and Deborah Vaughn.

If you would like to serve on an OSC or University Committee/Commission contact Michele Crase.

By the time you read this issue, we will have started our summer hours. OSC was consulted by the Administration concerning the summer hours. The Council voted to accept the Administration's recommendation as did SPSC (Supportative Professional Staff Council) and the Faculty Senate. We all felt that if working Monday through Thursday 7:30 a.m. to 5:30 p.m. would help the university with the budget and also prevent layoffs of our colleagues, then we had to support the administrative decision. Both the U of I campuses and ISU have had to layoff personnel in order to work within their budgets. President Peters and the Administration have worked hard to avoid layoffs at NIU during these difficult budget times.

OSC is a liaison between the civil service employees and the Administration. If you have a concern please let us know. We on OSC realize this is a tough time for all employees. Please know that, as your elected representatives, we are working to help NIU get through these difficult times with the least possible disruption to our members and our community.

On a happier note - Don't forget to turn in your StaffFest reservation; the deadline is July 16, 2003. Staff Fest will be on Thursday, August 7, at the Convocation Center. If you cannot attend or will be on vacation, turn in your reservation in order to be registered for one of the many door prizes. (Please read more on this subject in this issue.)

Sara Clayton, President

Operating Staff Council 2002-03



NORTHERN ILLINOIS
UNIVERSITY

Operating Staff Council Meeting

February 13, 2003

Announcements/Correspondence

Presidential Commission on the Status of Women announced the seventh annual Martha Cooper Journalism Award with a deadline of March 21, 2003.

Presidential Commission on the Status of Women announced the Wilma D. Stricklin Award for the Enhancement of the Climate for Women on Campus with a deadline of March 7, 2003.

Marcia Dick gave information on the Government Pension Offset website and newsletter where members can find more information on the subject.

Sara Clayton, OSC President, and Bev Espe, President of the Supportive Professional Staff Council, will be meeting with Sue Willis, Executive Secretary of the University Council, about a second voting member from both Councils for the University Council.

Committee Reports

Personnel/Staff Development/Benefits

Regarding the inquiry on the bi-weekly vs. semi-monthly payroll schedules, Ken Mundy said that a semi-monthly payroll is a more effective use of time and resources to end the 24 predictable pay periods at the beginning and end of each of the different types of years [tax year, budget year, fiscal year, and academic year.] Also, converting to a bi-weekly payroll schedule would require a complete overhaul and restructure of the PeopleSoft system. The semi-monthly payroll is permanent.

University Benefits Committee tabled the Dental Benefits issue.

There will be no changes in the Vacation Benefits for Non-exempt employees.

Elections and Appointments

The list of committee vacancies will be ready for distribution by the next Council meeting. Short blurbs concerning awards, elections, etc. have been placed in the Campus Notes section of the Northern Star. All Council meetings for the next fiscal year [except January 8, 2004] have been scheduled in Holmes Student Center, Room 406.

Public Relations

The OSC Presidents' plaque will soon be displayed in the Sky Room. OSC participated in general discussion about Northern Today, and their concern about good communication to their constituents, especially those who have no access to computers. The general consensus was that the electronic distribution process leaves a large segment of the operating staff ignored. The Council decided that anyone with comments or suggestions should e-mail Clayton and she would forward to Melanie Magara, Assistant Vice President of Public Affairs.

Visiting Committee/Guests

Campus Parking Committee

Committee member, LaRonda Thuestad, reviewed a FY03 summary from the Parking Committee. Thuestad showed on a campus map the two summer projects that will impact the parking situation. One project is the installation of the chiller plant in Lot 4, by the Campus Life Building. That project will take 50 parking spaces. The other summer project is Gilbert Drive. It will be closed for the summer and a complete new road will be built. Parking on Garden

Road is always an issue, and the City of DeKalb has issued 377 parking tickets around Anderson Hall and Barsema since the beginning of the semester. The cost of parking permits will not be increased for the coming year. The Huskie Bus Service is the 2nd largest mass transit system in Illinois, second only to the Chicago Mass Transit System. The Parking Committee is also looking at the possibility of a bike path through campus with more bike racks and special lanes for bicycles.

EAC

Clayton reported on the EAC meeting held January 29 and 30, 2003, at SURS in Champaign. Everyone is happy with Tom Morelock's leadership at the State Universities Civil Service System. He has made several operational changes, such as updating the computers, and has hired a new person to work in the Compliance, Policy Analysis, and Development Division. The Merit Board is very pleased with the newsletter the Systems Office is sending out. The newsletter can be found on the State Universities Civil Service System web page. The Board discussed Senate Bill 0063 (extra help hours). The bill states that anyone working over the 900-hour limitation would automatically become a permanent status employee with seniority accrual retroactive to the original start date of the extra help assignment. There was only one discharge hearing; it was at the SIU School of Medicine. Elections were held at the meeting with Alice Costa re-elected as Chair, Sharon Coleman re-elected as Vice Chair, and Sara Clayton elected as Secretary. The April 2003 meeting is scheduled at Eastern Illinois University and the July 2003 meeting is scheduled for ISU. Director Morelock asked EAC to look at state statutes and to discuss goals for the future. The Systems Office will hold an orientation on May 21, 2003. The Council decided to reserve a van and to open the orientation to other civil service employees to attend with OSC members.

University Council

Joe Koch gave an overview of the January 2003 meeting to the Council. The majority of the President's announcements concerned the budget. The hard facts are that the state budget deficit is expected to be around \$4.8 billion, which includes a \$1.25 billion shortfall for FY03 and \$3.6 billion for FY04. There is a universal hiring freeze on all code state agencies [which does not include NIU] as well as a freeze on the purchase of automobiles for those agencies. The budget shortfall cannot be dealt with purely by budget cuts; some additional taxes will be necessary as well. A bill has been filed in the state senate to cap public university tuition. There may very well be a rescission this fiscal year [NIU has planned for this]. Locally, NIU has a voting position on the Metropolitan Planning Organization. The minutes of this meeting can be accessed in their entirety on the University Council's web page.

Joe Koch also gave a summary of the February 2003 meeting. On a state level, the FY04 budget may be presented in April and could be in place by July. The presidents and chancellors of the public universities are to appear before the House Appropriation Committee with different budget scenarios. President Peters and his staff will be spending time in Washington to lobby for the FY04 budget. NIU is working with the City of DeKalb on future growth issues and President Peters appeared before the DeKalb Growth Summit. Northern's growth is dependent on economic growth in DeKalb and Sycamore. After much discussion, the University Council voted to cancel classes on the Wednesday morning before Thanksgiving. This will be an academic closure, not an administrative closure. This vote brought closure to a discussion the University Council had on a possible Fall Break proposal.

Special Events Committee

Staff Fest Event 03 will be held at the Convocation Center this year.

New Business

Office Privacy Policy

Joe Koch distributed copies of the Office Privacy Policy that was approved by the Faculty Senate on February 5, 2003. This policy will be going to the Rules and Governance Committee, but will be tabled until the March meeting of the University Council. After discussion of the policy, the Council agreed that it was reasonable. Questions concerning application of this procedure may be addressed to the university privacy officer, Ken Davidson.

SPS Employment Survey

The Supportive Professional Staff survey and the confidential executive summary were reviewed. This information was brought to the Council for them to better see what the SPS feels are work issues. The SPS Council has referred the summary to the Workplace Issues Committee, who will analyze the report and come back to their Council with recommendations.

Respectfully submitted,
Gay Campbell, OSC Secretary

Operating Staff Council Meeting March 13, 2003

Announcements/Correspondence

Spring 2003 edition of the Human Resources newsletter will be distributed first part of March.

Sara Clayton and Bev Espe, President of the Supportive Professional Staff Council will be working on a second voting member from both Councils for the University Council.

Two vans have been scheduled to go to the Merit Board orientation in May 2003. The van[s] will leave the university at 6:45 a.m. and passengers can plan to be back to DeKalb around 6:00 p.m.

Student Employment office in Swen Parson has moved across the hall from the Bursar's office on the second floor. This office will also serve as a satellite HRS office for any forms one would need to pick up and for mail drops to HRS.

Committee Reports

Elections and Appointments

There are five seats on the Council that need to be filled for a new term. So far, she has received applications from five candidates: Andy Small, Gay Campbell, incumbents, and Charles Cochrane, Michael Crase, and Rachel X. Turner.

Operating Staff Outstanding Service Award Committee will make their selection from 13 nominees this year by the end of March.

There are openings on the following committees: University Council Steering Committee, University Benefits Committee, Campus Parking Committee, Campus Security and Environmental Quality Committee, Parking Appeals Committee

Public Relations

The committee discussed the governor's announcement on sick leave and vacation payouts and Steve Cunningham's explanation of the governor's statement. They also discussed the possibility of creating an Operating Staff Council handbook for new members.

Visiting Committee/Guests

Campus Security and Environmental Quality Committee

The committee is comprised of several university committees that are combined into one and is designed to protect and enhance the quality of the campus environment. The committee is chaired by Associate Vice President of Finance & Facilities, Operations, Robert Albanese, and has three subcommittees.

Exterior Environmental Subcommittee

This committee looks at the external environment of the campus such as benches, bike paths, traffic, and gardens. They are involved in working on a master plan for the development of a campus bike path. They have also instituted a campus beautification gift program for donations that includes bicycle loop and pad, all-weather bench and pad, landscaped memorial trees, and/or optional plaques and installation.

Security and Safety Subcommittee

This committee examines security issues around campus in order to update, install, and maintain. Inside and outside call boxes around campus are currently being examined and discussed.

Interior Environmental Subcommittee

This committee is examining the campus smoking policy again and is trying to determine designated areas for smoking. Committees have no money, so they cannot build shelters for smokers, but is doing what they can for the 10-15% campus population that smoke. Residence halls will be smoke-free beginning this fall. The committee is also working on an open-flame policy for campus. Open candles and incense can present a fire hazard as well as a bad or bothersome smell for people enclosed inside the buildings.

Special Events Committee

Information for the Staff Fest Event 03 is ready to be distributed.

Old Business

OSC Newsletter

The Council felt we should plan on a newsletter every month. Gigi Beard plans to do a "Did You Know" section each month so Council

members were urged to give her a call with their ideas or people that should be in the paper. Andy Small volunteered to do a monthly article entitled "Do You Remember"? for each publication.

IEA-NEA Union Status

The Council discussed the possibility of a new Civil Service Union on campus and what the union wanted to change for employees. According to the IEA-NEA Survey of Issues, the top three reasons for having union representation on campus were as follows:

- Establish a salary schedule by which all employees are guaranteed at least a cost of living increase.
- Equal rights and privileges for all employees.
- Develop a system for upgrading compensation as job skills/descriptions change.

New Business

The Council is co-chairing, along with the Supportive Professional Staff Council and the Faculty Senate, the Wellness Fair to be held on March 27, 2003.

Respectfully submitted,
Gay Campbell, OSC Secretary

Staff Fest — Thursday, August 7, 2003

Don't forget to send in your reservations for our 4th StaffFest.

- Deadline is July 16th
- This year it will be held at the NIU Convocation Center
- There will be NO CHARGE for parking

We will be offering a bus shuttle from the Holmes Student Center to the Convo Center for your convenience

If you haven't received your flyer, please call LaRonda, 753-1576 or Sara at 753-9526. Retirees will receive their invitation next month.

SAMS Club Card clarification — Being an employee of the State of Illinois makes you eligible to become a SAMS Club member. The Plus Five card, which carried a 5% markup on all products was complimentary and is no longer available. SAMS now offers a variety of membership options. The least expensive option is the Advantage membership, which carries no markup on products and requires an annual fee of \$35.

Smoking Cessation Classes

Employee Wellness and Assistance Program of Northern Illinois University offers the American Cancer Society's freshstart program

The Employee Wellness and Assistance Program will offer a freshstart program as soon as 6 people sign up for the program. You can even find your own group, pick the time and day of the four classes, and sign up together. Contact Nancy Apperson or Karen Smith at 753-9191.

The freshstart program consists of four one-hour, small group sessions and is designed to give you the tools and information you need to make your stop-smoking experience positive and successful. Many smokers are more likely to quit smoking and continue with not smoking if they participate in a group.

Remember... Every time you quit smoking, you are successful even if you start smoking again. All ex-smokers have quit more than once. So every time you quit smoking, you help your heart and get closer to never smoking again.

Employment Changes:

April 2003

Changes and Promotions:

Terry E. Albright to Administrative Aide - Legal Services
John R. Avila to Building Service Foreman - Building Services
Michael Duane Ford to Help Desk Specialist I - Customer Support Services
Tammie M. Pulak to Building Service Foreman - Building Services
Rhonda L. Richards to Building Service Foreman - Building Services
Jan R. Witt to Licensed Practical Nurse II - Health Services
Carolyn D. Christiansen to Procedures & Sys Analyst III - Information Services
Janice L. Kuhn to Applications Programmer II - Enterprise Systems Support

Welcome New NIU Employees:

Eric T. Estes, Facilities Manager - NIU Naperville
Christopher P. Gramley, Police Officer - Public Safety
Steven Hyun Hong, Police Officer - Public Safety
Maria Sophia Kolski, Police Officer - Public Safety
Aljosa Pavlovic, Building Service Worker - NIU Naperville
Denise Alayne Ramer, Police Officer - Public Safety
Rachael A. Schroeder, Police Officer - Public Safety
Edmund Wayne Snyder, Police Officer - Public Safety
Dacia Soulliere, Police Telecommunicator - Public Safety
Edward Acfalle Toves Jr., Police Telecommunicator - Public Safety
Chad Anthony Vargas, Police Officer - Public Safety

Name Change:

Kara L. Hooton, to Kara L. Rominski, Police Telecommunicator - Public Safety

Retirements:

Clarence E. Dewey Jr., Building Service Worker - Building Services
Albert W. Ekstrom, Police Sergeant - Public Safety
Susan A. Finn, Secretary IV - Student Financial Aid
Jenny L. Jones, Building Service Worker - Building Services
Ruth M. Jordan, Kitchen Helper - Student Housing & Dining Service
Sharon A. Lemke, Nurse I Staff - Health Services
Diane L. Tilton, Building Service Foreman - Building Services

Separations:

Heather Marie Butts, Kitchen Helper - Student Housing & Dining Service
Ines Deromana, Study Abroad Assistant Dir. - International Programs
Sundai R. Hawbaker, Admissions/Records Spec I - Graduate School
Theresa M. Laskos, Secretary IV - Women's Studies
Sandra L. Olson, Program Administrative Asst. - Orientation & Campus Info
Marcus L. Patterson, Police Officer - Public Safety
Edmund Wayne Snyder, Police Officer - Public Safety
Jamey N. Stroud, Admissions/Records Spec I - Registration & Records
Alexander Jonathan E. Tellez, Building Service Worker - Building Services

May 2003

Changes and Promotions:

Vera A. Adams, to Secretary IV - University Writing Center
Jeffrey S. Anderson, to Building Service Worker - Building Services
Judy K. Baker, to Building Service Worker - Building Services
Randall R. Baszynski, to Building Service Worker - Building Services
Richard Eugene Carter, to Building Service Worker - Building Services
Lori A. Castenson, to Graduate Placement Officer - Career Planning & Placement
Ray Contreras, to Building Service Worker - Building Services
Mary E. Criddle, to Building Service Worker - Building Services
Daniel W. Fischer, to Building Service Worker - Building Services
Leonard J. Grzesiak, to Police Sergeant - Public Safety
Ellen D. Henderson, to Graduate Placement Officer - Career Planning & Placement
Leland R. Hoffman, to Building Service Worker - Building Services
Barbara J. Holman, to Building Service Worker - Building Services
Ernest L. Hurley, to Building Service Worker - Building Services
Mark O. Kahn, to Building Service Worker - Building Services
J. Priscilla Kapraun, to Building Service Worker - Building Services
Joshua C. Klassen, to Building Service Worker - Building Services
Litsa Liakas, to Building Service Worker - Building Services
Julie B. Lindeen, to Building Service Worker - Building Services
Ruth A. Matteson, to Building Service Worker - Building Services
Catina L. Maxwell, to Library Technical Asst I - Libraries
James R. McCabe, to Building Service Worker - Building Services

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

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

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

Gregory M. Nenia, to Building Service Worker - Building Services
David J. Newman, to Building Service Worker - Building Services
Kevin D. Nodurft, to Building Service Worker - Building Services
Steven C. Olson, to Building Service Worker - Building Services
Annalisa Rainwater, to Building Service Worker - Building Services
Brian Michael Schneider, to Food Service Administrator II - Student Housing & Dining Serv
Lawrence K. Sester, to Building Service Worker - Building Services
Amy D. Simon, to Secretary IV - Psychology
Charles E. Statler, to Building Service Worker - Building Services
David L. Strozewski, to Building Service Worker - Building Services
Rita M. Withrow, to Secretary Staff - Economics
Curtis R. Young, to Police Sergeant - Public Safety

Welcome New NIU Employees:

Shaun Anthony Allshouse, Typesetter II - University Press
James A. Bollenbach, Media Technical Services Head - Media Services

Samuel Lacy Denton Jr., Security Guard - Public Safety
Karen Elaine Grover, Secretary IV - Student Financial Aid
Jennifer Jean Hill, Patient Unit Clerk II - Health Services
Corey J. Kreider, Security Guard - Public Safety

Retirements:

George A. Baird, Service Enterprises Manager - Materials Management
Gerald A. Hanouw, Building Service Worker - Building Services
Rogene K. Montgomery, Housing Administrator II - Student Housing & Dining Serv
Richard Dominic O'Malley, Electrician - Physical Plant
Antoinett Reed, Medical Assistant - Health Services
Arthur M. Strasser, Building Service Foreman - Building Services
David J. Wickstrom, Police Sergeant - Public Safety

Separations:

Renee Diane Anderson, Medical Transcriptionist II - Health Services
Joyce T. Cavallo, Clerk - Counseling & Student Devel
Alice K. Clark, Secretary IV - College of Eng & Eng Tech
Judith Ann Clark, Building Service Worker - Building Services
Jay T. Henigan, Pipefitter - Physical Plant
Erin S. Hinkston, Waiter/Waitress - Holmes Center Food Serv
Helen M. Lileikis, Kitchen Helper - Campus Child Care
Debbie Ann Reingardt, Account Technician I - Intercollegiate Athletics
Connie G. Rumer, Secretary Staff - Economics
Jennifer Michelle Winters, Kitchen Helper - Student Housing & Dining Serv
Sherry Lynn Wisdom, Secretary IV - Assessment Services

Service Awards: May 2003

5 Year Award

Patricia Bernhardt - NIUTEL, Telecomm Services
Ronald Harvey Jr. - Document Services
Tatita Kaus - College of Law
Paula Lofgren - Bond Revenue Facilities
Larry Metcalf - Chemistry & Biochemistry
Jay Monteiro - Human Resource Serv Center

10 Year Award

Becky Maley - Registration & Records
George Raetzke - Enterprise Systems Support
Charles Schumann Jr. - NIUTEL - Telecomm Services
Pablo Zelaya - Building Services

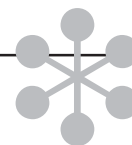
15 Year Award

Kelly Bend - Oper Mgmt & Info Sys
James Hermes - Electrical Shop
James McElhaney - Information Services

25 Year Award

William Finucane - Transportation
Betsy Foshe - Building Services
Charlotte Frickman - Neptune Central Food
Linda Hardy - Neptune Central Food
Lana Marten - Student Financial Aid

Did You Know...



HRS Website Forum—HRS has created a new message board style forum to promote the discussion of topics and issues of importance to Operating Staff. This forum was created by the HRS Webmaster to discuss issues concerning the Human Resources Website. You may ask questions or post suggestions about technical issues, problems or other related web site topics. The new forum can be accessed through the HRS website by clicking on **Forum** or by typing the following URL into your browser <http://www.hr.niu.edu/forum/index.cfm>

Did you Know?

- **Status employees are eligible for membership in the NIU Employees' Federal Credit Union.** The Credit Union is a cooperative, nonprofit savings and lending organization, which can provide a plan for systematic savings and loans. For more information about these and other services available, contact the Credit Union office, 753-1911.
- **All permanent employees are entitled to use the University Libraries** and, in general, are subject to the same regulations as students and other users. The employee identification card must be presented to check out books and other materials.
- **Name and address changes may quickly be made** by filing a Name and Address Change Form or by emailing/telephoning the Contracts, Records, and Reports office of Human Resource Services at tholler@niu.edu or 753-1649.
- **Notary service can be obtained from any university notary at no cost.** This service is available at many university offices including Human Resource Services.