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## President's Corner



Greetings Operating Staff,

The benefit of my procrastination on our last newsletter is you don't have to wait long to hear from me again. As we approach the holidays, know that the council and I are wishing you all the best.

I hope you are able to enjoy friends and family over the next few months. However, should you find yourself without a place to celebrate or in a situation in which you are food insecure, please reach out. Your colleagues are here for you. I am here for you.

2023 is just a couple of months away – may it be a happy, peaceful and enjoyable year for all of us.

Holly Nicholson  
President, Operating Staff Council 2021-2023  
[hnicholson@niu.edu](mailto:hnicholson@niu.edu) | [osc@niu.edu](mailto:osc@niu.edu)

## Employee Assistance Program Notifications

There is still time to sign up for the remaining trainings and networking events offered by NIU Employee Assistance Program (EAP) and Training Center. To register for trainings and events go, to [EAP Campus Trainings and Events](#).

- 3 to 4 p.m. Wednesday, Nov. 30: [Stress Circle Wellness Networking Event](#).
- 10 to 11:30 a.m. Thursday, Dec. 1: [How to Prepare and Lead a Presentation](#).
- 3 to 4 p.m. Wednesday, Dec 14: [Perfect Packages - Create Your Own Bows Networking Event](#).

## Compliance Training

Annual compliance trainings need to be done by Nov. 11, 2022. This includes Ethics, Sexual Misconduct and Cybersecurity Awareness Training. If you are required to take these trainings this year, you will receive notifications in your NIU email.

# Confessions of a Rookie

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## Rookie: Janice Steinkellner

Administrative Aide, College of Liberal Arts and Sciences

Hire date: May 31, 2022

Good day and welcome to this edition of Confessions of a Rookie. This month we sat down with Janice Steinkellner, an administrative aide in the College of Liberal Arts and Sciences.

Janice, let's dive right into the deep end – I hope you can swim. But let's forget the swimming pool and go with something more academic, OK? Tell our readers what was the last book you read?

*“Glucose Revolution” by Jessie Inchauspé (Glucose Goddess). It's a book that talks about how you don't have to have diabetes to flatten your glucose curve and take back your health without sacrificing the food you love. She gives you helpful “hacks” that keeps your glucose steady, not spiking and crashing which makes you feel like you are on an energy roller coaster all day long.*

I've heard that a flat line is not good for living. But then again, a roller coaster glucose can do more damage. It sounds like you're in a good position to make some great changes. So, speaking of positions, what's your favorite thing about your current position?

*I love learning new things! The administrative aide position in the College of Liberal Arts and Sciences seems to be ever-changing. Once you think you know the process, it changes. Being the go-to person and helping others understand those changes is one of my favorite things to do. The days fly by because I am so busy.*

Being super busy with work seems to be the norm these days around here. Is there one important work skill you believe everyone should possess?

*The number one work skill I feel everyone should have is kindness. You never know the other person's story and what they are dealing with daily.*

*Sometimes people just have bad days. Working with different personalities and showing kindness toward all makes a better work environment where people can thrive.*

Kindness can indeed get you a long way in life. That is such a good answer. Not everyone is kind though, not even to themselves. What advice would you give your past self, if given the chance?

*Do not care what other people think. Be your wonderful, amazing and unique self. Be happy with who you are and learn to be comfortable being alone. There will always be someone people think are more talented, creative, fit, prettier, etc. than you are. If you are comfortable and confident in your own skin, the happier you will be.*

Sometimes we are our own worst critics, aren't we? Let's do one last question, something a bit more light-hearted. What are you currently watching on Netflix/Hulu/streaming?

*I am a huge Tim McGraw fan so “1883” is top on my list, and I am currently watching it again. I'm also keeping up with the new seasons of “Bridgerton,” “Handmaid's Tale” and “The Crown.” “American Horror Story” and “The Walking Dead” gives me a little bit of gore. Of course, “Game of Thrones” and “The House of the Dragon” for that fancy vibe.*

That's a lot of TV watching. But you have such varied tastes you should never get bored.

Alright everyone, that does it for this edition of Confessions of A Rookie. Stay tuned for the next edition in January, and if you want to play along, and have worked at NIU less than five years, please contact Rave Meyer at [RMeyer@niu.edu](mailto:RMeyer@niu.edu). She will be happy to interrogate interview you.

## New Year, New Goals

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Yes, I know it's not quite the new year yet, but it's never too early to start planning. In the coming year maybe you want to learn a new skill or enhance your current skills. Are you looking to change jobs or test for a new position? These courses could provide you the skills that you need to earn that new job or position. Do you know that Human Resources is offering training in Word, Excel and PowerPoint?

In 2023, the Human Resources training team is expanding these topics to include Outlook email basics, Outlook calendar and managing your information on Outlook.

In addition, there will be an upcoming training on Teams and what you can do with this application. If there is something that you would like to see included in any of these new training sessions, please send the topics to [training@niu.edu](mailto:training@niu.edu).

Stay tuned for more information. Watch our announcements for new course dates. The full training schedule can be found on the [event calendar](#). Any questions, please email [training@niu.edu](mailto:training@niu.edu).

# Good Eats on Campus

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Do you know where you can eat on campus? Whether you need a quick bite to eat on the go or would like a nice sit-down meal, NIU offers various retail dining options located across the campus.

- **Einstein Bros. Bagels** is located on the lower level of Founders Library. They are open 8 a.m. to 4:30 p.m. Monday through Friday. Meal Exchange is available 8 -10:30 a.m.
- **Gilbert East Side Café** is located in Gilbert Hall. They are open 7 to 9:30 a.m. and 11 a.m. to 2 p.m. Monday through Friday. Meal Exchange is available all day.
- **Huskie Den Grill** is located on the ground floor of Holmes Student Center. They are open 11 a.m. to 1:30 p.m. and 7 to 9 p.m. Monday through Friday. Meal Exchange is available 7 - 9 p.m.
- **Qdoba** is located on the ground floor of Holmes Student Center. They are open 9 a.m. to 9 p.m. Monday through Friday. Meal Exchange is available 7 - 9 p.m.
- **Starbucks** is located on the ground floor of Holmes Student Center. They are open 7:30 a.m. to 9 p.m. Monday through Friday, and 9 a.m. to 4 p.m. Saturday and Sunday.
- **The Depot C-Store** is located on the ground floor of Holmes Student Center. They are open 10:30 a.m. to 6 p.m. Monday through Friday and 9 a.m. to 4 p.m. Saturday and Sunday. Meal Exchange is available all day.
- **Stevenson Retail Dining Center** is located in Stevenson Towers. They are open 8 a.m. to 8 p.m. Monday through Friday, and noon to 6 p.m. Saturday. Meal Exchange is available all day.
- **Three Sons Bistro** is located in the main atrium of Barsema Hall. They are open 8 a.m. to 5 p.m. Monday through Friday.

## Huskie Fresh

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Huskie Fresh is NIU's new meal kit service. We work to create and prepare sustainable, nutritious, flavorful dinners to help with life's busy schedules.

Our meal kits are partially prepared, pre-measured and come with detailed recipe instructions to help you make the best meal possible at home in about 30 minutes.

With your Huskie Fresh purchase, you support the academic growth of our student Huskies. We are predominantly a student-run program in partnership with the College of Health and Human Sciences, School of Health Studies.

Campus dietitian Meg Burnham, M.S., RDN, CSSD, LDN and project leader/nutrition graduate assistant Ashley Valeska work in partnership with six to 10 nutrition and dietetics undergraduate students. These students develop our educational content as part of their capstone project in NUTR 409: Nutrition Education for Health Promotion and NUTR 410: Community Nutrition.

Meal kits can be purchased at [go.niu.edu/huskie-fresh-meal-kits](https://go.niu.edu/huskie-fresh-meal-kits).

Meal kits are available to pick up at The Depot C-store located in Holmes Student Center from 4 p.m. Monday until 6 p.m. Wednesday the week of the scheduled meal kit pickup date.

## Do You Know?

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### Shredding

NIU's shredding company will pick up either Monday or Wednesday of the week [listed on the schedule](#). If you have a special request, you must make the request at least the Monday before pickup.

If your department has a regularly scheduled pickup date, you only need to fill out the form when you have additional shredding that doesn't fit into the bin. Please indicate how much additional shredding you have so we can alert the company.

If you don't have a regular schedule pickup, you will need to fill out the form on our website to have shredding picked up from the department. The cost of shredding is \$0.06 per pound. Under special instructions please include how many boxes/bags the department needs picked up so we can alert the company.

# Spring 2023 Supervisor Cohort Training

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If you are a supervisor and interested in joining our spring 10-week course, please email us to register to at [employeeassistance@niu.edu](mailto:employeeassistance@niu.edu).

This cohort group, which could consist of 8 to 12 employees from different parts of campus, will meet weekly virtually through Teams for 10 weeks for 1 1/2 hours and will cover such topics as:

- Welcome, introductions and overview intro to employee supervision and effective supervision.
- Onboarding generations in the workplace.
- Team building.
- Effective communication.
- Understanding your emotions.
- Challenging behaviors in the workplace.
- Managing in times of change.
- Working through conflict.
- Managing and engaging remotely.
- Effective evaluation and recognizing and showing appreciation to your employees.
- HRS and other campus policies/procedures.
- How EAP can help in your supervisory role.

## Operating Staff Dependent Scholarship

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MyScholarships makes applying for the Operating Staff Dependent Scholarship easy. All students need to do to be considered for this scholarship is complete and submit the general application, and answer an additional question. The system will be open Nov. 15, 2022 through Jan. 31, 2023.

For more information on the scholarship, go to our [OSC website](#).

To apply, dependent students should go to the [Scholarship Office website](#).

## MyScholarships Opens November 15

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The general application for the majority of competitive NIU scholarships for the 2023-2024 academic year opens Nov. 15, 2022. Please share this great opportunity to apply for scholarships with your students.

**MyScholarships** is NIU's campuswide scholarship application system. In MyScholarships, students are able to apply for multiple competitive scholarships, usually with just a single application.

While the majority of NIU's scholarships can be found in MyScholarships, please encourage students to check with their academic department to see if there are other opportunities not available on this system. Students can also visit the [Outside/Private Scholarships](#) website to find additional scholarship opportunities.

A common deadline for scholarships is Jan. 31. Some scholarships may have later deadlines; however, students should complete a general application prior to Jan. 31 each year to be considered for the majority of NIU scholarships.

Winter break is a great time to apply for scholarships.

The 2023-2024 FAFSA and Alternative Application for Illinois Financial Aid are also currently available, so please encourage students to complete their application for financial aid as soon as possible in order to be considered for the maximum financial assistance for next year.

The Scholarship Office can assist students with any questions about MyScholarships.

If students have questions about how to maximize their financial resources or how to create a financial plan for the upcoming year, they can [schedule a virtual or phone appointment with the Student Financial Advising Services team](#).

# Service Awards

## September 2022

### 5 Years

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**Brigid Findley** – Music  
**Shannon Forney** – Lorado Taft Operations  
**Mindy Goldstick** – Bursar  
**Rave Meyer** – Environmental Studies

### 10 Years

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**Junelle Bennett** – Public Safety  
**Amanda Felber** – Operation Services  
**Brian Gerken** – Public Safety  
**Aaron Lewis** – Building Services  
**Terry Spencer** – Building Services  
**Robert Williams** – Public Safety

### 15 Years

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**Sandra Hess** – Human Resource Services  
**John Hulseberg** – Physical Plant  
**Joan Laurino** – Vice President Marketing and Communications  
**Michael Taylor** – Center for Innovative Teaching and Learning  
**Justin Vest** – Heating Plant

### 20 Years

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**Richard Carter** – Building Services  
**Sarah Lindell** – Vice President International Affairs  
**Sheryl Voss** – Convocation Center

### 25 Years

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**Adrienne Arhos** – Facilities Management  
**Anne Hardy** – Financial Aid and Scholarship Office  
**Rolf Oxnevad** – Physical Plant  
**Dawn Sibley** – English

## October 2022

### 5 Years

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**Michelle Luster** – Materials Management  
**Thaddeus Luxton** – Development Administration  
**Jarrid Matthews** – Public Safety  
**Jessica Nunez** – Campus Parking  
**Kristina Phelps** – Controllor

### 10 Years

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**Christopher Bos** – Physical Plant  
**Peter Broughton** – Building Services  
**Aaron Campuzano** – Heating Plant  
**Edward Crawford** – Building Services  
**Russell Devereaux** – Operation Management and Information Systems  
**Jennifer Dooley** – Northern Public Radio  
**Anne Edwards** – Chief Diversity Officer  
**Daniel Edwards** – Physical Plant  
**Kevin Giebel** – Materials Management  
**Natasha McPartlin** – Financial Aid and Scholarship Office  
**Aaron Nicholson** – Building Services  
**Jonathon O'Donnell** – Public Safety  
**Eric Olson** – Physical Plant  
**Jeanie Sparacino** – Institutional Effectiveness  
**Deborah Williams** – Graduate School

### 15 Years

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**James Fisers** – Grounds  
**Kimberly Folowell** – Building Services  
**Brenda Hoines** – Graduate School  
**Kathryn King** – Testing Services  
**Maria Manguia** – Building Services  
**Mark Pietrowski Jr.** – College of Engineering and Engineering Technology  
**Anthony Sharp** – Transportation

### 25 Years

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**Carol Albert** – Operation Services  
**Mia Hannon** – Executive Vice President and Provost  
**Stephen Skall** – Operation Services

### 30 Years

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**Bobbie Disrud** – Lorado Taft Operations  
**Christopher Gilbert** – Transportation

## Holiday Hours for Retail Dining Locations

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### Thanksgiving Week

- **Monday and Tuesday Nov. 21-22**
  - Normal hours.
- **Wednesday Nov. 23**
  - Starbucks 8 a.m. to 4 p.m.
  - Huskie Den Grill 11 a.m. to 1:30 p.m.
  - All other locations closed.
- **Thursday through Sunday Nov. 24-27**
  - All locations closed.
- **Monday Nov. 28**
  - Normal hours resume at all locations.

### Finals Week

- **Monday through Wednesday Dec. 5-7**
  - Normal hours at all locations.
- **Thursday Dec. 8**
  - Einstein Bros. Bagels 8 a.m. to 4:30 p.m.
  - Starbucks 7:30 a.m. to 9 p.m.
  - Huskie Den Grill 11 a.m. to 9 p.m.
  - The Depot C-Store 10:30 a.m. to 6 p.m.
  - Stevenson 8 a.m. to 8 p.m.
  - Qdoba closed.
  - Three Sons closed.
- **Friday Dec. 9**
  - Einstein Bros. Bagels 8 a.m. to 2 p.m.
  - Starbucks 7:30 a.m. to 4 p.m.
  - Huskie Den Grill 11 a.m. to 3 p.m.
  - The Depot C-Store 10:30 a.m. to 4 p.m.
  - Stevenson 8 a.m. to 4 p.m.
  - Qdoba closed.
  - Three Sons closed.
- **Saturday and Sunday Dec. 10-11**
  - All locations closed.

# Employment Changes

## September 2022

### *Welcome New Employees:*

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**Amada Ascencio**, Office Manager – Psychology  
**Karyn Binter**, Main Desk Attendant – Holmes Student Center  
**Zachary Collin**, Assistant Food Service Manager – Residential Dining Service  
**Kenneth Dahlgren**, IT Support Associate – Operation Services  
**Bethany Grim**, Office Administrator – Public Administration  
**Ashley Henderson**, Building Service Worker – Building Services  
**Malia Jones**, Food Service Area Supervisor – Residential Dining Service  
**Shawn Kennedy**, Food Service Sanitation Laborer – Residential Dining Service  
**Brandon Knox**, Campus Recreation Coordinator – University Recreation and Wellness  
**Lindsey Komes**, Program Assistant – College of Education  
**Joshua Noble**, Police Officer – Public Safety  
**Matthew Payton**, IT Support Associate – Operation Services  
**Mark Pease**, Grounds Worker – Grounds  
**Bennett Piscopo**, Program Coordinator – College of Business  
**Victoria Rodriguez**, Police Officer – Public Safety  
**Ana Velazquez**, Program Assistant – Diversity and Equity  
**Craig Wartinbee**, Program Assistant – Diversity and Equity

### *Death:*

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**Brandon Welch**, Senior Library Specialist – Libraries

### *Retirements:*

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**Cecelia Cody**, Culinary Worker II – Residential Dining Service  
**Marsha Rotramel**, Culinary Worker I – Residential Dining Service

### *Separations:*

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**Carolyn Atkins**, Office Administrator – Mathematics  
**Rhonda Chinn**, Program Advisor – College of Health and Human Sciences  
**Cornell Cox Jr.**, Residence Hall Attendant – Housing and Residential Services  
**Akash Devendranath**, IT Technical Associate – Report Cards  
**April Eichler**, Food Court/Snack Bar Supervisor – Residential Dining Service  
**Gregory Fagerberg**, Laboratory Manager – Physics  
**Stephanie Fetters**, Food Court/Snack Bar Supervisor – Campus Dining Service  
**Scott Galto**, Steam and Power Plant III – Heating Plant  
**Jeremy Hernandez**, IT Support Associate – Operation Services

**Allison Hurlburt**, Program Coordinator – Chief Diversity Officer  
**Thomas Koron**, Office Support Specialist – Music  
**Xica McCalin**, Food Court/Snack Bar Supervisor – Campus Dining Service  
**Joshua Noble**, Police Officer – Public Safety  
**Lisa Pitney**, Program Assistant – College of Business  
**Nathan Rice**, Office Support Specialist – Communication  
**Dawn Samson**, Program Director – Family and Consumer Sciences  
**Christine Schweitzer**, Program Coordinator – College of Education  
**Jason Shirar**, Office Support Specialist – Psychology  
**Venkata Vuppala**, IT Technical Associate – Report Cards  
**Samuel Yost**, Building Service Worker – Building Services

## October 2022

### *Welcome New Employees:*

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**Peter Chlebanowski**, Library Specialist – Libraries  
**Sladjana Grbic**, Program Director – Student Involvement and Leadership Development  
**Taylor Greenberg**, Sports Equipment Supervisor – Intercollegiate Athletics  
**Timothy Klagues**, Program Adviser – Special and Early Education  
**Jodi Long**, Office Support Specialist – English  
**Shawn Lowe**, Marketing Associate – Intercollegiate Athletics  
**Bobbie Palm**, Program Assistant – First and Second Year Experience  
**Santosh Parajuli**, Food Court/Snack Bar Supervisor – Residential Dining Service  
**Devika Sampath**, IT Technical Associate – Registration and Records  
**Indrani Sanyal**, IT Technical Associate – Registration and Records  
**Malerie Schumaker**, Special Events Facilitator – Alumni Services  
**Xitaly Serrato**, Senior Library Specialist – Libraries  
**Ellen Smith**, Grants and Contracts Associate – Sponsored Programs Administration  
**Kyle Strain**, Program Assistant – Music  
**Noah Westhoff**, Building Service Worker – Building Services  
**Noah Wilson**, Office Manager – Physics  
**Sharretta Young**, Human Resource Representative – Human Resource Services

### *Retirements:*

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**Darlys Davis**, Storekeeper II – Residential Dining Service  
**Jeanne Johnston**, Office Support Specialist – Kinesiology and Physical Education  
**Constance Rhoton**, Office Manager – School of Art and Design  
**Lynda Thomas**, IT Support Associate – Integrated Media Technologies

### *Separations:*

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**Nick Florian**, Program Director – College of Health and Human Sciences  
**Destiny McDonald**, Program Coordinator – Office of Student Engagement  
**Amanda Newman**, Program Coordinator – Disability Resource Center  
**Elina Wlaznik**, Program Coordinator – Holmes Student Center

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