I am proud to have been elected by the Operating Staff Council (OSC) as the new president this past July. The last several months have been exciting as I attend meetings with administrators and my colleagues on the Supportive Professional Staff Council and the Faculty Senate. It is rewarding to participate in shared governance and to be consulted on issues that affect operating staff such as salary increments. I'd like to thank past president Sara Clayton for her wonderful leadership over the past two years and for helping me with the transition to OSC president.

The Operating Staff Council meets the second Thursday of each month at 8:30 a.m., in HSC 406. Anyone is welcome to attend these 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 HSC and on our website (www.niu.edu/osc) a week before meetings. OSC members are listed at the website as well.

I hope everyone enjoyed the annual StaffFest in August. This great day of good food, companionship, and renewed friendships is possible due to the support of the administration. Thank you especially to LaRonda Thuestad who coordinated the event, our “celebrity servers,” the wonderful staff at the Holmes Student Center, and all the operating staff who volunteered their time to make StaffFest a success.

On October 15, the OSC hosted the seventh annual Council of Councils. This event was an opportunity for members of Operating Staff or Civil Service Councils at the other state universities to come together for a day of education and networking on issues concerning state university civil service employees. The Council of Councils began at NIU under the OSC presidency of Andy Small. Kudos go to Andy for planning this year’s Council of Councils in addition to all the OSC members who gave of their time and talents. I’d also like to thank our guest speakers, President Peters, State Senator Brad Burzynski, State Representative Bob Pritchard, Associate VP of Administration Steve Cunningham, Associate VP and Executive Director for External Affairs and Economic Development Kathy Buettner, Assistant Director of External Affairs and Economic Development Ken Zehnder, State University Civil Service System Director Tom Morelock, EAC Chair Alice Costa, and SURS Director Jim Hacking.

Donna Smith, President
Operating Staff Council 2004-2005
State Universities Civil Service Advisory Committee Better Known at NIU as EAC (Employee Advisory Council)

Committee purpose and responsibility. This Committee is organized for the purpose of serving, in an advisory capacity, the State Universities Civil Service Merit Board on all matters pertaining to the State Universities Civil Service System. The Committee has as its responsibility to recommend actions and present problems to the Merit Board in accordance with the interests and needs of all civil service employees in the University System.

Committee and University System history and administration. The State University Civil Service System, its governing body the Merit Board, and this employee advisory committee were established by House Bill 831 during the 67th Illinois General Assembly and became law on January 1, 1952. The University System and Merit Board offices are located at 1717 S. Philo Road, Urbana, Illinois. The University System director is Tom Morelock, who reports to the Merit Board. The Merit Board is comprised of 11 members from the governing boards of the state universities in Illinois. The chairman of the Merit Board is Bruce Friefeld, a Governor State University Board of Trustees member.

Committee membership. The State Universities Civil Service Advisory Committee is composed of 20 members who have full-time certified status appointments in the University System and who have completed at least three current consecutive years of civil service employment at their place of employment. Nine are elected by and from the civil service employees of the University of Illinois (four from the Urbana-Champaign campus, four from the Chicago campus including one representing the Division of Specialized Care for Children, and one from the Springfield campus). Three are from Southern Illinois University (one from each of the three campuses in Carbondale, Edwardsville, and the School of Medicine in Springfield). One is from each of the other state universities (Northern Illinois University, Illinois State University, Western Illinois University, Eastern Illinois University, Northeastern Illinois University, Chicago State University, Governors State University, and the State University Retirement System). A regular term for a member is four years. An incumbent who remains eligible may continue to apply for re-election.

Meetings. The advisory committee, also known as the Employee Advisory Committee or EAC, meets quarterly at a minimum, as required by Illinois law. Special meetings, standing committee meetings and subcommittee meetings are called as needs develop and as circumstances warrant. Approved travel expenses are paid by the member’s employer. The location of the meetings varies, as members take turns hosting the advisory committee on or near their places of employment. Director Morelock is invited to the quarterly meetings, usually accompanied by members of his administrative staff.

Individual responsibilities. In accordance with the Charge and Obligation given as a new member is seated, members are to:

- Represent all civil service staff of the University System, Deliberations, decisions, and recommendations should be on behalf of the total staff, and not solely for the member or the member’s electorate;
- Support the cause of higher education in the State of Illinois;
- Improve the Civil Service portion of state service, giving equal loyalty to duties of employment and of citizenship;
- Respect the opinions of others while upholding a personal perspective; and Promote the spirit of harmony and fellowship among those represented, and between them and those charged with administrative responsibility in each employing institution or agency.

Members are also expected to:

- Become thoroughly familiar with the statute creating the State Universities Civil Service System, the Civil Service Rules, and the Constitution and Bylaws of this Committee;
- Commit to attend all meetings, to be informed on issues, and involved in discussions; and Enhance two-way communication, and effectively report both the needs of fellow civil service employees and the actions of the University System.

Related committees. Standing committees are the Executive Committee, Legislative Committee, and Election Committee. Subcommittees that may be called upon to work on specific issues are: Class Specification Review, Statutory Amendments, Discharge/Demotion, Examination Review, Management Information System, Non-Status Appointments, Ongoing Benefits, Oral Board, Probationary Period, Procedures Manual, Restructuring of Classes, Seniority, State-Wide Step Plan, Temporary Upgrade, Procedures for Layoff, Promotional Line, and Constitution and By-Laws.

NIU’s current EAC member is Sara Clayton. If you should have questions concerning EAC, contact her by phone at 753-9526 or by e-mail: sclayton@niu.edu.

Friends of NIU Libraries Book Sale

As a service to our NIU community, NIUTEL is expanding our local calling area. Now calls to Creston, Genoa-Kingston, Hinckley, Malta, Maple Park, Shabbona-Lee, and Waterman can be dialed with just 7 digits! Rates for calls to these areas will match the rates for DeKalb and Sycamore calls.

Expanded local calling began October 1. There will be a passive dialing period of 30 days when 1 + 10-digit dialing and 7 digit dialing will be accepted. On November 1, only 7-digit dialing will be accepted to these towns.

Remember to reprogram any speed dial numbers and fax numbers held in memory for these towns! Calls made dialing 10 digits WILL be billed at the higher rate, so remember to use 7-digits.

New Expanded Local Calling Area
Employment Changes:

July 2004

Welcome New Employees:
Sandra Bonebright, Waitress—Holmes Student Center
Kathy Coats, Cashier III—Campus Parking
Judy Hendrickson, Secretary IV—History
Robert Leo, Bowling and Billiard Center Attendant—Holmes Student Center
Caleb Medearis, Security Guard—Public Safety
Michael Orson, Microcomputer Support Specialist II—Health Services
Catherine Watson, Cashier III—Bursar

Changes and Promotions:
Sonja Herington to Staff Secretary—Foreign Languages and Literature
Dana Hughes to Administrative Assistant I—College of Liberal Arts and Sciences
Sandra Jonker to Instructional Media Systems Technician—Learning Center
Jean Klock to Clerk—Student Housing and Dining Services
Angela Listy to Secretary IV—Accountancy
Nancy Ludwig to Accountant II—Controller
Annie Murphy to Secretary Staff—Judicial Office
Sandra Petit to Secretary Staff—Center for Governmental Studies
Joseph Przybyla to Police Sergeant—Public Safety
Gwendonl Spence to Secretary III—Learning Center
Christine Wendorf to Secretary Staff—Industrial Engineering

Retirements:
Geraldine Davidson, Cashier III—Bursar
Joseph Delorier, Audiologist II—Communicative Disorders
Mary Rongey, Cooks Helper—Student Housing and Dining Services

Separations:
Elizabeth Adducci, Program Services Aide—Bursar
Sheldon Bauer, Building Service Worker—Building Services
Rachel Carrier, Human Resource Representative—Human Resource Services
Kareem Kenyatta, Survey Interview Supervisor—Public Opinion Lab
Maria Kolski, Police Officer—Public Safety
Tracie Mitchel, Secretary III—Health Services
Donna Rebold, Cashier III—Bursar
Donna Wargo, Bowling and Billiard Center Manager—Holmes Student Center

Death:
Dale Sargeant, Photographic Technician—Media Services

August 2004

Welcome New Employees:
Terrence Black, LAN Administrator—Registration and Records
Paulette Bowman, Secretary IV—Outreach Services
Jennifer Flahive, Child Development Associate—Campus Child Care
Derek Hayes, Clerk—Document Services
Danielle Jordan, Child Development Supervisor—Campus Child Care
Kendra Kirkham, Child Development Associate—Campus Child Care
Heesun Majcher, Human Resource Assistant—Human Resource Services
Richard Mathiesius, Route Driver—Document Services
Christine Rodgers, Financial Aid Adviser I—Student Financial Aid
Kristin Schulz, Child Development Associate—Campus Child Care
Christiana Sepeda, Financial Aid Adviser I—Student Financial Aid
Glanaee Smith, Secretary IV—Nursing
Joan Smola, Secretary IV—Art

Changes and Promotions:
Linda Bauer, Secretary Administrative—Mechanical Engineering
Richard Carter, Building Service Foreman—Building Services
Susan Carter, Administrative Assistant I—College of Visual and Performing Arts
Cathy Craddock, Administrative Assistant I—External Affairs and Economic Development
Mike DeFauw, Sports Facilities Manager—Intercollegiate Athletics
Brian Fuchs, Building Service Foreman—Building Services
Diane Gautcher, Administrative Aide—College of Visual and Performing Arts
Jeanette Gommel, Accountant I—Controller
Nancy Gray, Administrative Aide—University Legal Services
Lee Ann Henry, Administrative Assistant I—University Advancement
Mark Kahn, Building Service Foreman—Building Services
April Kaiser, Child Development Supervisor—Campus Child Care
Karen Knappmeyer, Secretary Staff—Student Affairs
Ruth Murphy, Budget Analyst I—Building Services
Victoria Ortega, Building Services Foreman—Building Services

Joseph Pasteris, Kitchen Stores Laborer—Student Housing and Dining Services
Michael Sheehan, Building Service Foreman—Building Services
Penny Winterton, Secretary IV—Holmes Student Center

Name Changes:
Kimberly Walls to Kimberly McCaslin, Building Service Worker—Building Services
Angela Middaugh to Angela Mitchell, Kitchen Helper—Student Housing and Dining Services

Retirements:
Floyd Kelsey, Building Service Worker—Building Services
Georgia Lane, Account Technician II—Materials Management
Lawrence Sester, Building Service Worker—Building Services
Dora Suits, Cook—Student Housing and Dining Services
Nancy Townsend, Mailing Equipment Operator/Expeditor II—Materials Management

Separations:
Jason Anderson, Environmental Health and Safety Technician II—Environmental Health And Safety
Nancy Beisel, Nurse I—Health Services
Bethany Denton, Child Development Supervisor—Campus Child Care
Kristin Duffield, Community Affairs Specialist I—Public Services
Julia Frank, Account Technician II—Holmes Student Center
Kristi Henke, Lab Animal Core Technician I—Biological Sciences
Jerri Kempson, Clerk—Orientation and Campus Information
Jennifer Ridge, Secretary Staff—Student Affairs
Christine Rodgers, Financial Aid Adviser I—Student Financial Aid

Service Awards:
August 2004

5 Year Award
Dennis Abbott—NIU Libraries
Jocelyn Cunz—Holmes Center Guest Rooms
Terry Danner—College of Liberal Arts and Sciences
Melinda Davis—Chemistry and Biochemistry
Dawn Galbreath—International Student and Faculty Office
Joan Gill—NIU Tel Telecommunication Services
Donna McRoberts—Building Services
Marsha Miller—Holmes Center Bookstore
Toni Osborne—Neptune Central Food

Death:
Joseph Przybyla to Police Sergeant—Public Safety

Separations:
Elizabeth Adducci, Program Services Aide—Bursar
Sheldon Bauer, Building Service Worker—Building Services
Rachel Carrier, Human Resource Representative—Human Resource Services
Kareem Kenyatta, Survey Interview Supervisor—Public Opinion Lab
Maria Kolski, Police Officer—Public Safety
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Donna Rebold, Cashier III—Bursar
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Death:
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Lee Ann Henry, Administrative Assistant I—University Advancement
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Victoria Ortega, Building Services Foreman—Building Services

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Terry Danner—College of Liberal Arts and Sciences
Melinda Davis—Chemistry and Biochemistry
Dawn Galbreath—International Student and Faculty Office
Joan Gill—NIU Tel Telecommunication Services
Donna McRoberts—Building Services
Marsha Miller—Holmes Center Bookstore
Toni Osborne—Neptune Central Food
Barbara Seldal—Accounting
Yoo-Nek Shaw—Media Services
Sheila Skinner—University Health Service
Ellen Smith—Accounting
Clinton Strever—Building Services
Jeffrey Strohm—Publications
Christina Thompson—Holmes Center Administration
Debra Ward—University Health Service

10 Year Award
Earl Bauby, Jr.—Holmes Center Custodial
Jeffrey Daurer—Finance and Facilities
Steven Johnston—Media Services
Patricia Kee—Literacy Education
Maryann Lalowski—College of Health and Human Sciences
Patricia Probst—University Health Service
Paul Shipman—Heating Plant
Carla Young—University Health Service

15 Year Award
Diane Coleman—Campus Child Care
Jan Courtney—College of Engineering and Engineering Technology
Maureen Erickson—Outreach Services
Elefteria Matarangas—Neptune Central Food
Kelly Turner—Registration and Records

20 Year Award
Roger Brint—Building Services
Dana Ditrichs-Kunkel—Communications
Floyd Kelsey—Building Services
Patricia Schiesser—Career Planning & Placement

25 Year Award
Christine Ewald—University Health Service
Brian Hart—Building Services
Gertrude Hipps—Neptune Central Food
June Kubasiak—Public Administration

30 Year Award
John Black—Neptune Central Food
Mary Wantoba—Accounting

35 Year Award
Bonnie Langley—Neptune Central Food
Dennis Lewis—Neptune Central Food

September 2004

5 Year Award
Edilberto Belmonte—Document Services
Candy Bue—Student Employment
Sandy Carey—Neptune Central Food
Jerome Cole—Building Services
Dawn Johnson—Public Safety
Jeffrey Johnson—Building Services
Joshua Klassen—Building Services
Barbara Parpout—Neptune Central Food
Nancy Robinson—Holmes Center Custodial
William Rock—Building Services
Tom Sawyer—Building Services
Richard Scott—Public Safety
Marzena Smyd—Intercollegiate Athletics
Julie Weber—Grants Fiscal Administration
Jan Witt—University Health Service

10 Year Award
Sean Buchanan—NIU Libraries
Samuel Collin—Public Safety
Mark Gregory—Neptune Central Food
Ellen King—Enterprise Systems Support
Rose Hayes—Computer Science
Renee Page—VAPA External Programming
Rachelle Pottinger—Neptune Central Food
Kristi Rhodes—Biological Sciences
Lynn Weber—Accounting

15 Year Award
James Britz—Neptune Central Food
Elisha Byrd, III—Building Services
Phyllis Cress—Testing Services
Dave Detert—Neptune Central Food
Kenneth Eubanks—Electrical Shop
Mary Folwell—Building Services
George Hughes—Lorado Taft
Allan Metzger—College of Engineering and Engineering Technology
Christine Myroth—NIU Libraries
Joyce Rossi—Assessment Services
Ismael Said—Rockford Education Center
Dolores Sheridan—Accounts/Loans Receivable
Harden Stover—Electrical Shop
Lloyd Unger—Physics
Carolyn Vitkus—University Programming and Activities
James Wheatley—Heating Plant

20 Year Award
Albert Lundgren—Psychology
Harold Neitzel, Jr.—Information Services
Anita Roder—Neptune Central Food
Patricia Venner—Housing

25 Year Award
Michael Berger—Media Services
Tommy Daugherty—Heating Plant
Betty Fewell—Law Library
Karen Mishler—Sponsored Projects
Edward O’Donnell—Physical Plant
Daniel Schmelzer—Lorado Taft

30 Year Award
Dawn Erickson—NIU Libraries
Jane Farmer—NIU Libraries