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
- Staff Fest 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.

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 Rippenport 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
Diane Harnolle, 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

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