President’s Corner

Deck the Halls… ‘Tis the Season to be Jolly! Fa la la la laaa. Oops! Sorry. I know some of you don’t like leftovers. But we made it through the many celebrations and gatherings and the shortest daylight of the year! So far, so good! On the other hand, many of us struggle emotionally and mentally at this time of year. The pressure and additional work of the celebrations, unpleasant gatherings, and did I mention the short days? I want to encourage you, if you’re feeling low, to seek help. There are several places to turn to on campus: The Community Counseling Training Center in Graham 416, 753-9312, cahc_cctc@niu.edu; the Couple and Family Therapy Clinic in Wirtz 146, 753-1684, familytherapy@niu.edu; Psychological Services Center in Psych/Math 86, 753-0591, go.niu.edu/jst8r1; and the Employee Assistance Program, 753-9191, employeeassistance@niu.edu. Please do not think that no one cares. Talk to a trusted coworker or friend; reach out and tell someone that you are struggling. I want every one of the Huskie family to know that you are a valued member of our community. I wish everyone a prosperous, gratifying and Happy New Year!

Forward! Together!

Barb Andree, President
Operating Staff Council 2017–2018

Nominations Sought for 2018 Civil Service Outstanding Service Awards

Do you know an employee who goes above and beyond the call of duty? Please consider nominating these individuals for the OSC Outstanding Award.

This award is presented each year to recognize individual Civil Service employees who demonstrate outstanding service and who make significant contributions to the university and to the community. Up to four awards are given out each year and will be presented at the annual Operating Staff Service Awards Banquet in the spring.

Eligible employees must be full- or part-time status civil service employees who have been continuously employed at NIU since February 1, 2012, or before.

The nomination form and additional information can be found at: go.niu.edu/7utpd6

Deadline for nominations is 4:30 p.m. on Tuesday, Feb. 13.

HURRY! Operating Staff Dependent Endowed Scholarship Deadline is Jan. 31

The window of opportunity for your dependent to apply for scholarships is closing at the end of January! It is so easy to apply for scholarships now – just go to go.niu.edu/y14bse and complete the general application. The system will match your dependent to appropriate, available scholarships universitywide. Please encourage your dependent to apply for the OPERATING STAFF DEPENDENT ENDOWED SCHOLARSHIP. They will need to enter their parent’s name and department where they work. Last year the Operating Staff Council awarded three $1,000 scholarships to dependents! It only take a few minutes to apply – please encourage your Huskie Dependent to do it.
Join us for **Open Bowling and Billiards**

**Thursday, Jan. 11!**

Come right after work (4:30 p.m.) and stay ’til 7 p.m. for camaraderie and friendly competition.

All are encouraged to form a team of friends or officemates — bring your ringer!

Your $5 fee includes **SHOE RENTAL, UNLIMITED BOWLING and POOL**. Although sponsored by OSC, all faculty, staff and families are welcome. (special lanes for kids to have fun and not get gutter balls).

Beverages and snacks available for purchase.

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**PAPER/TOILETRIES drive to benefit NIU Huskie Food Pantry**

**Thursday, Jan. 11 through Friday, Jan. 26**

Bring your donations to the Huskie Den Jan. 11 to kick off the drive!

Bring items to any of these locations—

- Altgeld 103
- Graham 327
- Monat Building lobby, 148 N. 3rd St.
- Transportation/Dorland Building, key pick-up window
- Wellness/Literacy (Monsanto), first floor, main lobby, 3100 Sycamore Road

For your donation, please consider these most-needed items:

- Toiletries: shampoo, soap, lotion, shaving cream, etc.
- Personal hygiene products: deodorant, toothpaste, etc.
- Spices: ginger, oregano, curry, cumin, etc.
- Find more: go.niu.edu/7um6qe
Position Classification Review (Desk Audit)

All Civil Service employees have a right to have their position periodically reviewed by Human Resource Services to determine the appropriate classification for each position.

Did you know that if your job duties have changed and you have been performing them for at least 30 days, you can ask your supervisor to submit a Position Classification Review (Desk Audit) request through PeopleAdmin? An updated position description that accurately reflects the current duties and responsibilities designated and performed for a minimum of 30 days should be submitted through PeopleAdmin.

What is PeopleAdmin? PeopleAdmin is a web-based, Human Resource software program that allows higher education institutions, like NIU, to electronically process various HR transactions, such as requests to refill positions, salary increases/adjustments, funding changes, job description updates and position classification reviews (desk audits). NIU began using this tool in spring 2017. Access to make such requests is given to designated office support staff, business managers, department heads, division heads and other staff who would normally process/approve the paper versions of such transactions.

If you have any questions about the desk audit process, please contact Pulchratia Smith, Director of Employee Services (753-6023 or pkinneysmith@niu.edu).

Employment Changes

**OCTOBER 2017**

**Welcome New Employees**
- Monica Austria, Immigration Specialist—Vice President International Affairs
- Le’Passion Darby, Office Support Assistant—University Honors Program
- Thaddeus Luxton, Business Manager II—Development Administration
- Ryan Maloney, Admissions/Records Specialist I—Admissions
- Jarrid Matthews, Security Guard—Public Safety
- Kristina Phelps, Accounting Associate—Controller
- Stephanie Poulos, Special Events Facilitator—Alumni Services
- Alexander Pyles, Office Support Specialist—College of Engineering and Engineering Technology
- Ellen Smith, Business Manager II—College of Liberal Arts and Sciences
- Caitlyn Warren, Program Adviser—Upward Bound Program
- Hsin-Ju Yu, Admissions/Records Specialist I—Admissions

**Changes**
- Andrea Allen to Financial Aid Adviser Manager—Financial Aid and Scholarship Office
- Xellan Bidne to Admissions/Records Officer—Admissions
- Christopher Gilbert to Transportation Manager—Transportation
- Patricia Gingrich to Administrative Aide—Holmes Student Center
- David Long to Business Administrative Associate—Holmes Student Center
- Holly Nicholson to Information Technology Assistant Manager—Web and Internal Communications
- Lora Oberg to Assistant University Budget Officer—Budget Office
- Lisa Pitney to Office Manager—College of Education
- Joseph Przybyla to Police Lieutenant—Public Safety
- Lise Schlosser to Office Manager—NIU Outreach P-20
- Alan Smith, Jr. to Police Lieutenant—Public Safety

**Department Changes**
- Dianne Fraedrich, Office Manager to College of Liberal Arts and Sciences

**Death**
- Ray Contreras, Building Service Worker—Building Services

**Retirements**
- Konstantina Bahramis, Culinary Worker I—Campus Dining Services
- Diane Edwards, Office Support Specialist—Family, Consumer and Nutrition
- James McElhaney, IT Support Associate—Operation Services
- Linda Webb, IT Support Associate—Operation Services
- Jan Witt, Licensed Practical Nurse II—Health Services

**Separations**
- Flordeliza Cuizon, Building Service Worker—Building Services
- Jennifer Jeffries, Office Administrator—Holmes Student Center
- Chelsey Johnson, Culinary Worker II—Campus Dining Services
- Linda Kofron, Accounting Associate—Controller
- Lauren Lundberg, Program Assistant—NIU Outreach Rockford
- Marcus Machacek, IT Technical Associate—College of Business
- Steve Mazzorana, IT Technical Associate—Application Services
- Christian Riddle, Retail Service Supervisor—Holmes Student Center

**November 2017**

**Welcome New Employees**
- Ravea Alexis, Office Support Specialist—Counseling and Consultation Services
- Kailey Bednarek, Office Support Associate—Convocation Center

**Retirements**
- Joan Benson, Culinary Worker I—Campus Dining Services
- Tom Sawyer, Building Service Worker—Building Services

**Separations**
- Jennifer Alexander, Office Support Associate—Illinois Board of Examiners
- Federico Basseti, IT Technical Associate—Application Services
- Zachary Bohn, Office Manager—Nursing
- Le’Passion Darby, Office Support Assistant—University Honors Program

Robert Botts, Assistant Bursar—Bursar
Maria Burciaga, Human Resource Representative—Human Resource Services
Renata Catlett, Office Manager—Alumni Services
Gabriela Crespo, Library Assistant—University Libraries
Joseph Kuntz, IT Technical Associate—NIU Outreach Operations
Adeolu Oyebode, IT Support Specialist—College of Liberal Arts and Sciences
Miriah Ranken, Payroll Specialist II—Human Resource Services
Carolyn Scheele, Office Support Specialist—Mathematical Sciences
Irshad Shaik, IT Technical Associate—NIU Outreach P-20
Shawn Staggs, IT Technical Associate—Application Services
Ryan Ziegelbauer, Admissions/Records Representative—Admissions

**Changes**
- Russell Devereau to Program Adviser—Operations Management and Information Systems
- Crystal Doyle to Administrative Assistant—Accreditation, Assessment and Evaluation
- Thomas Kapraun to Office Manager—Statistics
- Nicholas Myers to Catering Supervisor—Holmes Student Center
- Joan Parrish to Administrative Assistant—Executive Vice President and Provost
- Carl Simonson to Residence Hall Attendant—Public Safety

**Separations**
- Jennifer Alexander, Office Support Associate—Illinois Board of Examiners
- Federico Basseti, IT Technical Associate—Application Services
- Zachary Bohn, Office Manager—Nursing
- Le’Passion Darby, Office Support Assistant—University Honors Program

Robert Botts, Assistant Bursar—Bursar
Maria Burciaga, Human Resource Representative—Human Resource Services
Renata Catlett, Office Manager—Alumni Services
Gabriela Crespo, Library Assistant—University Libraries
Joseph Kuntz, IT Technical Associate—NIU Outreach Operations
Adeolu Oyebode, IT Support Specialist—College of Liberal Arts and Sciences
Miriah Ranken, Payroll Specialist II—Human Resource Services
Carolyn Scheele, Office Support Specialist—Mathematical Sciences
Irshad Shaik, IT Technical Associate—NIU Outreach P-20
Shawn Staggs, IT Technical Associate—Application Services
Ryan Ziegelbauer, Admissions/Records Representative—Admissions
Service Awards

October 2017

5 Years
Sherri Barber—DoIT-Admin-Business-Finance
Christopher Bos—Physical Plant
Bridget Bowen—Bursar
Peter Broughton—Building Services
Aarom Campuzano—Building Services
Edward Crawford—Building Services
Jennifer Dooley—Northern Public Radio
Daniel Edwards—Physical Plant
Kevin Giebel—Materials Management
Amy Hodge—Allied Health and Communicative Disorders
W. McDowell—Anthropology

Michelle Hess, IT Technical Associate—Office of Information Security
Jason McCauley, Police Officer—Public Safety
LaShawn McNeal, IT Support Associate—Testing Services
Kimberly Miller, Clerk—Development Operations
Rachel Pierce, Office Administrator—College of Liberal Arts and Sciences
Tabitha Sims, Graduate School Specialist—Graduate School
Crystal Slaughter, Office Support Specialist—Center for Black Studies
Taylor Swank, Library Assistant—University Libraries

Aaron Nicholson—Building Services
Jonathon O’Donnell—Public Safety
Eric Olson—Physical Plant
Daniel Phalen—Campus Dining Services
Jeanie Sparacino—Access
Joseph Swedberg—Physical Plant
Mindy Venners—Human Resource Services
Deborah Williams—Graduate School

10 Years
Deborah Albion—Campus Dining Services
James Fisers—Grounds
Kimberly Folow—Building Services
Brenda Hoiness—Graduate School
Chelsie Johnson—Campus Dining Services
Kathryn King—Testing Services
Maria Munguia—Building Services
Anthony Sharp—Transportation
James Wayman—Holmes Student Center

15 Years
Carol Albert—Operation Services
Michael Augsburger—Kinesiology and Physical Education
Stephen Skall—Operation Services
Diane Wrigley—Health Services

20 Years
Mia Hannon—College of Engineering and Engineering Technology
Shelley Harold—School of Art and Design

25 Years
Bobbie Disrud—Lorado Taft
Katherine Frank—Procurement and Strategic Resourcing
Christopher Gilbert—Transportation

November 2017

5 Years
Kimberly Brinkmeier—Heating Plant
Chad Gautcher—Heating Plant
Joseph Spickerman—Heating Plant
Thomas Urda—Physical Plant

10 Years
Tim Ferris—Transportation
Katherine Goshko—Operation Services
Timothy Schwartz—DoIT-Admin-Business-Finance

15 Years
David Click—Application Services
Janet Danekas—Campus Dining Services
Dawn Gavin—DoIT-Admin-Business-Finance
Thomas Kapraun—Mathematical Sciences
Patti Miller—NIU Outreach Naperville
Wendy Rodriguez—Housing and Residential Services
Deirdre Young—Registration and Records

20 Years
Stephanie Zimmerman—Materials Management

30 Years
Vivian Bandy—Accounts Payable and Travel

35 Years
Susan Schroeder—Health Services

40 Years
Teresa Jacobson—University Libraries