President’s Corner

Greetings Operating Staff,

I’m excited to embark on new journeys with you—not only the beginning of a new academic year, but a new university presidency. Lisa Freeman’s integrity, passion and concern for staff make her a great fit for the university, and a great partner to the Operating Staff Council.

This year the council has several goals including distributing a survey about working conditions and communication, continued work on employee morale and gathering more feedback from our constituents in general. If you have any thoughts or issues you would like to share with us, please contact OSC@niu.edu.

Go Huskies!

Holly Nicholson, president
Operating Staff Council, 2018-2019

SECA 2018 Charitable Giving Campaign Ends Wednesday, Oct. 31

The State and University Agencies Combined Appeal (SECA) Charitable Campaign will end Wednesday, Oct. 31.

Please consider a contribution to the charity of your choice via the means noted below. Participating charities are listed on the SECA website at go.niu.edu/seca.

**PAYROLL DEDUCTION CONTRIBUTION**

1. Complete the payroll deduction portion of the SECA Pledge Form.
2. Complete the NIU SECA 2018 Instruction/Payroll Deduction Form.
3. Send both forms to Human Resource Services, ATTN: Joyce Pusateri.

**One-Time Direct Gift**

1. Complete the “One-Time Direct Gift” portion of the SECA Pledge Form.
2. Make your check(s) payable to each individual charity (NOT TO SECA); include the seven-digit charity number in the memo section of each check.
3. Sign and date the form, and send with your check(s) to Human Resource Services, ATTN: Joyce Pusateri.

**ONLINE CONTRIBUTION**

Visit https://seca.healthcharities.stratuslive.com and follow the instructions.

Questions should be directed to Joyce Pusateri, Human Resource Services, at 815-753-0458 or jpusateri@niu.edu.

Fall 2018 Training and Lunch Presentations

The Employee Assistance Program and Training Center has announced their fall programs. To see the list of offered trainings, go to go.niu.edu/hrtraining. For a list of lunch presentations go to go.niu.edu/hr-brown-bag.
The Giving Project Continues to Give Useful Items to the Huskie Food Pantry

The Giving Project, sponsored by the Operating Staff Council, makes handmade knit and crochet gifts for NIU students who frequent the Huskie Food Pantry. For over two years NIU staff, faculty, students and retirees have been making scarves, dish cloths and other useful items.

“The students who use the Huskie Food Pantry really appreciate the handmade donations,” said Jennifer Van Ewyk, Assistant Program Director for Student Involvement and Leadership Development. “The handmade items are a nice, warm and welcoming touch to the Huskie Food Pantry!”

The crafters meet every other Thursday from noon to 1 p.m. in Founders Memorial Library, Room 337/338. The schedule is on the NIU Events calendar. Their first meeting of the fall semester was Sept. 13.

“The NIU food pantry staff said the students love the dish cloths, which is my favorite thing to crochet,” said Aline Click, Director of Outreach, Engagement and Regional Development.

Those interested in attending the Giving Project meetings should contact Aline Click to be added to the mailing list and Office 365 group. No experience is necessary. If you would like to learn how to crochet, instructors will be available and individuals may attend one or all meetings.

If you are unable to attend, but want to make items for students, please email Click at aclick@niu.edu and make a plan to collect your items.

The Operating Staff Council would gladly take donations of acrylic or cotton yarn or crochet hooks. Please email osc@niu.edu to make arrangements to donate.

NIU Outlook Email on Your Mobile Device

There are three ways to get NIU Outlook email on your mobile device:

1. Add O365 email to the Mail app on your device.*
   - go.niu.edu/email-iOS (for iPhone or iPad).
   - go.niu.edu/email-android (for Android phone or tablet).
   * NOTE: Using a Non-Microsoft/native mail client on your device requires an app password rather than your NIU password. When using an app password, you must ensure the device itself is secured with a password.

2. Download the Microsoft Outlook app.
   - go.niu.edu/outlook-iOS (iPhone or iPad).
   - go.niu.edu/outlook-android (Android phone or tablet).

3. Use a Web Browser
   - Open preferred web browser and go to O365.niu.edu.
   NOTE: The server name is: outlook.office365.com.

Multi-Factor Authentication (MFA)

All off-campus access to O365 email on your phone requires MFA. Please visit Multi-Factor Authentication (go.niu.edu/doit-mfa) for information and configuration instructions.

Flu Shots

If you missed getting your flu shot in September, there is another clinic scheduled Tuesday, Oct. 23 from 10 a.m. to 4 p.m. in the Holmes Student Center Regency Room. Employees who are covered on an insurance plan through the state of Illinois will receive their flu vaccine for free. Employees who have waived state insurance (as well as their dependents) may receive the vaccine for $38 each. The form will also be available at the day of the clinic for employees who do not have access to a computer. If you have any questions, please contact Karen Smith at 753-9191 or ksmith12@niu.edu.

Employment Changes

**July 2018**

**Welcome New Employees**

- Robert Carlson, IT Support Associate—College of Liberal Arts and Sciences
- Meredith Eskoff, Program Adviser—College of Business
- Jolyn Gilbert, Office Support Specialist—College of Health and Human Sciences
- Robin Greer-Jogun, Program Services Aide—Family Violence and Sexual Assault
- Brian Heinrich, Building Service Worker—Building Services
- Stuart Henn, Publicity Promotion Specialist—Art Museum
- Christopher Janes, IT Support Associate—Operation Services
- Drazenko Jozic, Police Officer—Public Safety
- Debra Kerman, Deputy Director—Econ Illinois
- Kristen Killian, Manager—Constituent Resource Management
- Amanda Lepic, Program Adviser—College of Business
- Teanna Lewis, Building Service Worker—Building Services
- Maria Lopez, Building Service Worker—Building Services
- Matthew McCue, Account Technician II—School of Art and Design
- Destiny McDonald, Program Coordinator—Office of Student Engagement
- Ariel Owens, Assistant Program Director—Gender and Sexuality Resource Center
Nisha Patel, Program Services Specialist—Family Violence and Sexual Assault
Michael Peet, Building Service Worker—Building Services
Neal Plechak, Storekeeper II—Materials Management
Bruce Reid, Program Adviser—CHANCE Program
Anthony Sperando, Illustrator—Intercollegiate Athletics
Patricia Wallace, Program Coordinator—Research Compliance, Integrity and Safety
Marissa Wolfe, Program Adviser—College of Liberal Arts and Sciences

Changes
Michael Bertolini to Associate Director Information Technology—Office of Information Security
Kimberly Brinkmeier to Steam and Power Plant II—Heating Plant
Jamie Colbert to Office Administrator—Counseling, Adult and Higher Education
Chelsea Dues to Administrative Assistant—President’s Office
Carl Nelson to Media Writer/Producer/Announcer II—Northern Public Radio
Linda Novak to Human Resource Representative—Human Resource Services
Julie O’Brien to Accounting Associate—Accounts Payable and Travel
Dee Phares to Library Operations Associate—University Libraries
Sara Richter to Library Specialist—University Libraries
Lisa Stocksdale to Business/Administrative Associate—Intercollegiate Athletics
Brandon Welch to Senior Library Specialist—University Libraries

Death
Patrick Hillyer, IT Technical Associate—Infrastructure Services

Department Changes
Clifford Benson, Facilities Manager to University Libraries
Angelica Gutierrez-Vargas, Assistant Equal Opportunity Officer to Department of Chief Diversity Officer
Like Hasek, Assistant Equal Opportunity Officer to Department of Chief Diversity Officer
Susan Swegle, Training and Development Specialist I to Department of Chief Diversity Officer

Retirements
Dwayne Alshanski, Catering Supervisor—Conferences Event Management
Barbara Andree, Office Manager—College of Education
Larry Metcalf, Storekeeper II—Chemistry and Biochemistry
Sherri Metsker, Human Resource Officer—Human Resource Services
Lawrence Murray, Inventory Specialist—Building Services
Judy Rosenbaum, Staff Nurse I—Health Services
Debra Sander, Library Specialist—University Libraries
Susan Schroeder, Staff Nurse II—Health Services
James Sheridan, Building Service Foreman—Building Services
Patricia Yenerich, Office Manager—University Press

Separations
Jacob Chilton, Building Service Worker—Building Services
Gabriela Crespo, Library Assistant—University Libraries
Michael Divine, Publicity Promotion Specialist—Graduate School
Jacob Glover, Distribution Clerk—Holmes Student Center
Christopher James, IT Support Associate—Operation Services
Drazenko Jozic, Police Officer—Public Safety
Oneisha Keith, Residence Hall Attendant—Public Safety
W. Laura McDowell, Anthropology Curator III—Anthropology
Neal Plechak, Storekeeper II—Materials Management
Alexander Pyles, Office Support Specialist—College of Engineering and Engineering Technology
Michael Ridge, Inventory Clerk—Materials Management
Ryan Sims, Residence Hall Attendant—Public Safety
Brian Smith, Food Service Administrator II—Campus Dining Services
Rachel Steward, Program Adviser—Student Athlete Academic Support Services
Barbara Zeman, Child Development Supervisor—Child Development and Family Center

August 2018
Welcome New Employees
Kristopher Bishop, Residence Hall Attendant—Public Safety
William Bowers, Snack Bar Attendant—Campus Dining Services
Vincent Cioni, Grounds Worker—Grounds
Justin Donahue, Police Officer—Public Safety
Michelle Drag, Office Manager—World Languages and Cultures
Mary Fitzgerald, Business/Administrative Associate—IU Board of Examiners
Heather Freet, Food Court/ Snack Bar Supervisor—Campus Dining Services
Rodolfo Galindo, Food Service Chef—Campus Dining Services
Eisa Garcia, Child Development Supervisor—Child Development and Family Center
Savannah Guerrero, IT Support Associate—Operation Services
Christine Holloway, Admissions/Records Representative—Graduate School
Elizabeth Hull, Business/Administrative Associate—DoIT-Admin-Business-Finance
Sandra Lopez, Program Coordinator—Diversity and Equity
Megan Mattingly, Office Support Specialist—College of Education
Jasmine Merritt, Residence Hall Attendant—Public Safety
Jaratya Morris, Residence Hall Attendant—Public Safety
Emilie Nkangu, Residence Hall Attendant—Public Safety
Beth Reiter, Laboratory Manager—Chemistry and Biochemistry
Aaron Robertson, Culinary Worker I—Campus Dining Services
Cindy Robinson, Food Court/Snack Bar Supervisor—Campus Dining Services
Sarah Senechalle, Grants and Contracts Associate—Sponsored Programs Administration
Constance Storey, Program Assistant—University Honor Program
Justice Sylvester, Residence Hall Attendant—Public Safety
Tina Varney, Administrative Assistant—DoIT-Admin-Business-Finance
Derek Williams, Labor Relations Specialist—Human Resource Services
Taylor Williams, Child Development Supervisor—Family and Consumer Sciences
Jimmie Wright, Residence Hall Supervisor—Public Safety
Jingzhi Zhang, IT Technical Associate—Office of Information Security

Changes
Kenton Clapsaddle to Associate Director Information Technology—Procurement and Strategic Sourcing
Michael Corson to Steam and Power Plant II—Heating Plant
Mary Hoebing to Human Resource Assistant—Human Resource Services
Jory Keller to IT Technical Associate—Web and Internal Communications
Kristen Lash to Senior Library Specialist—University Libraries
Stacy Morse to Office Manager—Educational Technology Research and Assessment
Kelly Olson to Associate Dean of Students—Student Affairs
Dawn Sibley to Office Support Specialist—English

Department Changes
Brock Bjelk, Culinary Worker I to Campus Dining Services
Wayne Cliffe, Culinary Worker III to Campus Dining Services
Danell Jackowski, Accounting Associate to Controller
Diane Lash, Assistant Pre-Press Technician to Operation Services
Kevin Osterhout, Culinary Worker III to Campus Dining Services
David Smith, Route Driver to Operation Services

Retirements
Raymond Greenfield, Building Service Worker—Building Services
Michelle McKeon, Medical Records Technician—Health Services

Separations
Tammie Hada, Office Manager—Psychology
Alyssa Hildebrand, Program Assistant—Admissions Tours and Events
Christine Horn, Culinary Worker I—Campus Dining Services
Karrie Kirk, Account Technician II—Development Operations
Leslie Lines, Culinary Worker I—Campus Dining Services
Michelle Mass, Program Adviser—First and Second Year Experience
Nicholas Myers, Catering Supervisor—Holmes Student Center
Brandon Robinson, Building Service Worker—Holmes Student Center
Irshad Shaik, IT Technical Associate—Report Cards
Jeremy Simonson, Office Support Associate—Chemistry and Biochemistry
Chad Vonderheide, Grounds Worker—Grounds
Mia Williams, Police Officer—Public Safety
Donald Wronkowski Jr., Police Telecommunicator—Public Safety

Service Awards

**JULY 2018**

5 Years
Allison Durante—Illinois Board of Examiners
Rachel Evitt—Physical Plant
Lianne Mace—Illinois Board of Examiners
Kathleen Marshall—Controller

10 Years
Mary Ensor—Holmes Student Center
Ellen Hamrick—Internal Audit
Tina Zemzemi—Music

15 Years
Patricia Fisher—Student Affairs
Mildred Tyne—Allied Health and Communicative Disorders

20 Years
Susan Armbrust—Office of Information Security
Diane Lash—Operation Services
Steven John—College of Health and Human Sciences
Henry Schwab—Office of Information Security
Brian Smith—Campus Dining Services

**AUGUST 2018**

5 Years
Xiao Bao—Institutional Research
Meredith Eskoff—College of Business
Adam Gissler—Financial Aid and Scholarship Office
Julie Ream—Convocation Center
Kyle Tichy—Financial Aid and Scholarship Office

10 Years
Janice Clausen—Physical Plant
Kate Hartman—College of Law Library
Penny Napora—Conferences Event Management
Katherine Reo—College of Liberal Arts and Sciences
David Wendelin—English

15 Years
Debbie Dohlen—Health Services
Elizabeth Espe—Parking Services
Jameson Russie—Campus Dining Services
Lise Schlosser—Continuing and Professional Education

20 Years
Paul Frye—Building Services
Lois Latimer—Health Services
Rebecca Leneau—College of Law
Patricia Liberty-Baczek—Geology and Environmental Geoscience
Eena Lundberg—Campus Dining Services
Terri Mann-Lamb—Campus Dining Services
Javier Vargas—Building Services
Laura Weber—Electrical Engineering
Brian Young—Building Services

25 Years
Ray Foster—Chemistry and Biochemistry
Victoria Peel—Accounts Payable and Travel
Pamela Sampson—College of Law Library

30 Years
Gayle Rosenwinkel—Procurement and Strategic Sourcing