



Your idea for a newsletter title here!

NEIU Civil Service Newsletter

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What is the Civil Service Council?

The Council is an elected group created to represent all Civil Service employees. We act as a channel of communication between the University Administration, the Office of Human Resources, and Civil Service employees.

Although we are sometimes confused with the unions, the Council represents and serves all Civil Service employees, negotiated and non-negotiated alike.

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Welcome!

Welcome to the inaugural edition of the Civil Service Newsletter. We hope you find the information and articles inside useful. If you would like to submit an idea or write an article for the newsletter, we welcome any and all suggestions and contributions.

To that end, we would like to open the naming of this newsletter up to you, the Civil Service Employees of Northeastern

Illinois University.

What do you think? Do you have an idea for a catchy title? Let us know by sending an email or a note to Tracy Bielecki, her contact information is on page 4 of this newsletter. All suggestions will be voted on by the council and the person with the winning name will receive a prize. We look forward to seeing all your great ideas!



Civil Service Council assists in Streamlining Employee Tuition Waiver Procedure

By: Paul Harris

Last spring, members of the Civil Service Council met with the Directors of Enrollment Services and Financial Aid to address the growing concerns and difficulties surrounding the employee tuition waiver process. As a result, employees now have a streamlined option to complete registration.

Employees can access the tuition waiver form on-line through the Employee tab on NEIU Port: <http://neiuport.neiu.edu/>. Information can be entered directly into the appropriate fields and the document can be printed. Once the document is reviewed and signed with supervisor authorization, the waiver can be submitted to the benefits department

in the Office of Human Resources either by personal delivery, interoffice mail, fax, or scanning and emailing.



In order to streamline the process, tuition waivers that are approved by the benefits office are signed and then scanned into

digital format. The scanned PDF is then e-mailed to the Financial Aid Department and copied to the requesting employee. Once received, the waiver is processed in financial aid and the tuition waiver is reflected in the employee's billing statement on their Current Student tab on the portal.

To date, the revised process appears to be working quite well and has improved the efficiency of obtaining tuition waivers. There are still some "bugs" to be worked out and the Council as well as Enrollment Services/Financial Aid/Office of Human Resources encourage constructive feedback so that any issues can be addressed and the process streamlined further.

June 2010 Elections



Judy and Tracy chat while staffing the election table.

As you know, the Civil Service Council held council member elections this past June.

We had many fine candidates and a record number of voters. We would like to thank all those employees who voted; we truly appreciate your participation!

It was a very close race and we would like to welcome

back our incumbent council members:

Mirza Baig
Cathy Duffy
Bonnie Fritz
and
Carol Martin

We would also like to send out a warm welcome to our newest members:

Laura Nichols
and
Paola Vargas

A special Thank You! goes out to:

Nick Skyba
and
Marlene Von Gerichten

for running. As stated, the election was very close and the Council appreciates your participation in the election process and willingness to serve our community.

Although commonly known as EAC, the Committee's full name is the State Universities Civil Service Advisory Committee.



A message from your Employee Advisory Committee Representative

Thank you for including me in your newsletter and for the opportunity to update the NEIU Civil Service employees I represent. My responsibility is advisory to the Merit Board, recommending action and presenting problems in the interest and needs of all State Universities Civil Service employees.

The Committee is made up of Civil Service Employees who have been elected by their fellow employees from each of the state universities and also one representative from the State University Retirement System. We have recommendation power only and do not

function as a grievance committee. It is not a resource for solving personal problems of Committee members, friends or co-workers.

My duties and responsibilities are best described in the BYLAWS OF THE STATE UNIVERSITIES CIVIL SERVICE ADVISORY COMMITTEE TO THE MERIT BOARD. Bylaws are located on the web at: <http://www.sucss.state.il.us/documents/eac/bylaws.pdf>.

Additional information about the State Universities Civil Service Advisory Committee known by many as the Employee's Advisory Committee (EAC) is also located on the web. Directory which includes meeting dates: <http://www.sucss.state.il.us/eac.asp>.

The Directory contains useful information for employees to review such as the History, Duties and Responsibilities of EAC members.

We meet on a quarterly basis and our next meeting dates are October 20-21 at Governors State University.

I am available to Civil Service employees who have concerns and can be reached by telephone at (773) 442-4105, in person or by email at p-kruszynski@neiu.edu.

Thank you.
Paul T. Kruszynski

Council Member Spotlight

In each newsletter, we would like to spotlight one of our Council members. For this first edition, we would like to take this opportunity to allow our two newest members Laura and Paola to introduce themselves.

Laura Nichols

Hello everyone, my name is Laura Nichols and I am an Administrative Assistant in the Dean's Office at the College of Education. Although I am fairly new as an employee here at NEIU, I have been part of the NEIU community on and off for a number of years as a student with the Board of Governors Program. In my time here, first as a student and now as a civil service employee I have seen and felt the positive changes that have occurred within the University and I am excited to be a part of the continuing success of the University.

When I'm not here on campus, I enjoy spending time with my son, family and friends. My hobbies include

reading, movies, cross-stitching and walking. I am also a Licensed Massage Therapist working independently, and currently working on furthering my certification to include infant and pregnancy massage.

I look forward to coming to work in part because of the people I work with and encounter every day. I am a service-minded, customer orientated person who is excited and grateful to be serving on the Civil Service council in order to better serve you, the people that serve the University.



Laura Nichol (L) & Paola Vargas (R)

Paola Vargas

Hello everyone, I'm Paola Vargas. First, I would like to thank you for your support on electing me as one of your Civil Service representatives. The next few lines will let you know a little bit about me and my days at Northeastern Illinois University.

I'm originally from Guayaquil – Ecuador and I came to the United States 17 years ago with the primary goal of receiving a degree and going back to my country. Well, I didn't go back as I had planned. Here, I met my husband and we now have three most precious jewels (my three girls.)

I have been around NEIU for quite a while, since my years as a student, I started off working as a student aide for the Commuter Center, later as a Civil Service for the University Events Office, and currently for the College of Education (almost three years).

I feel that working for these different departments has given me the opportunity to learn how to better serve the different types of communities that make up NEIU, from co-workers all the way to the students. I love it.

As I stated in the biography I wrote during the elections, I re-state: "Life to me means friends and family who you can trust and who trust you, well during all these years at NEIU, all of you are part of my life." Now that I'm part of the Civil Service Council, I will have the opportunity to serve all of you as you have served me, and be one more voice for all our concerns.

Thanks again, and looking forward to working with and for all of you.

"I am excited to be a part of the continuing success of the University."

"during all these years at NEIU, all of you are part of my life."

What is the Civil Service Council?

The Civil Service Council represents the Civil Service on all established University shared governance committees. You may have recently received a request to send your budget priorities to Laura or Tracy, our University Planning and Budget Council representatives. If you haven't yet shared your thoughts with them, please do so as they welcome your input and the Vice Presidents will be proposing their budget proposals for fiscal year 2013 (which starts July 2012) to the council next month.

In addition to our recent input in the tuition waiver procedure, we are currently working with Human Resources to rewrite the employee handbook which has not been available since 1987. We have also worked with the Administration to bring back the Employee Years of Service Awards.

Within the next month we will be also be asking you to please take a couple moments out of your day to fill out a survey so we can learn how better to serve you. Notification and a link to the survey will be sent via email, so watch your inbox!

We consistently strive to promote and develop a strong sense of community between Administration, Faculty, Student Body and Staff. Did you know that our meetings are open to all Civil Service employees. All are welcome to attend. We generally meet the second Wednesday of every month. You can visit our website for the meeting dates and locations.

Want to know more about us? Feel free to contact any one of us, our contact information is below. Or checkout our website: www.neiu.edu/Faculty_Staff/CivilServiceResources/Civil_Service_Resources.html.

Meet Your Civil Service Council

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We want to hear from you! Suggestions and contributions are always welcome. Send your articles, ideas, and accomplishments to Tracy Bielecki, and don't forget to submit your idea for our newsletter's title for a chance to win a great prize!