

Your voice is our voice. Let us hear from you!

We would like to take this opportunity to express our sincerest appreciation for those who contributed and provided feedback to the newsletters over the last year. With each edition, our mission continues to be to provide pertinent information on the state of division affairs; hone in on the exemplary people and services provided to the university internal/external communities; and provide a forum for light, enjoyable reading.

Message from the Executive Vice President

The fall 2008 semester is quickly progressing towards a successful conclusion, and once again the Division of Finance and Facilities has done an outstanding job of maintaining a safe, productive campus environment. My sincerest thanks go out to everyone in the division for all of their efforts in support of the university. You are the best at what you do, and the campus is a better place because you are part of the NIU team.

Now I am challenging all of our division employees to “take it up a notch,” and help with a new initiative to make the campus a friendlier, more accommodating place for our student body. This is a no-cost initiative that will benefit students and employees alike. I want to encourage all of you to take a few extra minutes to smile and say hello to a student as you pass them in a hallway or as you cross the MLK Commons. Please take the time to offer assistance to a student who seems confused or lost. While doing your job, **please** go the extra mile to provide the friendly and patient assistance that must be the standard for our institution. Let’s make NIU a place that our students can feel good about and remember for the rest of their lives as a friendly, helpful environment and the very best choice for their college education. I desire every operation within this division to move to and beyond existing levels of “exceptional service”—and to realize even greater service and support of our university.

In addition, I want to express our collective appreciation to President Peters for this fiscal year’s salary increment for our faculty and staff, especially given the rough economic times that currently face our country. There is no doubt that the president values the contributions we make as staff to the overall success and strength of our university.

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Finance and Facilities – Operations

Heating Plant Honored Again

In October, employees of the Heating Plant were honored once again by the Illinois Department of Commerce and Economic Opportunities, the State of Illinois State Water Survey (SWS)/University of Illinois at Urbana–Champaign and the Department of Natural Resources for their expertise in maintaining water quality in all water-based heating and cooling systems on campus.

For the eighth time in 10 years, the department earned the highest score in the state for their work, 94 points out of 100. This near-decade-long winning streak is thought to be unprecedented in the 61 years that the state has been monitoring such systems. Other Illinois colleges and universities that NIU competes against include: Governors State University, Lakeland Community College, Northeastern Illinois University, Rockford College of Medicine, Southern

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Finance and Facilities – Administration and Human Resources

Recently, I had the opportunity to speak to several of our employees at the annual Retirement Planning Seminar. This is always an optimistic occasion because service toward retirement is part of the compensation package that employees earn on a continuous basis during their years of employment. Credit in the State Universities Retirement System (SURS) is a very valuable benefit that you earn as an employee of Northern Illinois University, especially in this period of national economic retrenchment.

One of the most important assets that you have is the nature of the NIU organization. This organizational character includes the contributions, capabilities, and dedication of every employee. The university and the Division of Finance and Facilities have and will continue to institute measures to preserve resources in view of the national economic

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An "Olympic" Event

On July 23, 2008, the Convocation Center turned into Northern Illinois University's very own Olympic village. Coinciding with the 2008 Summer Games and the Third Annual Finance and Facilities Employee Appreciation Event, an Olympic theme was chosen to recognize the tremendous amount of work put forth by members of the division.



After gathering at the flag-adorned entrance, a crowd of eager participants were lead into the NIU Convocation Center by Executive Vice President Eddie Williams, Associate Vice Presidents Steven Cunningham and Robert Albanese, and

Convocation Center Director John Gordon—who along with the participants were seeing for the first time the Convocation Center transformed into an Olympic Arena! The upper tier featured large, inflatable games ranging from Rock Climbing and Velcro Walls to Wacky Trikes. The lower tier hosted electronic games such as Wii and Guitar Hero, as well as usual favorites like Bozo Buckets and Bean Bag Toss. The always attractive Cake and Cookie Walk drew large crowds, because everyone wanted to go home with one of the delicious treats prepared by the Holmes Student Center Food Services staff. However, those not fortunate enough to win a cake or cookies did not go away disappointed. In between playing games and taking in the feel of the event, attendees feasted on international cuisine catered by William Trussel, enjoying an expansive menu that included All-American hamburgers, English fish and chips, and West African Jollof rice.

Additionally, those who participated in the games and activities could enter themselves into a drawing for prizes generously donated by various departments within the division. And to capture their Olympic moment, attendees could have their photo taken on a "winner's podium." It truly was a day for the division to show its appreciation for the hard work and dedication of its employees.



The SEC Planning Committee and all involved with the event would like to thank the donating departments:

NIU Athletics, Convocation Center, NIU Employee Credit Union, Employee Assistance, Employee Services and Human Resource Development, Furniture Repair, Grounds, Holmes Student Center Bookstore, Holmes Student Center Food Services, Holmes Student Center Guest Rooms, Materials Management, Media Services, Campus Parking Services, and Housing and Dining.

They would also like to extend a very big THANK YOU to everyone who volunteered their assistance during the day to help make the event a success:

Mohammed Ali, Gay Campbell, Katasha Charleston, Traci Cheeseman, Bridgett Davis, Dawn Fritsch, Victoria Grubbs, Don Hanson, Phoebe Hodges-Carter, Ashley Jones, Brittany Jones, Jasmine Jones, Toya Jones, Vashti Jones, Whitney Jones, Terry Kessler, Shante Lubemba, Jori McCullough, Raven McGill, Gene Massey, Katie Mertes, Frances Mills, Tara Mitchell, Danielle Mosley, Al Mueller, Linda Odom, Jesse Perez, Chris Radko, Kimberly Rains, Cheryl Ross, Jill Secor, Aquanette Simpson, Roselyn Snell, Roxanna Thomas, Karen Villano, Jessica Webb, and Patrice Whiteside.



Congratulations go to the day's door prize winners:

John Anderson, Joann Alsup, Vivian Bandy, Debbie Blakeley, Mark Beaird, Roger Brint, Nancy Brown, Sue Burton, Derek Carter, Wesley Coats, Sue Dalen, Dan Fischer, Angie Flournoy, Paul Frye, Noor Harrison, Thelma Holderness, Joanne Hulmes, Jason Hutchison, Brooke Iverson, Kimberly Keith, Bill Kenney, Bryan Kosusnik, Alissa Leifheit, Julie Lindeen, Phyllis Livingston, Julie Loggins, Kim McCaslin, Maria Macias, Terri Mann-Lamb, Kallie Mashare, Rick Nelson, Iris Norris, Marvin O'Leary, Jeff Sherman, Brenda Smith, James Strub, LaRonda Thuestad, Andy Tuszyński, Jessica Tyrrell, Raul Valdivia, Jessica Webb, Lynn Weber, Dora Welch, Mary Williams, Beiling Xiao, and Sue Zahm.

And to the Grand Prize winners:

John Anderson, Debra Bryant, Bill Fuller, Matt Funkhouser, Todd Henert, Deanne King, Stephanie Kruizenga, Brent MacLeod, Debbie McGinn, Garland Mann-Lamb, Richard Mathesius, Mariano Spizzirri, Dawn Taylor, and Stanley Turner.

Plans are underway now for the 2009 division event. If you are interested in volunteering, please phone 815-753-1690 or send an e-mail to eshrd@niu.edu.

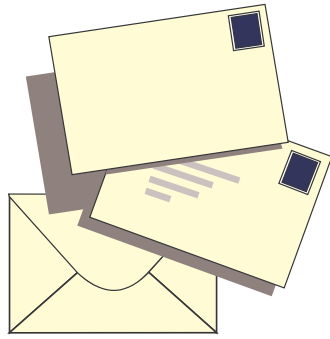




How NIU Can Be a Bit More “Green”

En•vi•ron•MAIL•ist (n):

Though the word isn’t mine (to be honest, it came from my last issue of *MailPro*), I still like the look and the sound of it. The term combines two things that are very important to me—**mail** and the **environment**. In this day and age, we all need to do our share to save trees and to alleviate our burden on landfills.



Reduce Duplicate Mailings

For the cost of a first-class stamp, a phone call, or a quick e-mail you can stop the cycle of unnecessary mail. For example, I sometimes get mail addressed to the former Mail Services Manager as well as duplicate pieces addressed to me. By informing the sender of personnel changes in our department, we can help them reduce these duplicate mailings while also saving trees/landfills:

- For letter mail pieces, use the return address to contact the sender.
- For magazines, look through the first five or last two pages for the fine print containing a contact address to stop delivery or change your information.

Tip: When unsubscribing or updating, send your contact information exactly as it appears on your mailing label. Better yet, cut the label off and mail it back to the sender with the changes noted; that way they will know exactly which record to delete or change.

Use Correct University Address

Other small practices will help, too. When corresponding outside campus we can inform the sender that the department name must be used in the address for delivery of NIU mail, while also making sure that we always include the department name in our return address. The correct format for your mail should be:

YOUR FULL NAME
 YOUR FULL DEPARTMENT NAME
 NORTHERN ILLINOIS UNIVERSITY
 1425 W. LINCOLN HWY
 DEKALB, IL 60115

Remember, Campus Mail sorts by department name only. Please do not put a location (e.g., CL160) or building address on a piece of campus mail; this is incorrect and will only slow mail delivery down. If the mail piece does not include a department name, it will stay in Directory Service until we have time to look up the department name. If the mail piece is standard mail without a department name, it will go directly to recycling. NIU recycles approximately 3.6 tons of mail a year. Recycling isn’t free—that 3.6 tons of recycled paper has a cost to NIU and to the environment. Clearly, if each person in charge of departmental mail adopts the above suggestions, NIU will become a bit more “green.”

Dawn Fritsch
Campus Mail Manager

Hard at Work

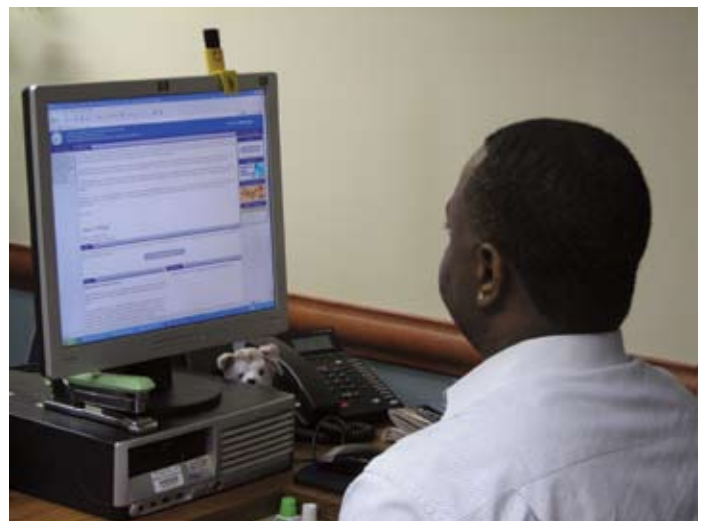


Mary Schlager of Environmental Health and Safety was hard at work assisting new NIU students and families as they returned to campus for Move-In Day on August 21, 2008.

Annual Ethics Mandate

Thank you to the Finance and Facilities employees who completed this year’s online Ethics Training. The annual Internet-based Ethics Training period began on Thursday, October 16th, and was completed on Wednesday, November 26th. All employees—Faculty, Civil Service, Supportive Professional Staff, Graduate Assistants, Extra Help, and Student Workers—were expected to complete this training.

This year the online training was more interactive (with more questions, responses, and exercises incorporated into the text). On average, the training took about an hour to complete and covered topics ranging from conflicts of interest and prohibited political activities to whistleblower activities and accepting gifts.



*“The greatest test of courage on earth is to bear defeat without losing heart.”
—Robert G. Ingersoll*



Enjoy the Ellington's Experience

If you have not yet had the opportunity, make a promise to yourself to experience the customary three-course meal and the ambiance of Ellington's. Located in the Holmes Student Center, Ellington's (formerly the Pheasant Room) is run entirely by students enrolled in FCNS 320: Quantity Food Production classes. These students prepare meals from around the world that are sure to tantalize every taste bud.

Ellington's will be open on Tuesdays, Wednesdays, and Thursdays from September 30 through November 20.



Reservations are recommended, although walk-ins will be seated when possible. Reservations for groups of 10 or more are strongly encouraged. Seating is from 11 a.m. until 12:30 p.m., with service until 1 p.m. The price of a meal is \$9 (which includes beverages and tip). Reservations can be made by calling 815-753-1763 or online at www.ellingtons.niu.edu/luncheons/. Ellington's accepts Huskie Bucks, checks, cash, and most credit cards.

Bridal Expo 2009



Do you hear the sound of wedding bells in your future—or know someone who will be “walking down the aisle” soon? If so, make plans now to attend the **Fifth Annual Northern Illinois Bridal Expo** on Sunday, January 11, 2009, from 11 a.m. to 4 p.m. in the Duke Ellington Ballroom of the Holmes Student Center.

With **over 40 exhibitors** showcasing their wares in one location, couples will be able to find everything they need to plan their special day—from florists to formal wear, hotels to horse-drawn carriages, and caterers to photographers.

A Groom's Room will be available for the men to gather, and all guests will be invited to sample foods from HSC Catering's cocktail hour and reception menu packages. Couples will also be able to tour event facilities in the Holmes Student Center, Altgeld Hall, and Barsema Alumni and Visitors Center.

Be sure to have the best seat in the house for the **Bridal Fashion Show**—where all the latest styles for brides, grooms, and other members of the wedding party will be on display. With over 1,200 attendees expected, this is one of the biggest Bridal Shows in the area—don't miss it!

For more information contact Karen Villano at kvillano@niu.edu or call 815-753-6389.

“Let us not be content to wait and see what will happen, but give us the determination to make the right things happen.”
—Peter Marshall

Learning Opportunities

- Asbestos/Biochemical – EHS and ESHRD
- Communication Derailed I and II
- Copyright Issues* – Human Resources
- CPR – EHS and ESHRD
- Customer Relationship Management 101 (CRM 101)
- Customer Relationship Management 102 (CRM 101)
- Dealing with Difficult People: A Guide to Understanding Conflict
- Delivering Great Customer Service* – Human Resources
- Effective Evaluation and Performance Review* – Human Resources
- Family Educational Rights and Privacy Act (FERPA)* – Human Resources
- First Aid – EHS and ESHRD
- Fire Safety – EHS and ESHRD
- Grief in the Workplace*
- How to Say It
- Let's Meet...(Effectively and Efficiently)* – Human Resources
- Management Skills for New and Frontline Supervisors
- Managing and Handling Cash* – Human Resources
- Motivating and Rewarding Your Employees* – Human Resources
- Orienting and Training Your Employees* – Human Resources
- Planning Successful Events and Programs* – Human Resources
- Survival Skills for Student Workers: Student Orientation
- Valuing and Managing Diversity

For more information on any of the Learning Opportunities classes, contact **Employee Services and Human Resource Development** at 815-753-1690.

***For additional information on these classes, visit the Human Resource Services homepage: www.hr.niu.edu**



“It is the province of knowledge to speak, and it is the privilege of wisdom to listen.”
—Oliver Wendell Holmes



Service Enhancement Committee (SEC)

The Service Enhancement Committee and its three subcommittees have been diligently working to continue to provide many programs for Finance and Facilities employees. Members of the Planning Subcommittee hope you enjoyed the Third Annual Division Event held at the Convocation Center on July 23, 2008.

- The Planning Subcommittee is reviewing attendee comments as they begin planning for next year's event.
- The Recognition Subcommittee is busy reviewing Employee of the Quarter and FFAR nominations, and continues to seek nominations for future awards. Don't be afraid to submit a nomination for a deserving employee; it is quick and easy to do.
- The Emergency Planning Subcommittee continues to evaluate, revise, and receive continuing education on the division's Continuity of Operations Plans (COOPs), to ensure that all division departments are in compliance with university and federal regulations.

SEC members remain committed to listening to our employees and providing services to enhance the Finance and Facilities work environment. If you are interested in volunteering to assist with future division events, need more information about the recognition awards, or have questions regarding Emergency Preparedness, please contact Employee Services and Human Resource Development at 815-753-1690.



“Any group has a sense of who it is and what it values, but this sense often remains beneath the surface. A wise leader can discern these unspoken beliefs and articulate them.”

—Diane Dreher

Emergency Planning Committee (EPC)

The Division of Finance and Facilities and the EPC would like to welcome Toya Jones, who joined our team in July as assistant director of Employee Services and Human Resource Development (ESHRD). Toya has multiple duties within the division, but is primarily responsible for departments' adherence to policies and procedures for documenting emergency business continuity plans, business impact analysis, risk assessment, and crisis management. Toya is the liaison between Finance and Facilities and the Office of Public Safety, and is responsible for maintaining emergency business continuity strategies for all departments within the division. She will be coordinating and advising departments on matters of emergency policies and implementation of drills, and will also recommend, organize, and facilitate educational awareness programs for employees throughout the division. Toya will assess the needs of Finance and Facilities employees by conducting qualitative and quantitative studies, as well as assist with seminars, workshops, and presentations. Additionally, Toya will help with the intake and investigation of complaints as well as coach supervisors and employees on policies/procedures and mediation/conflict resolution.

Holiday Open House

As the holiday season approaches, we would like to wish everyone happy holidays! We would like to thank everyone for attending the Finance & Facilities Open House on December 10, 2008. The festivities were enjoyed by all. We look forward to seeing you all in 2009! Watch for upcoming photos of the event in our Spring 2009 Newsletter.





Staff News

Do you have new employees joining your department? Have you received a promotion or been the recipient of national, regional, or local recognition or awards? Do you have news that you would like to share with the division? Let us hear from you! If you have news you would like to submit for the next newsletter, please send your information to lclements@niu.edu.

Welcome New Employees!

Tina Alamia	Employee Services and HRD
Patricia Atwell	Transportation
Brian Daniels	Public Safety
Ellen Hamrick	Finance and Facilities
Clifton Heard	Public Safety
Mohammed Hyder	Public Safety
Tim Jones	Employee Services and HRD
Toya Jones	Employee Services and HRD
Jason McCauley	Public Safety
Latoya Marz	Public Safety
Danielle Mosley	Finance and Facilities
Ali Muhiuddin	Public Safety
Habideen Olaniran	Public Safety
Bryan Pilat	Public Safety
Jose Rios	Public Safety
Menelek Shaw	Public Safety
Brandi Shelton	Public Safety
Elizabeth Slouka	Public Safety
Judith Stecker	Office of the Controller
Roxanna Thomas	Employee Services and HRD

Retirements

Judith Anderson	Physical Plant
Richard Alms	Materials Management
Debbie Blakeley	Holmes Student Center
George Brown	Building Services
James McLain	Building Services
Diane Nece	Employee Services and HRD
James Hermes	Physical Plant
Mary Houghtby	Office of the Controller
Ronald Johnson	Physical Plant
Diane Schlosser	Holmes Student Center
Jonnie Slater	Building Services
Linda Timm	Office of the Controller
Kevin Vines	Physical Plant
Susan Whittaker	Building Services
Gary Zell	Materials Management

“Many persons have a wrong idea of what constitutes true happiness. It is not attained through self-gratification but through fidelity to a worthy purpose.”
—Helen Keller

Congratulations!

- **Mary Crocker**, director of recycling/sustainability, was recently elected and installed to the Board of Directors of the Illinois Recycling Association (IRA). The IRA is the only collective voice for critical waste issues at the state level. Partnering and affiliated with the Illinois EPA, U.S. EPA, Illinois Department of Natural Resources, Department of Commerce and Economic Opportunity, and the U.S. Department of Energy, the IRA is committed to 1) reducing waste, 2) promoting marketable sources, and 3) preserving resources.
- In May, **Northern Illinois University** was recertified as a StormReady Community by the National Weather Service StormReady Advisory Board. NIU staff meteorologist Gilbert Sebenste was credited for his leadership, and NIU was recognized for a progressive preparedness that continues to be outstanding. Since receiving StormReady certification in May 2002, NIU and Gilbert Sebenste were recognized for continuing to meet and exceed all of the requirements of the StormReady program and congratulated for maintaining a “prototype” of severe weather preparedness programming. NIU has been recertified until May 2011.



Debbie Blakeley during Skyroom Retirement Party.



Diane Nece, center, with ESHRD staff.



Staff News

Employee of the Quarter



Gay Campbell
July 2008

*Administrative Assistant
Finance and Facilities*

*Gay Campbell, seated, with Robert Albanese,
Debra Bryant, and fellow employees.*



Diane Mayfield
October 2008

*Application Support Specialist
OneCard ID Services*

Do you know someone who should be nominated as a future “Finance and Facilities Employee of the Quarter” or “FFAR Winner”? Please consider nominating a fellow Finance and Facilities employee for an award; it doesn’t take a lot of time. Forms are available on the Finance and Facilities website or by contacting Lesley Clements at lclements@niu.edu or 815-753-1616.

*“It is impossible for a man to be cheated by anyone but himself.”
—Ralph Waldo Emerson*



NIU Finance and Facilities — PEOPLE TO KNOW



Toya Jones
*Assistant Director,
Employee Services
and Human Resource
Development*

How long have you worked within Finance and Facilities? NIU? I've been employed with ESHRD since July 16, 2008.

What are your current job responsibilities? What do you enjoy about your job? My responsibilities include maintaining and updating the Continuity of Operations Plans (COOPs) for the Division of Finance and Facilities. I am also responsible for coordinating and advising departments within the division on emergency protocols and compliance. I will be developing, implementing, and partnering with internal and external units on safety awareness drills, classes, and workshops for the division. I am also the liaison between Finance and Facilities and Office of Public Safety.

Finish this statement: "Others outside of my department would be surprised to know that, as part of my job, I..." Am an eight-year member of the DeKalb Area FEMA Board, which serves crisis populations in DeKalb County.

How do you enjoy spending your free time? Spending time with my husband and three daughters.

What do you want others to know about you that they don't already? I have been involved in crisis and high-risk planning for the last 10 years, and I have been serving the at-risk populations of not only DeKalb County but Winnebago, DuPage, Kane, Stephenson, Carroll, Whiteside, and Cook within that time. I have also been actively involved in the courts for all of those counties as an advocate for underserved populations.

Any words of wisdom, motivation, or advice for others? Work hard, don't be afraid to ask questions, say what you mean, and mean what you say. Learn as much as possible about your job so that your performance is maximized and you are always giving your best.



"The best way to secure future happiness is to be as happy as is rightfully possible today."

—Charles W. Eliot



Lt. Darren Mitchell
*Director, Office of
Emergency Management
and Planning, NIU
Department of Public
Safety*

How long have you worked within Finance and Facilities? NIU? I've worked for the NIU

Department of Public Safety for almost nine years, and I've worked for NIU for over 14 years. I came to NIU in 1988 as an undergraduate student, and completed both my undergraduate and graduate degrees at NIU. In 1994, I started my career as assistant director of the CHANCE Program. In 2000, I joined the NIU Department of Public Safety.

What are your current job responsibilities? What do you enjoy about your job? I am director of the Office of Emergency Management and Planning for the NIU Department of Public Safety. My office is responsible for the university's Emergency Operations Plan, Avian Influenza and Public Health Emergencies Plan, critical incident management, and all related training and exercises. I also supervise the Special Investigations Unit, SAFE Unit, CAMPUS Unit, K-9 Unit, and the 911 Communications Center.

I enjoy the variety of challenges associated with my job responsibilities. Also, I enjoy the fulfillment that comes with being an integral part of keeping our campus community safe. My job keeps me connected with a host of people all across our campus. Those connections help me build relationships that are vital for my success in public safety.

Finish this statement: "Others outside of my department would be surprised to know that, as part of my job, I..." Am a member of the State of Illinois All Hazard Incident Management Team. This team provides assistance to communities that have been affected by natural or man-made disasters. In June 2008, our team was deployed to Henderson County, Illinois, during the Mississippi River flooding crisis to work with the Illinois Emergency Management Agency.

How do you enjoy spending your free time? My job keeps me pretty busy, so I try to devote any free time to my wife and three kids. My kids are active in organized sports year round, so I try to attend as many sporting events as I can. From time to time, we also take family trips to museums, movies, or a Sox game.

What do you want others to know about you that they don't already? I have an interest in politics and, someday, I would like to hold a political office.

Any words of wisdom, motivation, or advice for others? The advice I would give to others, particularly those working in the public sector, is the same advice a mentor gave to me years ago: "Your job is not about you, it is always about the people you serve."



PEOPLE TO KNOW



Karen Smith
*Program Services
Specialist, Employee
Assistance Program/
Employee Relations and
Training*

How long have you worked within Finance and Facilities? NIU? I started at NIU in 1999

in the Employee Assistance Program and Employee Relations and Training offices.

What are your current job responsibilities? What do you enjoy about your job? I am responsible for providing information, assessment and referral services, case management services and limited crisis intervention services to university employees, their dependents, and annuitants on mental health and substance abuse issues, as well as assisting employees and supervisors with work-related problems. I am also responsible for planning and implementing wellness programs, which include the annual Wellness Fair and the Flu Shot Clinic. Within Employee Relations, I assist in planning and implementing HR training programs, including the recent Ethics Training, as well as help in maintaining the administrative functions for each office.

What I enjoy most about my job is that, for the most part, every day is different from any other day. Through this job, I am fortunate to be able to work with and meet the wonderful employees of NIU.

Finish this statement: “Others outside of my department would be surprised to know that, as part of my job, I...” Work on Ethics Training all year round. Thank goodness for vacation days!

How do you enjoy spending your free time? I would have to say spending time with my grandchildren and husband would be tops on my list! Doing projects that consist of deconstruction and construction would have to be second, along with my enjoyment of reading.

What do you want others to know about you that they don’t already? Two things come to mind: I dislike shopping unless it’s at Lowe’s, and I love speed and have been fortunate to be able to do some “legal” drag racing on the racetrack and “cruising” down the Autobahn in Germany. That was a trip in itself!

Any words of wisdom, motivation, or advice for others? I would have to say that I believe everyone has something good in them and everyone has a gift to offer. Finding the gift within you is a journey of really looking into yourself—discovering and admitting to your strengths and weaknesses. It’s worth the journey. Your reward will be finding purpose and passion in your life and in your work.



“It is the greatest shot of adrenaline to be doing what you’ve wanted to do so badly. You almost feel like you could fly without the plane.”

—Charles Lindbergh



NIU Finance and Facilities — A DEPARTMENT TO KNOW Campus Parking Services

Kristin Waddell

*Director of Parking Services
Department of Public Safety*



What are some of the daily operations for which your department is responsible? We are responsible for parking enforcement, administration, permit sales, high levels of customer service, and coordinating parking for events on campus.

Who and how many employees do you have within your department? We have one director of parking, two assistant coordinators of parking and traffic, one parking manager, one parking meter mechanic, six cashiers, five parking enforcement agents, one graduate assistant, and three student workers.

What do you want others to know about your department that they don't already know? Our staff at Campus Parking Services has a strong commitment to serving the community. The staff has many years of service at the university and works hard to ensure that the community is parking safely and legally.

What are some changes your department has experienced over the last few years? Campus Parking Services recently became part of the Department of Public Safety. The enforcement side of Campus Parking used to work under the Department of Public Safety, while the administration side of Campus Parking worked directly under the Division of Finance and Facilities. This restructuring combined all of Campus Parking and fully merged parking with NIU Public Safety. Through an emphasis on safe and legal parking, with high levels of customer service, the goal is to create the best environment for students, faculty, staff, and the community.

Do You Know the Next Employee of the Quarter Winner???

Do you know someone who deserves the honor of being the next Finance and Facilities Employee of the Quarter? Have you taken the opportunity to nominate an employee within your department or fellow division co-worker for the exceptional work they do as part of their job? You've seen past winners—now you can help the SEC Recognition Subcommittee select the next Employee of the Quarter winner.

Criteria and deadlines for all recognition award opportunities are available on the Finance and Facilities website or by contacting ESHRD at 815-753-1616.



Watch for Two (2) New Initiatives

The Office of Employee Services and Human Resource Development, on behalf of the Division of Finance and Facilities, is eager to share with you two (2) upcoming initiatives. These initiatives are being developed in order to enhance the professional and personal development of the division's employees.

H.E.L.P. - Finance and Facilities Healthy Employee Lifestyle Program is designed to promote the 2009 Olympic Employee Outing as well as move employees toward a healthier lifestyle.

P.U.P.S. - Professionalism and Unity as well as Purposeful Service Program is designed to emphasize a renewed image on customer service throughout the division.

Look for upcoming information on both campaigns!

“If you want to make minor, incremental changes and improvements, work on practices, behavior or attitude. But, if you want to make significant, quantum improvement, work on paradigms.”

—Stephen R. Covey



Message from the Executive Vice President

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Also, I wish to acknowledge the outstanding response of our Building Services employees to the recent fire at Northern View Apartments. Your quick and energetic response was great. Job well done.

Finally, thank you for joining us for the annual Division of Finance and Facilities Holiday Open House on Wednesday, December 10, 2008.

Once again my thanks to everyone for your fine efforts on behalf of the Division of Finance and Facilities.

Eddie R. Williams, Ph.D.

Executive Vice President, Business and Finance,
and Chief of Operations

Finance and Facilities – Operations

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Illinois University (SIU), SIU–Edwardsville, SIU–Springfield, University of Illinois–Chicago, University of Illinois–Springfield, and Western Illinois University. NIU also competes against state corrections facilities, State of Illinois Human Services facilities, the Secretary of State’s four compounds, and 13 Central Management organizations.

The goal of the program is to extend the lifetime of the heating and cooling systems, to keep them operating efficiently, to keep equipment running at peak efficiency, and to reduce maintenance. As these procedures reduce energy costs and extend the useful lifespan of equipment, they result in short- and long-term savings to the university.

The program also helps determine best practices to recommend to the 87 other sites monitored by the state agencies. NIU has consistently originated practices that set the example for others in the state to follow.

NIU is also a leader in the state for its building automation system, INET-Seven. The Heating Plant is able to remotely monitor and adjust temperatures in select buildings across campus.

Robert C. Albanese

Associate Vice President
Finance and Facilities-Operations

Finance and Facilities – Administration and Human Resources

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situation and especially the status of the state budget. Many effects of the swift decline in national and world-wide economic conditions during the last quarter of 2008 have yet to be realized. However, NIU is a lean institution and knows how to operate very efficiently. The university will rely on the superior work ethic and commitment of our faculty, staff, and students as we respond to the changing status of the economy in the coming months.

I want to congratulate Kinga Mauger and the staff of the Bursar’s Office, who have worked diligently assisting with completion of the final stages that implemented the Student Financial System, and also the leadership of Steve Pace, who has guided a blended team of Information Technology Services and Bursar’s Office staff members toward a successful completion of this important component of the Student Information System.

Finally, we have been most pleased to open a new HRS Service Center in Swen Parson Hall. I encourage you to drop by this Service Center, as it is designed to handle most routine personnel transactions and informational requests through our new on-campus site. For more information on the Service Center, feel free to call Celeste Latham at 815-753-6525.

We wish you a great winter holiday season and look forward to a most interesting 2009 calendar year ahead.

Steven D. Cunningham, Ed.D.

Associate Vice President
Administration and Human Resources

Did You Know?

If your department would like to place an order for items with the Finance and Facilities logo on it, please note that there is an established logo at the following locations:

***Competitive Edge**

Contact Elizabeth at 815-758-0056

***SJB Promotions**

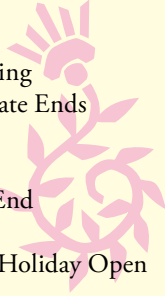
Contact Jill at 866-561-1515

“We can practice leadership principles, but the only way to learn to use them is to lead. Not knowing it all is no excuse not to start.”

—Judy Columbus



Looking Ahead



November	13	SEC Committee Meeting
	26	Ethics Training Mandate Ends
	27	Thanksgiving Day
December	5	Fall Semester Classes End
	8–12	Finals Week
	10	Finance and Facilities Holiday Open House
	11	SEC Committee Meeting
	14	NIU Fall Commencement
	24	Christmas Holiday Begins
January	1	New Year's Day
	8	SEC Committee Meeting
	11	Northern Illinois Bridal Expo at HSC
	12	Spring Classes Begin
	19	Martin Luther King Jr. Holiday

Have a Submission?

This newsletter is a publication of Finance and Facilities and Employee Services and Human Resource Development (ESHRD). All Finance and Facilities staff are invited to submit information to be included in this newsletter. Submissions should be sent to Employee Services and Human Resource Development, Holmes Student Center 610, faxed to 753-3335, or e-mailed to lclements@niu.edu.

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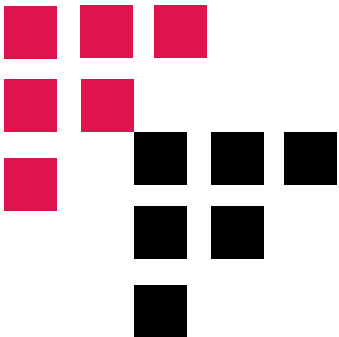
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"If you want to live a happy life, tie it to a goal, not to people or things."

—Albert Einstein



NEWS

**Division of
Finance
and
Facilities**