



Division of Finance and Facilities NEWS

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Spring 2010

Inside:

Ergonomic Center	3
A Day of Reflection	3
ESHRD Online Registration Tool a Success	4
Battery Recycling Program	4
News From Campus Mail Services	4
Learning Opportunities	5
Faculty/Staff Golf League	5
Staff News	6
People to Know	7
FCNS Nutrition Insert	8-11
Summer Fitness Challenge	12
Fitness Challenge News	13
Service Enhancement Committee	14
Emergency Planning Committee	14
Looking Ahead	14
Division Survey	15

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 to and provided feedback for the newsletters over the last year. With each edition, our mission continues to be to offer pertinent information on the state of division affairs; hone in on the exemplary people and services provided to the university internal/external communities; and present a forum for light, enjoyable reading.



Message from the Executive Vice President



I would like to extend my appreciation to all members of the Finance and Facilities team as we come together to face the unprecedented financial crisis confronting the state and our university.

As specifically mentioned in President Peters' December 3, 2009, budget message to the Board of Trustees and the NIU campus, the university is facing a dire fiscal year as a result of a funding backlog with the state. The university's leadership has been aware for some time that there would be some major budget challenges for our campus in fiscal year 2010 and FY2011, and therefore the university has pursued proactive measures to

delay any critical direct and immediate impact on university operations. As a result of these anticipatory actions, NIU has not been forced to establish employee furloughs, pay cuts, and/or layoffs, which unfortunately some other academic institutions in the state have had to impose.

In addition to maintaining a streamlined and conservative spending policy at the university, President Peters has initiated additional cost-cutting measures to keep us fully operational while the state leadership comes up with a solution to the state budget crisis. Going forward into FY2011, the university has been placed on a hard hiring freeze for all new and vacant positions with the only exceptions being for critical academic and operational positions required to maintain overall university operations. Also, President Peters has requested that all departments reduce spending and delay any purchases, contracts, and appointments in order to conserve cash.

These new measures will inevitably place additional requirements and demands on the division. In the past, you have shown incredible commitment and diligence in fulfilling the mission of Finance and Facilities. I am asking for your continued fortitude and resilience. I urge you all to keep current with updates from the President's Office regarding developments affecting the university. I am thoroughly convinced that—as a division and as a university—we will overcome these challenges together.

Despite the current financial climate, there is some good news. Governor Pat Quinn has released \$10.3 million in capital funds for a substantial construction initiative on campus, the Cole-Stevens Complex project. These capital funds will support full architectural planning and renovations for the Stevens Building. Additionally, funds have been allocated for the repurposing of Cole Hall in response to the February 14, 2008, tragedy. Securing capital money for these projects has been a top priority for the university not only because of its impact on the academic experience for our students, but also because of its impact on the continuing healing process.

I again acknowledge and seek your continued effort and commitment as we work to fulfill the mission of this great university. To the best that I can assure you, the university leadership is making every effort to avoid measures taken at other universities. We remain resolute in minimizing the impact that these financial challenges will have on academic programs, services, operations, and on our dedicated faculty and staff at NIU.

Eddie R. Williams, Ph.D.

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

Time to Flex!

As announced, NIU will again implement a four-day workweek for the DeKalb campus this summer. The four-day workweek will be 10 weeks in duration and will begin on Monday, June 7, extending through Friday, August 13. The regular five-day work schedule will resume on Monday, August 16.

Employees are reminded to review the official notice received from Associate Vice President Steven Cunningham or review the Human Resource Services website (www.hr.niu.edu).



Finance and Facilities – Operations



As we are all aware by now, the State of Illinois is facing severe budget shortfalls. These shortfalls have already had an impact on the university. However, I would like to take this opportunity to inform you about the steps taken to prevent any dire effects on the university's overall operations.

Beginning in fiscal year 2010—as part of cost-cutting measures—we delayed filling most open positions within the division. This decision has proven beneficial going into FY2011 because it has removed substantial financial obligations from the division as we head into a difficult budgetary period. We will continue this policy going forward to the extent necessary to maintain current campus operations. Additionally, we have supplemented full-time staff with student workers and extra help in order to minimize service interruptions to the campus.

Throughout this process, we continue to prioritize tasks with health and safety considerations as priority #1. The success of these measures would not be possible without the cooperation of each department. For example, Building Services staff continues to clean offices and classrooms on a daily basis. This involves considerable coordination between foremen and Building Service workers, as well as effective communication between foremen and management.

As news comes in regarding the budget for FY2011, we will communicate to the campus community any changes in day-to-day operations. To our division, the health and safety of the campus is critical—and that will not be compromised. As such there may be noticeable but unavoidable staffing disparity within certain areas. An example of this would be the Heating Plant, which must maintain specific staffing levels on a daily basis in order to maintain a healthy and safe campus environment.

Another step taken to keep expenditures low has been to delay replacing and/or purchasing new equipment. For FY2010, there were with few exceptions no purchases of equipment. This policy is intended to continue for FY2011; therefore, equipment will be replaced only if it is broken or to avoid ongoing campus maintenance issues.

All of these efforts would not be successful without the cooperation and dedication of the Finance and Facilities operational staff. As a team, we are committed to meeting the burdens placed on the university in spite of a substantial budget shortfall. I would like to thank everyone for their efforts.

Robert C. Albanese
Associate Vice President
Finance and Facilities–Operations

***“We are what we repeatedly do.
Excellence, then, is not an act
but a habit.”***

–Aristotle

Finance and Facilities – Administration and Human Resources



As fiscal year 2010 concludes, the university is continuing to take steps to address the state cash flow crisis and maintain payrolls. Student services, safety, and employee well-being are among the university's highest priorities. FY11 promises to be an extraordinarily challenging year, during which the university community will be relied upon to operate efficiently in a difficult fiscal context. NIU has an exceptionally dedicated work-

force, good systems of communication, and an effective system of shared governance. These aspects of our institution will be very important in the upcoming year.

Pensions

The state recently completed the sale of \$3.5 billion in pension obligation bonds and distributed the FY10 payments for state contributions to the pension system in mid-January. Although the bond sale has contributed to the long-term debt of the State of Illinois, these funds will now be invested by the pension systems on behalf of participants.

Human Resource Services

HRS is working extensively with employees, students, and graduate assistants with respect to employment in this difficult economy. HRS is preparing to launch its updated website, which will include the implementation of new online forms and procedures. In addition, the department is also working with employees, local health service provider networks, and organizations with respect to Central Management Services (CMS) policies and payment of insurance claims.

Bursar's Office

The Bursar's Office should be commended for their dedication in working with our students and their families during this academic year. The Bursar's Office has also been working in close collaboration with the Student Financial Aid Office and other Enrollment Services areas to better serve and assist our students in every way during these difficult financial times.

Procurement Services

Procurement Services is preparing to coordinate implementation of Senate Bill 51, a comprehensive amendment to the State Procurement Code. Procurement procedures are already very complex and SB51 will, once again, substantially amend the procurement process. The procurement area has also enhanced the Supplier Diversity Program in recent years. It should be acknowledged that NIU has reached 100% of its goals under the State Business Enterprise Program. This is an important initiative and we greatly appreciate the assistance received from various departments and colleges throughout the university with respect to this state and university initiative.

In closing, it is apparent that prioritizing the needs of the university, along with the dedication of employees and the strength of this campus community, will be very important in overcoming the financial obstacles in this coming year.

Steven D. Cunningham, Ed.D.
Associate Vice President
Administration and Human Resources



A Partnership in Ergonomic Wellness: The NIU Ergonomic Center

At the end of the day, is your back or neck sore from sitting in front of a computer for 8 hours? Would having foot support under your desk help your hips feel better when you get up to move? Now there is a new resource available on campus to assist employees with such problems.

Environmental Health and Safety (EHS) offers ergonomic evaluation services, back safety training, and workshops for the university community at no charge. The objective of the ergonomic evaluation is to identify work-related ergonomic risk factors that may be contributing to an employee's pain and discomfort. Evaluations consist of: 1) interviewing the employee to identify their concerns and their job duties, 2) observing the employee interacting with their workstation, and 3) implementing recommendations to eliminate pain and discomfort while promoting comfort and neutral postures. Once recommendations have been implemented, EHS follows up with the employee to identify which recommendations were the most effective.

The NIU Ergonomic Center was established through a partnership between EHS and Materials Management. While performing ergonomic evaluations, EHS Safety Officer Scott Mooberry discovered that employees were benefiting from ergonomic tools (e.g., chairs, keyboard trays, etc.) and enjoying a greater degree of flexibility and adjustability at their workstations. Since one size does not fit all, EHS began recommending that users "test drive" ergonomic tools at office supply stores. Additionally, EHS began providing and installing adjustable keyboard trays, alternative mouse controls, and contour-shaped keyboards on a temporary basis to give users the opportunity to realize the benefits of such tools before making a purchase. EHS also set up an ergonomic workstation at the 2009 Employee Wellness Fair, which was quite



popular with attendees. To keep the project moving forward, EHS partnered with Furniture Resale Manager Larry Murray to develop the Ergonomic Center.

Housed within Furniture Resale in the Dorland Building, the Ergonomic Center consists of two workstations: one is outfitted with ergonomically designed furniture and tools while the other is not. Employees are given the opportunity to sit at both workstations while EHS and Furniture Resale staff demonstrate the features and benefits of the ergonomic workstation. Employees can operate and adjust keyboard trays, monitor arms, foot rests, document holders, task lighting, and mouse controls while seated in an ergonomically designed chair.

Larry and Scott have been working with Chicago-based Evolution Interiors on providing items for the Ergonomic Center. They point out that the items in the Ergonomic Center are not designed for an employee who might spend only a short amount of time each day behind a desk, but rather for the employee who spends their whole day sitting behind a desk, typing and/or working on a computer.

Each piece is designed specifically for each employee to facilitate ergonomic health, and Scott and Larry can assist you in developing a workstation better suited to your needs.

With the current freeze on spending, Larry understands that departments may not have the ability to purchase items right now. However, if an employee within your department has ergonomic concerns, there are still options available. Even a small change—such as replacing a mouse, adding a keyboard tray, providing a new chair, or purchasing an arm for a monitor—can be the start of a huge improvement in the ergonomic health of an employee.

To request an ergonomic evaluation, please contact Scott Mooberry at 815-753-3905. To visit the NIU Ergonomic Center, please contact Larry Murray at 815-753-1437.

Scott Mooberry
Safety Manager
Environmental Health and Safety

Larry Murray
Manager, Furniture Resale
Materials Management

A Day of Reflection...

On Sunday, February 14, 2010, NIU and the surrounding community came together for a day of events in remembrance of Gayle Dubowski, Catalina Garcia, Julianna Gehant, Rianne Mace, and Daniel Parmenter.

At 3 p.m. attendees lined sidewalks from the MLK Commons to the completed Memorial Garden as President Peters, Mrs. Peters, and family members presented wreaths before the Reflection Wall, a monument bearing the names of the five students lost that day two years ago. Following a few brief words from President Peters, those in attendance filed past the wall, leaving their own tokens of remembrance.

During the early evening, campus and community members again gathered in the MLK Commons to light candles in celebration of the lives and memories of the five fallen Huskies.

Several Finance and Facilities departments participated in the day's events, and we thank them for representing the division.





ESHRD Online Registration Tool a Success!

In September 2009 ESHRD unveiled a new Online Registration tool for Finance and Facilities employees. The Online Registration and Database project was created as an all-encompassing, fully integrated, real-time function for the department. By visiting the ESHRD homepage (www.niu.edu/eshrd), division employees can now find information on upcoming ESHRD classes, workshops, and events as well as register for the classes and workshops they want to attend.

The Online Registration and Database initiative allows the ESHRD to:

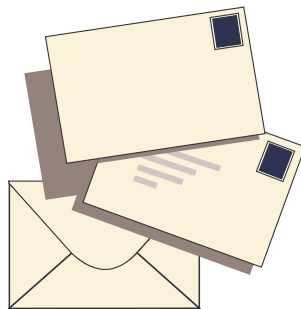
- Highlight and promote ESHRD workshops/classes/events.
- Give division employees the ability to manage their own enrollment and unenrollment in ESHRD classes and workshops.
- Collect, store, and compile historical data regarding employee participation and/or attendance in workshops, classes, events, and certifications hosted or facilitated by ESHRD or outside entities.

None of this would have been possible without the talented people in ITS who worked tirelessly to complete this project. ESHRD wishes to give a warm and gracious thank you to Dan Stankiewicz, Helpdesk support associate; Jim Spraner, IT coordinator; Sabrina Hammond, assistant director, ITS; Dale Thurman, IS coordinator; Ann Kenney, Helpdesk support associate; and Terry Dugan, project manager. Additionally, the ESHRD staff provided many hours of upgrade input ideas, testing, data entry, and information verification, which were vital to the success and completion of this project. Thank you to Aquanette Simpson, Ed.D., director; Lesley Gilbert, assistant director; Tina Alamia, office support; Tim Jones, former graduate assistant; and Amy Hall, former graduate assistant. We couldn't have done this without you. Thank you all.

Customs Declaration Needed for Small-Packet Mailers

According to the U.S. Postal Service, all small-packet items must now bear an appropriate customs declaration, regardless of value or contents.

Small-packet items are letter post items that are not considered letters, cards, or flats. This includes items that weigh 16 oz. or more and have dimensions over the maximum size of 11-1/2" in length, 6-1/8" in height, and 1/4" in thickness. Additionally, any package that has dimensions over the maximum size for a "Flat" (15" in length, 12" in height, and 3/4" in uniform thickness) and is not flexible will also require a customs form regardless of value or contents.



Only mail pieces that meet the physical characteristics of a letter or a flat may qualify to be sent without a customs declaration. Small-packet items must bear a PS Form 2976.

Dawn Fritsch
Manager, Campus Mail Services

Don't Forget! Huskies Recycle Batteries

Instead of throwing alkaline and rechargeable batteries in the garbage, recycle them!

NIU's Task Force on the Sustainable Campus Climate (a.k.a. the Green Team) will take your batteries from you free of charge! This is an opportunity for the campus community to be part of a green program that promotes sustainability and environmental awareness by recycling batteries found in the office environment. The following types of batteries will be accepted: rechargeable, AA, AAA, C, D, 9-volt, and other small alkaline batteries used in typical office equipment and supplies. As depicted in the picture, please seal the battery terminals with tape to prevent accidental discharge during shipment.

Once the battery terminals have been safely secured with tape, please insert the batteries into the reusable envelope sent to your department and mail to Campus Mail Services. There is no limit to the number of batteries that can be placed in the envelope as long as the envelope can be sealed and secured during shipment. If you need additional envelopes, please call Campus Mail Services at 815-753-1183.

NIU Green Team



USPS Rates for 2010

- New rates for Priority Mail and Express Mail took effect January 4, 2010.
- There will be no price change in 2010 for First-Class Mail. The prices that took effect May 11, 2009, will remain in force until May 2011.



Learning Opportunities

For more information, call ESHRD at 815-753-1690.

- Asbestos/Biochemical – EHS and ESHRD
- Career Check-Up – Human Resource Services (HRS)
- Communication Derailed I and II
- Coping with Stress When Times are Tough* – HRS
- CPR – EHS, ESHRD, and University Police
- 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* – HRS
- Effective Evaluation and Performance Review* – HRS
- Family Educational Rights and Privacy Act (FERPA)* – HRS
- First Aid – EHS, ESHRD, and University Police
- Fire Safety – EHS and ESHRD
- Grief in the Workplace* – HRS
- How to Say It
- Let's Meet... (Effectively and Efficiently)* – HRS
- Management Skills for New and Frontline Supervisors
- Managing and Handling Cash* – HRS
- Motivating and Rewarding Your Employees* – HRS
- Orienting and Training Your Employees* – HRS
- Planning Successful Events and Programs* – HRS
- Protecting Yourself from Identity Theft* – HRS
- Survival Skills for Student Workers: Student Orientation
- The Power of Encouragement* – HRS
- Valuing and Managing Diversity
- Working Across Generations* – HRS

***For additional information on this class, review the HRS homepage (www.hr.niu.edu) or phone 815-753-6000.**

Join the 2010 NIU Faculty/Staff Golf League!

Do you enjoy golf—or are you new to the game and want to improve your skills? The NIU Faculty/Staff Golf League is a great chance to meet other NIU golfers and to get some exercise! Put together your team of three to five players or let the league commissioner assign you to a team if space is available. This is a full handicap league, so any team can win.

Reserved NIU League tee times at Buena Vista Golf Course in DeKalb are on Tuesdays and Thursdays, 5 – 6 p.m. It's first-come, first-to-tee-off during this time slot, but you may play on another day if you cannot play during our scheduled times.

League play begins the week of **May 2, 2010**, and runs through the week of **August 24, 2010**. The first two weeks of play are to set handicaps. Cost is \$30 per player with all fees going toward league prizes. We would like team rosters and payments by May 1. An end-of-season Playday/Awards Dinner at Indian Oaks Country Club in Shabbona is tentatively scheduled for September 1.

If you have more questions or are interested in joining the NIU Golf League, please contact Jeff Sherman (Bursar's Office) at 815-753-9195 or Duane Piller (Bursar's Office) at 815-753-9188.



"You're happiest while you're making the greatest contribution."

—Robert F. Kennedy



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 award? If you have news to share with the division, we want to hear it! Please send your news to lclements@niu.edu.

Welcome New Employee!

(These are names received since the last newsletter publication.)

Benny Garbacz Fireman Helper – Physical Plant

Retirees

(These are names received since the last newsletter publication. If you have recent retirees who have not been mentioned in this section, please send us their information so we can add them to a future edition.)

Angie Agnos	HSC Food Services
John Davis	Physical Plant
John Emberson	Building Services
Charles Gautcher	Physical Plant
Gary Grendahl	Physical Plant
Gary Skinner	Physical Plant
Robert Trahan, Jr.	Building Services

Congratulations!

Roxanna Thomas, ESHRD staff assistant, was one of 49 NIU students recognized with a 2010 Outstanding Women Student Award on April 18 in the Homes Student Center Regency Room.

Do You Know the Next Employee of the Quarter?

Do you know someone who deserves to be 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? You've seen past winners—now **you** can help the SEC Recognition Subcommittee select the next Employee of the Quarter!



Criteria and deadlines for all recognition award opportunities are available on the Finance and Facilities website at www.finfacil.niu.edu/ESDev/sec or by contacting ESHRD at 815-753-1616.

Congratulations!

FFAR Winner



Bob Botts
March 2010
Instructional Technology Specialist
Office of the Bursar

Employee of the Quarter



Cathy Watson
March 2010
Account Technician II
Office of the Bursar



NIU Finance and Facilities – PEOPLE TO KNOW



Marlene Bryant
*Administrative Assistant,
Human Resource Services*

How long have you worked within Finance and Facilities? NIU? I have been employed in Human Resource Services (HRS) for 13 years.

What are your current job responsibilities? What do you enjoy about your job?

- I provide retirement assistance for all NIU faculty and staff with regards to their State Universities Retirement System (SURS) benefits.
- I am the NIU liaison with SURS regarding NIU retirement transactions and procedures.
- I am the NIU liaison with SURS regarding the SURS disability benefits in the event an NIU employee becomes disabled and can no longer perform their job duties.
- I am the plan administrator for the NIU 403(b) Supplemental Retirement Plan, and NIU's liaison with the six 403(b) vendors. I also provide assistance with enrollment and deduction changes for all NIU employees.
- I am the agency liaison with Central Management Services (CMS) for the State of Illinois 457(b) Tax-Deferred Compensation Plan and coordinate participation for all NIU employees.
- I am the contract administrator for the University Professionals of Illinois (UPI) Collective Bargaining Agreement, which covers instructors employed on the NIU DeKalb campus.

Finish this statement: "Others outside of my department would be surprised to know that, as part of my job, I..." am the contract administrator for the instructors union and work on a daily basis with colleges, deans, and chairs administering the collective bargaining agreement.

How do you enjoy spending your free time? Reading fiction books and antique shopping.

What do you want others to know about you that they don't already? I collect antique pins—and you'll very rarely see me not wearing a pin. Also, my favorite food is chocolate.

Any words of wisdom, motivation, or advice for others? Always start your day with a smile—and eat lots of chocolate!



Roxanna Afton Thomas
*Graduate Assistant,
ESHRD*

How long have you worked within Finance and Facilities? NIU? I have worked for the division/NIU since May 2008.

What are your current job responsibilities? What do you enjoy about your job? As a graduate assistant for ESHRD, I work on a wide range of projects, but chief among them would be: developing a customer service model, drafting proposals for new department initiatives, and assisting with organizing divisional events (e.g., the Annual Finance and Facilities Division Event). One of the things I enjoy most about my job is the versatility of skill range. As a graduate assistant, I have been provided the opportunity to get sound professional development and skills training—it's truly the best part of this job.

Finish this statement... "Others outside of my department would be surprised to know that, as part of my job, I..." get the freedom to design and implement programs on behalf of ESHRD. The department works as a team and everyone's suggestions are taken into consideration. If you pitch a great idea, you get the freedom to run with it!

How do you enjoy spending your free time? I am a third-year law student, so free time is scarce. I really enjoy sleeping, reading for fun, taking care of my in-house garden, and traveling.

What do you want others to know about you that they don't already? I am a native New Yorker, so if you see a girl on campus wearing a Yankees baseball cap...that's me. By the way, I also love the Jets and Giants...sorry.

Any words of wisdom, motivation, or advice for others? Take brave, bold steps...all the time. This is your one opportunity at life, so make a commitment to yourself to live it the best way you can by being good to people and believing that things will work out. My life is a living testament to these words.

***"The reasonable man adapts himself to the world;
the unreasonable one persists in trying to adapt the world to himself."***

—George Bernard Shaw

Spring into Health

Stay Active in 2010

Spring 2010

May 2010
Volume 1, Issue 1

Be a Barrier Buster

"Change your thoughts and you change your world." —Norman Vincent Peale

Eating healthy and staying fit are goals that many Americans have. But making and achieving these goals can, at times, be easier said than done. Too often, it seems that life gets in the way of your number-one priority: **You**. By identifying and knowing how to overcome life's obstacles—otherwise known as **barriers**—you are sure to see much more success in making and achieving your goals.

What is a Barrier?

A barrier is any factor that prevents an individual from reaching a desired change, behavior, or goal. Barriers can be environmental, emotional, or physical, and are often unique to your life. Some common barriers that many people face when trying to make healthy lifestyle changes include:

- Time
- Money
- Convenience
- Lack of knowledge or information
- Feelings of stress, anxiety, or fatigue
- Physical ailments such as joint and muscle pain or diabetes

Recognize Your Barriers

Knowing your barriers can help you to understand how to better reach your personal health goals. By recognizing the factors that prevent you from staying on track, you will be more prepared to plan ahead and anticipate when adjustments may be needed.

Take Action

Once you know your barriers, set yourself up for success. Here are some tips to help make you a "barrier buster."

- **Set Long and Short-Term Goals**
Short-term goals are the stepping stones that lead you to your overall goal.
Start out with smaller goals that you can gradually build upon to reach your long-term goals.
See pg. 10 for more information on goal setting
- **P.M.A.—Positive Mental Attitude**
Attitude is everything! Inspire yourself to stay confident and positive.
Though you may not always meet every goal you set, not quitting is a success in itself.



• Reward Yourself

Make your own incentive program to keep yourself motivated. For the goals you do meet, reward yourself with something special, such as buying yourself flowers or giving yourself one hour of free time. Since all foods are good in moderation, try not to use food as a reward.

• Find Support

Family, friends, and co-workers can be great barrier busters too! Share your ideas with each other for extra encouragement.

- Take advantage of the Finance and Facilities Fitness Challenge Program.

Inside this issue:

Be a Barrier Buster	8
How to Eat the Foods You Love and Stay Fit	9
It's OKAY to Snack TODAY!	9
Healthy Snack Recipes	10
S.M.A.R.T. Goal Setting	10
Stay Active in 2010	11
Word Search	11

Quote of the Day

"Great things are not done by impulse, but by a series of small things brought together."

—Vincent Van Gogh

How to Eat the Foods You Love and Stay Fit!

Eating healthy doesn't mean that you have to sacrifice your favorite foods. Just remember that there are no "bad" foods: all foods can fit into a well-balanced, healthy diet. Here are some tools that will help you to maintain a healthy diet without eliminating the foods that you love.

"There are no 'bad' foods, and all foods can fit in a well-balanced, healthy diet."

Portion Size

A portion size is the amount of food that you choose to eat. Being aware of your portion sizes allows you to monitor the amount of food you eat and to eat the right amount for you.

Try using these portion sizing tips:

- Place chips and other munchies in a small bowl instead of eating out of the bag.
- Ask for dressings or sauces on the side so that you can control how much is used.
- When eating out ask for a to-go container with your meal.
- Use a salad plate for meals instead of large dinner plates.

Listen to Your Hunger Cues

Try to practice being more in tune with what your body is asking from you by using the Hunger-Fullness Scale shown at right.

- Before eating a snack or meal, take a moment to assess your hunger level.
- As a rule, try to keep your hunger in the shaded area (between 4 and 7). This will help to prevent overeating.
- Assess your hunger as you eat. If you notice that you are at 7, but not finished with your food, wrap it up and save some for later.
- Reassess your hunger when you finish eating and as you go throughout the day.



The Hunger-Fullness Scale

0	Empty
1	Ravenous
2	Over-hungry
3	Hunger pangs
4	Hunger awakens
5	Neutral
6	Just satisfied
7	Completely satisfied
8	Full
9	Stuffed
10	Sick

Source: blogs.proclub.com/blogs/lifestyle/default.aspx

Timing is Everything

Research has shown that it takes at least 15 minutes for your brain to signal the stomach that you are full. By eating slower you are more likely to identify your hunger cues and prevent yourself from overeating.

It's OKAY to Snack TODAY

Healthy and Quick Snack Suggestions

- Cheese and whole grain crackers
- Peanut butter and celery sticks
- Huskie Trail Mix *
- Graham Cracker Sandwiches *
- Yogurt Parfait*

* See Recipes on Pg. 10

True or False: Healthy snacking is an essential part of maintaining a healthy diet.

If you answered true, you're right! Snacking is an excellent way to keep your body fueled with energy between meals and throughout the day.

Healthy snacking can also help you to meet your daily fruit, vegetable, and fiber needs. Snacking helps to keep your blood sugar levels stable, which in turn will help to keep your mind focused on work and other activities.

With so much nutrition information (and misinformation) in the media today, it is easy to feel lost regarding "healthy snacking." So, here are the facts on snacks:

Continued on Pg. 10

It's OKAY to Snack TODAY (Continued)

Healthy Snacking Tips

Remember these tips when choosing snacks to keep you on track toward reaching your nutritional goals.

1. **Plan Ahead.** Instead of relying on the vending machine, plan ahead and pack snacks to take to work with you.
2. **Be Prepared.** Keep healthy snacks on hand in your car, desk drawer, or work locker.
3. **Mix it up.** Try bringing a different snack to work each day to add variety to your diet.
4. **Share with a friend.** Take turns with your co-workers bringing healthy snacks to work.

What Foods to Choose

Choose items from these food groups for the most nutritious snack options.

1. Fruits and Vegetables
2. Whole Grains
3. Nuts and Seeds
4. Low-Fat Dairy Products

"I prepare snacks at night and put them in baggies so that I can easily grab a snack to eat at my desk."

*—Katie Wienczek,
Employee Services and
Human Resource
Development*

"Tired of carrots? Try raw asparagus for a crunchy snack."

*—Christina Thompson,
Treasury Operations*

Quick and Healthy Snack Recipes

Graham Cracker Sandwiches

Ingredients:

- 2 graham cracker sheets (4 squares)
- 1 ounce cream cheese
- 1/4 cup of your favorite fresh or frozen fruits and berries

Directions:

Spread the cream cheese over each of the graham cracker squares. Top with your favorite fruits and berries and enjoy!

Yogurt Parfait

Ingredients:

- 1/2 cup low-fat vanilla yogurt
- 1/4 cup sliced strawberries
- 2 tablespoons low-fat granola

Directions:

Place about 1 tablespoon of sliced strawberries in the bottom of a glass. Layer with yogurt until strawberries are covered. Repeat until all strawberries and yogurt are used. Top with granola.

Huskie Trail Mix

Ingredients:

- 1 cup raw almonds
- 1 cup shelled sunflower seeds
- 1 cup raw walnuts
- 1 cup dried cranberries
- 1 cup raisins

Directions:

Place all ingredients in a 1 gallon zip-top bag. Seal bag and shake to mix all ingredients together. Place 1/4 cup portions in small snack baggies.

S.M.A.R.T. Goal Setting

"A goal properly set is halfway reached." —Abraham Lincoln

One of the hardest parts of reaching a goal is setting it.

Being able to properly set goals allows you to have a much greater chance of achieving your wants, hopes, and dreams.

When making goals, remember the word S.M.A.R.T.:

- S**—Specific
- M**—Measurable
- A**—Attainable
- R**—Realistic
- T**—Time Bound



Specific

Be as detailed as possible when writing down your goals. Answer the questions who, what, where, when, why, and how.

Measurable

Make sure that you have a way to evaluate your progress, and set specific values to your goals. For example, instead of saying "I will eat more fruit this week," try saying, "I will eat 2 pieces of fruit a day."

Attainable

Identify if the goal that you want to meet is within your means emotionally, physically, financially, etc.

Realistic

Set goals that are both challenging and realistic, and be confident in your ability to reach the goals that you set.

Time Bound

Give your goals a time frame and specific deadline. Remember, smaller goals that are met on a daily, weekly, or monthly basis can help lead you to your overall goal.

Stay Active in 2010

To learn more about the Division of Finance and Facilities Fitness Challenge Program, contact the office of Employee Services and Human Resource Development (ESHRD) at 815-753-1690 or eshrd@niu.edu

Visit ESHRD online at www.niu.edu/eshrd

Spring into Health Word Search

Try to find all of these "Spring into Health" words in the word search below. Happy Hunting!

I	W	T	A	T	T	I	T	U	D	E	D	X	G	J	HUNGER SCALE
L	S	U	P	P	O	R	T	F	E	F	G	L	T	Q	GOALS
M	O	T	I	V	A	T	I	O	N	V	P	I	W	B	WELLNESS
P	T	B	U	N	J	I	U	X	Z	C	M	X	E	A	SUPPORT
O	P	G	B	J	O	V	Q	M	G	E	H	Y	L	R	PORTION
R	A	H	N	P	V	I	V	C	M	T	B	E	L	R	SNACK
T	T	R	A	M	S	L	T	A	L	R	C	Z	N	I	BARRIERS
I	F	J	W	H	F	D	N	A	B	P	C	Z	E	E	MODERATION
O	B	S	D	P	S	A	E	V	R	N	S	W	S	R	TIME MANAGEMENT
N	S	L	A	O	G	H	C	B	A	E	A	U	S	S	EXERCISE
H	U	N	G	E	R	S	C	A	L	E	D	E	R	F	ATTITUDE
S	N	O	M	A	X	O	R	A	B	U	G	O	A	N	CONFIDENCE
H	W	E	C	O	N	F	I	D	E	N	C	E	M	V	MOTIVATION
P	N	M	X	K	C	A	N	S	Q	P	F	T	K	U	HEALTH
T	I	J	E	X	E	R	C	I	S	E	I	H	P	J	SMART

Your feedback is greatly appreciated!

Was there a particular article or aspect of this newsletter that you enjoyed, or is there a specific topic that you would like to learn more about in the future?

Please e-mail any questions, comments, or concerns regarding this newsletter to

eshrd@niu.edu

"Spring Into Health" has been created by Patricia Davoren, nutrition and dietetics major, under the supervision of Assistant Professor Amy Ozier, Ph.D., R.D., L.D.N., C.H.E.S.



Finance and Facilities Fitness Challenge Program Events

Summer 2010

You must register for these classes online at:

www.niu.edu/eshrd

Look for these exciting classes as part of this summer's calendar of events:

- Yoga
- Yogalates
- Water Aerobics
- Total Body Conditioning
- Zumba
- And much, much more!

****Plus, the Sole Power Walking Challenge has returned for 2010!!!****

You **MUST** be a member of the Fitness Challenge Program to register for these classes. Register online at www.niu.edu/eshrd. Please register before the date of the event to ensure proper notification. If you need a registration form or assistance with registering, contact ESHRD at 815-753-1690. Finance and Facilities employees **MUST** receive supervisor's approval to attend all Fitness Challenge Program events hosted during regular work hours.

Yoga



Cooking Class



Nutrition Class



Yogalates



Sit and Be Fit!

Don't forget about "Sit and Be Fit" classes! An instructor will come to your workplace with a seated fitness routine tailored to your job duties. Campus Mail Services and the Convocation Center have been the most active participants, and they have seen some great results.

"'Sit and Be Fit' is a great way to stave off injuries from jobs that require repetitive motion like in Campus Mail Services," says Director Dawn Fritsch. "The exercise session is tailored to our departmental needs, and an added benefit with 'Sit and Be Fit' is that we've found it energizes us for the rest of the day."

Thanks to all departments for being such great participants! For information, contact ESHRD at 815-753-1690 or go to www.niu.edu/eshrd.



Sit and Be Fit

FCNS Partners with Fitness Challenge Program

The Fitness Challenge Program recently partnered with the School of Family, Consumer, and Nutrition Sciences as nutrition and dietetics students hosted the cooking class "Lunch in a Dash!" at the food lab in Wirtz Hall. Participants prepared a pasta caprese dish and chicken wraps and sampled a three-minute guacamole and raspberry parfait. There were even leftovers, so attendees had a healthy lunch for the next day!

The FCNS students also hosted a nutrition education program for Fitness Challenge members. The topic discussed was healthy snacking, and the students provided participants with healthy snacks and a packet of valuable information to take home. Both the cooking class and the nutrition presentation are part of our goal to provide a comprehensive fitness program. Yum!

Look for the special "Spring Into Health" nutrition insert in this newsletter! It was created by Patricia Davoren, a nutrition and dietetics major in the School of Family, Consumer, and Nutrition Sciences.



Yogalates

Fitness Challenge News!

- Check out our blogspot at www.fitnesschallengeprogram.blogspot.com and post a question under the "Ask Katie" feature!
- **Take a look** at the Summer Fitness Challenge Program calendar insert:
 - Water Aerobics is back on Tuesdays!
- **12 new members** joined the Fitness Challenge Program this year.
- **Look for** guest instructors during the Summer Fitness Challenge Program.
- Congrats to **Amy (Flavin) Aeling, Connie Rolon, and Christina Thompson**—our most active Fitness Challenge members!

Fall 2009–Spring 2010 Fitness Challenge Recap

- **The theme** this year is "Stay Active in 2010!"
- **88 classes** hosted during fall and spring!
- **Over 160** Fitness Challenge members
- **Spring fitness classes** included some favorites from the fall, Yoga and Yogalates, and a few new additions.
- **Check out Zumba!** It's a great workout, taking you through easy-to-follow moves and interval training sessions using fast and slow rhythms as well as resistance training—all done to Latin rhythms. Carumba!
- **Total Body Conditioning** helps strengthen and define your entire body using light free weights.
- **Need to kick it up?** Kickboxing helps you work up a great sweat, and you may find it to be a fun alternative if you've become bored with your regular exercise routine!

Katie Wiencek
ESHRD Staff Assistant
Fitness Challenge Program Facilitator



Service Enhancement Committee (SEC)

Meeting monthly, the Service Enhancement Committee (SEC) and its three subcommittees work hard to provide exceptional programs and activities for Finance and Facilities employees. SEC committee members encourage all division employees to participate in these events and activities—which are planned with you in mind—and to share your ideas for what you might like to see planned.

- Members of the Planning Subcommittee have been reviewing comments sent in by employees who attended last year’s Division Event. In light of the university budget, they’ve been researching ways to gather division employees without spending money. Members have also spent the past few months brainstorming and benchmarking other departments and universities.
- The Recognition Subcommittee recognized and awarded the most recent Employee of the Quarter and FFAR Winner for April. Both of these deserving employees are highlighted in this issue of the newsletter. The committee continues to accept nominations for the Finance and Facilities **Employee of the Quarter** and **FFAR** awards. If you know of an employee who is deserving of one of these prestigious awards, please take the time to nominate them.
- The Emergency Planning Subcommittee members continue to evaluate, revise, and receive training on the division’s Continuity of Operations Plans (COOPs) to ensure that all division departments are in line with university and federal regulations. During this spring they have been offering CPR and Fire Safety classes for division employees and will begin providing First Aid classes for those employees who need to update their training or learn these skills.

SEC members remain committed to listening to all of our division employees and providing services to enhance the Division of Finance and Facilities work environment. If you are interested in volunteering to assist with future division events, need more information regarding the recognition awards, or have questions regarding Emergency Planning, please contact ESHRD at 815-753-1690.

“Your success depends mainly upon what you think of yourself and whether you believe in yourself.”

—William Boetcker

Emergency Planning Committee (EPC)

The Emergency Planning Committee has been hard at work ensuring that the Division of Finance and Facilities is in compliance with the guidelines set forth by National Incident Management Systems (NIMS). In addition to updating compliance guidelines, the Departments of Environmental Health and Safety (EHS) and Public Safety—in conjunction with ESHRD—have implemented Fire Safety, CPR, and First Aid classes. The Emergency Planning Committee (EPC) continues to brainstorm and identify viable workshops and drills to be implemented division-wide and to provide a landscape for basic safety procedures and protocols. The EPC has launched a blogsite at emergencyplanningcommittee.blogspot.com to provide information on upcoming meetings, workshops, and monthly video tips. The blogsite also includes the EPC mission statement and a brief profile of all EPC members.

Classes to be hosted by ESHRD this summer are:

- First Aid — 5 sessions, dates TBA
- Fire Safety — All departments within the division are scheduled to have completed the classes by August 15, 2010.

* Register for all classes using the ESHRD link on the emergency planning blogsite or at www.niu.edu/ESHRD.

Looking Ahead

April	29	NIU Spring Classes End
	30	Reading Day
May	1–7	Finals Week
	7	NIU Graduate Commencement Ceremony
	8	NIU Undergraduate Commencement Ceremony
	13	SEC Meeting
	31	Memorial Day
June	1	Parking Services – Faculty/Staff Permits on Sale
	7	Summer Flex-Time Begins
	7	Summer Orientation Begins
	14	NIU Summer Classes Begin
	21	First Day of Summer
July	1	Deadline for Employee of Quarter Award
	4	Independence Day
	5	NIU Closed for Independence Day
August	13	Summer Flex-Time Ends
	19	Move-in Day and Huskie Bash
	23	NIU Fall Classes Begin



Division Questionnaire

Employee Services and Human Resource Development would like your opinion on some of the initiatives available to our division employees. Tell us if you use these services—and any thoughts you have on them. Please complete this brief survey and return it to ESHRD by June 15, 2010. This survey is also available online at www.surveymonkey.com/s/ZFPMPJP.

Division Newsletter

1. What is your favorite section of the Finance and Facilities Newsletter?
2. What would you like to see added to the division newsletter? Removed?
3. Would you be interested in reading an online (non-print) version of the newsletter? **Yes or No**

ESHRD Online Registration

1. Have you used the ESHRD Online Registration form to register for a class or to update your employee information? **Yes or No**
If no, why not?
2. If you have utilized ESHRD Online Registration, did you experience any difficulties? **Yes or No**
If yes, what problems?

ESHRD Workshops

1. Have you ever attended an ESHRD workshop? If so, which one(s)?
2. If you have attended ESHRD workshop(s), what did you enjoy about it? What did you not enjoy?
3. In the future, what workshops would you like to see offered?

Thank you for completing this survey! Please mail to:

**Employee Services and Human Resource Development
Holmes Student Center 610
ATTN: Newsletter Survey**



Have a Submission?

This newsletter is a publication of the Division of Finance and Facilities and the office of Employee Services and Human Resource Development (ESHRD). All Finance and Facilities departments and employees 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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"Success is the sum of small efforts, repeated day in and day out."

—Robert Collier

 **Division of Finance and Facilities**
NEWS