

Staff Council Newsletter

October 2011

Welcome to the October edition of the Staff Council Newsletter. The goal of this newsletter is to enhance communication with staff members across campus. If you have questions, comments or suggestions regarding the content of the newsletter, please use our Web form (linked).

Physical Plant staff can also obtain a paper form from Mary Anderson.

Topics Include:

- Changes in Staff Council Membership
- Staff Position Changes
- New Staff Members
- Upcoming Meeting Representation
- Homecoming
- Nominations for Honorary Degrees
- All Staff Meeting
- Peer Mentoring Program
- Suggestion/Question Boxes
- Answers to Staff Questions

Changes in Staff Council Membership

Staff Council would like to thank the outgoing members of the Council, Linda Biehl, Terrance Bond and Brandon Christol. The Council welcomes its new members, Blake Bradley, Adriane Powell and Stacy Tichenor, as well as Missy Smock who is filling in for the year to replace Trevor Sierra.

Staff Position Changes

Staff Council would like to make you aware of several changes across the University. Please be advised:

- Dennis DeLong – Assistant Manager of Environmental Services, Physical Plant, August 2011
- Ron Roth – Manager of Environmental Services, Physical Plant, August 2011
- Jeff Mavros – Director of the Wesleyan Fund, Advancement, June 2011
- Kelly Lawton - Assistant Director of Assessment and Teacher Licensure, July 2011
- Carly Linden - Student Loan Coordinator - Financial Aid Office, July 2011
- Mindy McCluskey - Office Coordinator I - Physical Education and Athletics, August 2011

New Staff Members

- Travis Rundle – Athletic Admissions Coordinator/Assistant Football Coach, March 2011
- Justin Harner – Custodian, Physical Plant, April 2011
- Christie Khalid – Residence Director, Office of Residential Life, June 2011
- Katherine Buoscio – Admissions Counselor, Admissions, June 2011
- Nigel Olsen – Custodian, Physical Plant, June 2011
- Colin Stewart – Director of Student Activities and Leadership Programs, July 2011
- Alexandra Cameron – Residence Director, Office of Residential Life, July 2011

- Tera Lippert – Residence Director, Office of Residential Life, July 2011
- Joseph Volin – Residence Director, Office of Residential Life, July 2011
- Elizabeth Kosuth – Office Associate, Academic Advising, July 2011
- Jonathan Green – Provost and Dean of the Faculty, August 2011
- Elyse Nelson Winger – University Chaplain, August 2011
- Kenton Frost – HVAC Technician, Physical Plant, August 2011
- Carlo Robustelli – Assistant Director of the Wesleyan Fund, Advancement, August 2011
- Patrick Flanigan – Sales Associate, Bookstore, August 2011
- Ankit Patel – Animal Care Technician, Psychology, August 2011
- Monica Wong - Office Coordinator II, Financial Aid Office, August 2011
- Vincent Davidson - Custodian, Physical Plant, August 2011
- Wanda Terven - Custodian, Physical Plant, August 2011
- Michael Warden - Stage Electrician, School of Theatre Arts, August 2011
- Michael Gorman - Project Analyst, Information Technology, August 2011
- Wei-Min Grace Blocher - Staff Counselor/Outreach Coordinator, Counseling & Consultation Services, August 2011
- Nancy Rinda - Student Accounts/Accounting Coordinator, Business Office, September 2011
- Jennifer Ross Barnett - Nurse Practitioner, Health Services, September 2011

Upcoming Meeting Representation

Staff will be represented at the upcoming Board of Trustee meetings in October by the Convener of Staff Council. We have also been invited to attend a Cabinet Meeting in February. The Convener and Co-convener will attend that meeting as representatives of Staff Council.

Homecoming

The Alumni Office would like to invite all of you to the Homecoming 2011 events on October 21st-23rd. See <http://issuu.com/alumnirelations/docs/homecoming2011> for the brochure of events. Some of the events include:

- Back to college classes 2:00pm-3:50pm on Friday in Ames Beckman Auditorium
- Titanium (pep rally) at 5:30pm on Friday at Wilder Field
- Movie Premiere: "Puss in Boots" on Friday at 8:30pm in Hansen Student Center
- Kids Fun Run (ages 3-12) at 8:45am on Saturday on the track at Wilder Field
- Captain Ryan A. Beaupre '95 Memorial Scholarship 5K Run/Walk at 9am on Saturday starting on the track at Wilder Field
- Free pancake breakfast at from 8:30-10:30am on Saturday on under the green/white tent on the quad
- Family fun on the quad (pep band, cheerleaders, Tommy the Titan, face painters, balloon artist, inflatables, mini museum tent and more) from 8:30-11:30am on Saturday on the quad
- Time Capsule from Sheean Library reveal at 10am on Saturday in the Museum tent on the quad
- Back to college classes 8:30-11:20am on Saturday in Ames Beckman Auditorium
- Alumni Awards Lunch at 11:30am in Shirk Center Performance Gym
- Football game vs. North Central College at 1:30pm on Saturday at Wilder Field
- Men's soccer game vs. Augustana at 4pm on Saturday at Neis Field
- Women's soccer game vs. Augustana at 6:30pm on Saturday at Neis Field
- All Campus Service at 10am on Sunday at Evelyn Chapel

ALL events other than reunion dinners are FREE, but please register for the events you plan to attend, especially the breakfast and/or lunch. Registration may be done

by completing the form in the Homecoming brochure or online at www.titanpride.org/homecoming11.

Nominations for Honorary Degrees

Recently, an email went out from the President's Office soliciting nominations for honorary degrees. Please consider nominating someone for this very prestigious recognition. In thinking about possible nominees, you should refer to the Criteria, Key Factors, and Rules specified in the policy statement. If you decide to nominate someone, please submit the following information:

1. A brief letter of nomination that summarizes the candidate's qualifications for this honor.
2. A curriculum vitae or biography if one can be secured from readily available sources.
3. A list of two or three people who are in a position to evaluate the contributions of your nominee and could be asked to serve as a reference. Please include addresses, email and phone numbers if at all possible.

Nominations should be submitted no later than Friday, October 21, 2011.

All Staff Meeting

Staff Council plans to host the third annual All-Staff Meeting in January. While the date is not yet set, we hope you will be able to attend this informational meeting which will include presentations from President Wilson and members of the cabinet.

Peer Mentoring Program

The goal of this program is to offer all new staff members the opportunity to meet regularly, for up to one year, with an experienced staff member on campus to assist in the new employee's transition and acclimation to the University. If you would like to serve as a mentor to an IWU staff member, or if you are a new staff member who would like to request a mentor, please fill out this form (<http://www.iwu.edu/facresources/council/peermentorform.shtml>). More information can be found on the peer mentoring page (http://www.iwu.edu/facresources/council/peer_mentoring.shtml).

Suggestion/Question Boxes

Staff Council has three suggestion/question boxes located on campus. They are located in the Memorial Center across from the Davidson Room, in Holmes Hall by the Business Office windows and at Physical Plant near the time cards. Please feel free to drop anonymous suggestions or questions into the boxes. Staff Council will review them at each meeting.

Answers to Staff Questions

Q: At the January All-Staff Meeting, President Wilson was asked about the University's position on hiring from within. In response, he noted that the policy would be reviewed and the following policy was shared with Staff Council:

A: Promoting Nonexempt Staff From Within the University:

“Illinois Wesleyan University encourages interviewing and hiring staff from within the University by:

When recruiting, vacant positions are posted internally for at least five business days so that staff has an opportunity to apply;

Positions that are being filled are posted internally as a communication tool so that staff is aware of the recruitment;

Staff who appear to be a good match for the position will be contacted for an interview; and

When the staff member is the best fit for a position, he/she will be offered the job.”

Q: Regarding inclement weather. How long does the University stay closed? We have staff on second and third shifts. Do they report in or is the University closed for 24 hours after the announcement?

A: According to the Support Staff Handbook, Unscheduled Closing p. 61:

If the President or designate closes the University before the work day begins, employees are not expected to report to work and will be paid for the time scheduled to work for that day. No employee shall accrue additional pay or benefits by working all or a portion of such a day. If the President or designate closes the University during the work day, employees on duty at the time of the closing will receive full pay for the remainder of that day

For example: When the University is closed for the day, employees whose shifts start on or before 11:59pm on the day of the closing are not to report to work.

Q: Can Wesleyan look into allowing faculty and staff to take loans against their 401k and pay loans back through payroll deductions?

A: Faculty and staff of the university who currently participate in the TIAA program currently can take out loans from any money they have contributed. There are restrictions as to when a person can borrow money, so an employee should contact TIAA directly to find out the specifics. Repayment of this loan is arranged through TIAA and cannot be repaid through a payroll deduction. Faculty and staff of the University can also become a member of the IWU Federal Credit Union. As a member of the Credit Union an employee is eligible to borrow money which can be repaid through a payroll deduction. There are limits as to how much can be borrowed, so questions about the Credit Union should be addressed to Marlene Gordon in the Business Office at 556-3475. The University does not loan money to any employee and does not plan on doing so in the future. The IWU Federal Credit Union was established to assist employees with savings, as well as their borrowing needs. If an employee does not want to utilize the Credit Union, then there are numerous other financial institutions in the area (such as banks) that will provide for individual loans. Many of these loans can be repaid through automatic withdrawal from a person’s checking or savings account.

Q: The writer asks about inequality among various offices on campus in regards to how policies are adhered to for working hours, specifically comp time versus overtime. The writer says that per the handbook, any overtime worked past 40 hours is supposed to be paid at a rate of time and a half or is taken as time and a half comp time but as comp time has to be taken off during that same pay period. The writer says that it is very obvious that people who do not earn vacation time, 10 month positions, are taking time off. The writer is concerned that these people are taking whole weeks off at a time, which would mean they are either banking comp time or taking it without pay, and that according to the handbook we cannot bank comp time and a person cannot take time off without pay unless it is an emergency. The writer thinks that the university needs to either adhere to the policies in place for all and have the ability to police it or we need to go back to departmentally tracking comp time so all employees are allowed this privilege. This note was sent to Cathy Spitz, who replied:

A: The University is limited in its ability to authorize compensatory time for nonexempt staff. Compensatory time is regulated by Federal law, specifically, the Fair Labor Standards Act. For private employers like IWU, employees may only accrue and use comp time as stated in the Nonexempt Staff Handbook, which was correctly referenced in the note left in the suggestion box. Human Resource Office members are available to work with supervisors and employees to answer questions regarding any policy stated in the Handbook.

Q: Is there a way to keep people from parking in front of Holmes Hall in the 15-minute parking lot for longer than 15 minutes?

A: It was brought to Staff Council's attention that the 15-minute parking sign was no longer in place in that lot. Security was contacted and said they would look into the matter.