



HR NOTES

Office of
Human Resources

Volume 31, Issue 1

October 2007

Message from Wesley R. Weisenburn *Assistant Vice President for Human Resources*

Welcome to the beginning of another exciting academic year. We can almost catch our collective breath with all of the activity over the past several weeks. It is exciting to see all of the new students and the bustle of activity on our fine campus. Our faculty and staff have worked very hard over the summer preparing for everyone.

Over the summer, the Office of Human Resources conducted its first ever in house retreat. As part of our retreat, we turned our focus on the myriad of activities we perform and developing a mission statement. As all of you know by now, our office reports directly to the Chancellor's Office. Our goal is to support the campus in any way possible to be one of the top five Liberal Arts Universities in the country.

As part of our goals for the coming year, we are planning an array of training seminars for campus employees. We are working on the final schedule and anticipate two training programs in October. Some of the programs over the next 9-10 months will concern the job audit process, University Labor Administration, developing job descriptions, the online application process, new hire process, discipline/due process administration and more. In conjunction with the new Campus Smoking Policy and the upcoming new state law banning smoking in public places, we plan to offer smoking cessation programs in November.

Congratulations to the 5 employees who have been awarded the Shining Star Trophy, Ron Kick, Carolyn Neitzke, Kevin Hughes, Normajean Niebur and Peggy Kitchen. The Shining Star Trophy Case has been completed and we invite you to come to HR to see the display. We also have a link on our homepage for the program.

As with all of your activities and programs, it is our goal and mission to support your human resource activities. I hope you enjoy all of the fall activities on campus and we hope you stop by the Office of Human Resources soon.

Wesley R. Weisenburn

Office of Human Resources Mission Statement

The Mission Of UIS Human Resources is to be a dedicated partner of the campus and its goal to become, and remain among, one of the top five small public liberal arts universities in the nation. We provide excellent service by using sound and effective personnel practices.

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SPOTLIGHT ON *UIS Office of Human Resources*

During the last several years many personnel changes have taken place in the Office of Human Resources. Therefore, we decided to spotlight our department to clarify to the campus community the points of contact within HR for assistance.

Wesley R. Weisenburn, Assistant Vice President

Wesley R. Weisenburn has served as the Director of Human Resources since 1999. He oversees the employment of all Civil Service Employees and works in concert with the Provost's Office for the hiring of Academic Professional Employees. He oversees the campus labor relations program and serves as the Campus Grievance Officer. He oversees the Employee Performance Evaluation Program and conducts training. His responsibilities include administration of University Policy and Rules and the State University Civil Service Statutes and Rules. He conducts and has conducted a variety of supervisory and employee training programs. He oversees Human Resource programs including recruitment and testing; employee training; benefits administration; student insurance; compensation, labor relations and employment services. He supervises a staff of 8 employees.

Talonna Elam, HR Assistant

Talonna's responsibilities are to provide secretarial assistance to the Human Resource staff and oversee the front desk area. She serves as liaison between office staff, the campus community, and office staff and external parties regarding human resource related issues. Her duties also include serving as back-up for employment verifications for current and previous employees, both by phone and written requests. Talonna provides assistance to the Testing Coordinator with the processing of civil service applications and exam requests. Responds to general questions regarding the civil service vacancies, on-line applications and examination process.

Maureen Hoover, Administrative Aide

Maureen has a wide variety of duties within the Office of Human Resources. She performs most of the business functions of the office, i.e., P-Card, I-Buy, vouchers, etc., and assists the Assistant Vice President of Human Resources with budget issues. Maureen processes the employee tuition waiver and child of employee tuition waivers. She is the Chair for the Campus Holiday Party and Retirement/Staff Recognition Ceremony and Vice Chair of the Campus Welcome Committee. Maureen will be conducting the Smoking Cessation program in the coming months on campus. She is the HR Training Coordinator for all training initiatives in the Office of Human Resources. The website, campus announcements, and HR newsletter are also among her duties. Maureen is the point of contact to schedule meetings and appointments with the Assistant

Vice President for Human Resources. She also processes all student insurance waivers, attends Campus Preview Days and New Student Orientations.

Benefits

Bob Lael, HR Assistant Manager

In addition to Employee Benefits and Student Insurance, Bob's programs include Campus Workers' Compensation Liaison, Shared Benefits Program Manager, SURS Disability applications, and Athletic Accident coverage provided by First Agency, Inc. In the Employee Benefits arena he conducts New Employee Benefits Orientations, Benefits Choice Employee Informational Meetings, and individual benefits counseling sessions. The main programs which fall under State of Illinois benefits include health, dental, term life insurance, flexible spending, deferred compensation, smoking cessation reimbursement, long term care insurance and adoption assistance. The U of I benefits he handles include term life insurance (ING/Reliastar), long term disability insurance and the 403(b) investment programs. Initial (new hire) certification in the State Universities Retirement System is also accomplished by Bob. On the Student Insurance side of business he handles publicity, exemptions, contract administration & renewal, student insurance committee, appeals, student preview days & orientations.

Mark Owens, Labor Relations Manager

Mark has been with the University since 1997. His areas of expertise in the office include classification, compensation and labor relations, and serves in a supervisory capacity to the testing program. Mark's responsibilities include reviewing all requests to replace or create civil service and academic professional positions (this includes the PAPE process), and makes the final determination regarding the final classification of positions. Mark maintains overall responsibility for civil service and academic professional job descriptions, and is available to assist units in creating job descriptions, or to discuss what classifications may be appropriate when creating or revising a job. It is also Mark's responsibility to make recommendations on revising (and/or create) salary ranges, conduct salary studies and maintain overall responsibility that changes in compensation abide the University's Policy and Rules, as well as the respective Collective Bargaining Agreements. Mark also maintains responsibility for negotiating all of the Union contracts for the U of I Springfield, and assists units in interpreting the collective bargaining agreements and resolving labor relations issues. Mark, as well as others in the office also maintain responsibility for analyzing and interpreting the various rules and regulations governing the UIS working environment, and making recommendations for changes to the rules/regulations as appropriate.



Testing

Laci Engelbrecht, HR Associate

Laci's responsibilities include the collection, review, and processing of civil service employment applications and exam requests. She administers and scores numerous civil service examinations and maintains employment registers, including our Personnel Register Management System software. Applicants and employees may contact Laci for assistance concerning the online employment application and for questions concerning the civil service employment procedures and exams. Civil service job audits are also submitted to Laci. In addition to testing and job audits, Laci assists in classification review of RPS job descriptions and other classification/compensation-related duties. Laci is also the chair of the Shining Star employee recognition program and a member of the Campus Wellness Committee.

Employment

Melanie Smith, Employment Services Manager

Melanie is responsible for Banner employment processing which includes supervising the functions of the Employment HR Assistant Manager and the Employment HR Assistant. Her day-to-day responsibilities include supervising employee requisitions, placement, and new hire processes; and, interpreting Policy and Rules, Civil Service Statute and Rules, regulations and procedures, in addition to state and federal regulations that impact the human resource function. She is also responsible for completing all employment transactions (hires, leaves, layoffs, separations/terminations) for all employee groups (except Student Worker), which include updating Banner. Melanie supervises the maintenance of all employment records (paper and electronic), maintenance of

Online Employment Verification

Are you applying for a home loan or mortgage? Did you know that your lender can access your employment verification information almost immediately?

It's true, by using the University of Illinois Online Employment Verification System, vendors such as banks, mortgage lenders, and government approved housing can have access to your employment verification information almost immediately and process your loan application or housing request much faster!

Follow these simple steps:

Access NESSIE at <http://nessie.uihr.uillinois.edu/> and select "Your File".

1. Select "Employment Verification" and follow the on-screen instructions to create up to five Vendor Access Numbers (VANs).

electronic databases, and HR report development. Melanie serves as UIS representative/resource on university-wide committees for HR/Pay processes and HR/Pay systems, application design, and implementation.

Evelyn Tillman, HR Assistant Manager

Evelyn has performed various duties in different areas of Human Resources since August, 1990. She is responsible for all Civil Service, Academic Hourly and Extra-Help employment processes. The Civil Service process includes posting, sequencing the register, interview notice letter, online application, applicant referral, job offer, new hire offer letter, NESSIE new hire logon-id and password. Routine duties include BANNER/PITR processing for all employee groups, except Student Worker, DART separations and pay adjustments, ANA transactions (leave corrections) and work schedule changes. Evelyn serves as HR representative on the HR Front End User Acceptance Group and the Policy and Authorization Name Change Cross Functional Team. She is also the Pre-Employment Screening Program administrator and HR P-Card reconciler. Civil Service employees retiring or resigning from the university need to contact Evelyn to schedule an exit interview.

Joy Thibadeau, HR Assistant

Joy maintains all official employment records in hard-copy and electronic personnel files for active and terminated employees. She also interacts with new employees regarding their initial employment documentation in the Nessie New Hire application. Joy is responsible for researching HR and Payroll records to verify employee prior state service for the State Universities Retirement System.

2. Determine a level of authorization: You must decide how much information the vendor may access – "Employment Verification Only" or "Employment and Earnings Verification".
3. Provide your bank, lender, or housing manager with the VAN you created (must be used within 30 days) and your Social Security Number.

The lender can then access your Employment Verification online at <https://hrnet.uihr.uillinois.edu/tiger/>

All University employees are encouraged to use the online Employment Verification System. Using the online system eliminates longer processing times associated with paper requests, resulting in better service to you.

**Online Employment Application
Information Sessions**
Sponsored by CSAC

On October 10th, the Office of Human Resources will be hosting two sessions to assist employees with the online employment application. Now is your chance to get personal assistance in completing the online civil service application, requesting civil service exams, and understanding what it is all about. We will provide the steps to set up your application, update it, submit exam requests, and view exam scores and register rank information.

Morning session: 10:00 a.m. held in UHB 2029
Afternoon session: 2:00 p.m. held in HRB 30

Don't miss this opportunity to create or revise and update your application! Even if you don't think you need to do it now, you may be applying for another position, requesting a transfer, or a job audit in the future!

If you are completing the application for the first time, you will want to bring a copy of your most recent resume/application. If you have it electronically, you could bring it on a disk and copy/paste some of the information into the online program. If you are interested in attending please register at: [Online Employment Application Training](#) or call human resources at 206-6652. We hope you will take advantage of this opportunity.



Mark Your Calendars

**UPCOMING
EVENTS**



- | | |
|--------------------|----------------------------------|
| October 9 | SECA Campaign Kickoff |
| October 16 | Ethics Training Begins |
| October 17 | SECA Bake Sale |
| October 31 | Staff Scholarship Auction |
| November 14 | Ethics Training Ends |
| November 19 | Thanksgiving Break |
| December 17 | Holiday Party |

FY08 Holiday Schedule
FY08 Holiday Schedule

- | | |
|------------------------------|---|
| Thursday, November 22, 2007 | Thanksgiving Day |
| Friday, November 23, 2007 | Day after Thanksgiving
(designated holiday) |
| Monday, December 24, 2007 | Gift Day - One-Half Day
(a.m.)* |
| Monday, December 24, 2007 | Gift Day - One-Half Day
(p.m.)* |
| Tuesday, December 25, 2007 | Christmas Day |
| Wednesday, December 26, 2007 | Designated Holiday |
| Thursday, December 27, 2007 | Reduced Services Day
(may use accrued vacation
or floating day) |
| Friday, December 28, 2007 | Reduced Services Day
(may use accrued vacation
or floating day) |
| Monday, December 31, 2007 | Reduced Services Day
(may use accrued vacation
or floating day) |

* One-half of this day is a gift from the Chancellor and one-half is a gift from the President. Employees who are required to work any part of this day will be compensated in accordance with Policy and Rules, Rule 11.13 – Excused Absence with Pay/Gift Day. The holiday schedule provides for two floating holidays that can be used any time from July 1, 2007, until June 30, 2008. However, the scheduling of these holidays is subject to supervisory approval.

Upkeep of Civil Service Employment Registers

The Office of Human Resources is doing a better job these days of keeping our Civil Service Employment Registers clean and current. This helps management by attempting to reduce the time taken to hire for Civil Service vacancies, as well as avoid unneeded communication with applicants who are no longer interested in employment at UIS.

Removal From Registers:

To keep registers clean and current, there are Civil Service statutes that allow removal of names from registers. Candidates are notified in writing of removal. Several of these methods are explained; however, this list is not inclusive. The full list of reasons can be found in the Statute and Rules, Section 250.60, at www.sucss.state.il.us.

Accepting a status position in a specific classification (i.e. upon hire into a position, the candidate's name is removed from that particular register)

Refusal to accept three offers of status employment.

Receipt of written request for removal from candidate.

Receipt of proof that the candidate lacks required qualifications, or is subject to rejection by employer (as stated in Section 250.50(c)).

Resignation from a status position (only from re-employment registers and moved from promotional to original entry registers).

Leaving the service of any employer served by the System by a status employee.

Notice by postal authorities of undeliverable address.

Three failures to appear for an interview.

Failure to reply to HR within the time prescribed on a notice of vacancy or interest letter.

Names that have been on an original entry register for two consecutive years.

Restoration of Names to Registers:

If names are removed from registers, there are some restoral options available to candidates and employees. These are generally specifically related to the reason for removal and must be requested, as described below (not a complete list):

Within one year of date of removal, names removed due to rejection by employer, request by candidate, leaving the service of the employer, undeliverable address, failure to report for interview, or two year old scores.

Current employees previously employed in a class (not current classification) may request restoral by seniority to the register of the previous class.

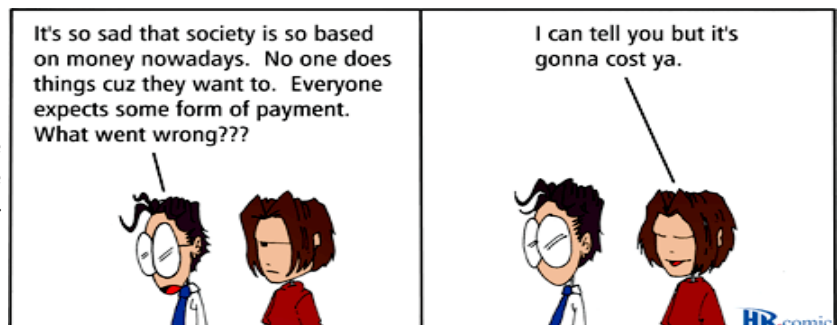
Within six months of separation, former status employees who resigned or separated in good standing may request restoral by seniority only to the original entry register for the classification from which they separated.

If you have any additional questions related to register removal or restoration, please contact our office.

Academic Professional Posting Policy

1. All Academic Professional vacancies will be internally posted for one week.
2. If the Office of Access and Equal Opportunity grants a search waiver, the requirement to post the position is waived.
3. The Office of Access and Equal Opportunity forwards to the Department of Human Resources all search waivers, along with the job description for the vacant position(s), as they are approved.
4. The Office of Human Resources in consultation with the respective hiring unit develops the text and timing of the internal postings.

Questions regarding this policy may be directed to Melanie Smith in Human Resources at 217-206-7078, or via email at msmit2@uis.edu.



What Is An RPS Form?

The Office of Human Resources requires a Request for Personal Services (RPS) form, and a signed job description with the various levels of signature authorization when an employing unit needs to fill a vacant civil service or academic professional position. This is the first step in the employment process.

The Request for Personal Services form should indicate whether the employing unit is seeking to create a new position, or refill a position when a previous employee has left. It should indicate what type of position the unit is seeking (civil service, academic professional etc).

The contact information portion of the RPS form provides human resources with information on who to communicate with in the employing unit if there are any questions about the position (or RPS form).

The next portion of the RPS form is titled Creating Position Information. The hiring unit should complete the Anticipated % Time and the Chart of Accounts fields in this section. If the hiring unit is seeking to fill a vacant position, the Position Number field should be completed.

The Position Class section of the RPS form should be completed if the position has a work schedule other than the standard 8:30 – 5:00 Monday through Friday.

The Position Authority/Required Position Descriptor Codes portion of the RPS form should be completed in its entirety. This information is used to determine if pre-employment screens are necessary, and if additional position coding is required in the Banner system.

The Labor Distribution portion should also be completed in its entirety. In order to process an RPS form, the unit must provide human resources with the proper fiscal codes so that the position is set up to be paid out of the proper accounts, and the salary range/budget for the position.

The RPS form is required to be signed by the Fiscal Officer up to the Division Head (additional signatures may be required depending on the type of position, and the respective division's policies). If the position is a new position and is being paid out of state funds, the Chancellor must also sign off on the RPS form.

In addition to the RPS form, before human resources can process any request to fill a position, a job description must be attached. The job description should be on the approved job description form. There is a separate form for civil service and academic professional positions. Academic professional positions should include a list of the minimum qualifications for the position. Job descriptions that are submitted with the RPS form should be signed off on by the supervisory chain (immediate supervisor through the division head).

Upon arrival in human resources, all RPS forms should be left with the individual at the front desk so that it may be logged in as verification of receipt.

If the RPS form and/or Job Description form do not contain the necessary information, the hiring process may be delayed while the forms are returned to the unit for the additional information. In some cases, the additional information may be obtained by phone or email.

Hiring an Extra Help Employee

The State Universities Civil Service System Statute and Rules allows the hire of Extra Help employees provided the appointment is made to a "position for work which the employer attests to be casual or emergent in nature." Extra Help positions must meet the following conditions:

1. The amount of time for which the services are needed is not usually predictable;
2. The payment for work performed is usually made on an hourly basis;
3. The work cannot readily be assigned either on a straight-time or on an overtime basis to a status employee;
4. An Extra Help position may be utilized for a maximum of 900 hours of actual work in any consecutive twelve (12) calendar months;
5. Once an Extra Help position has accrued 900 consecutive hours, the position shall not be re-established until six (6) months time has elapsed from the date of the termination of the position; and,
6. Upon working 900 hours, an Extra Help employee cannot resume employment in any Extra Help appointment until thirty (30) calendar days have elapsed.

To hire an Extra Help or Academic Hourly employee, the hiring unit must first obtain approval to fill the vacancy by completing and submitting a Request for Personal Services (RPS) routed to HR. The RPS is directed to Human Resources for review and processing. If the request is to establish a new position, HR will set up the new position in Banner (NBAPOSN). Hiring units should direct interested parties to complete an online application to be considered for employment. Once a candidate for hire has been identified, HR will retrieve the online application and establish a Nessie New Hire logon. The new employee will be required to complete Form I-9 in Human Resources. The hiring unit will then submit a Pitr through PEAR within three days of hire. The job begin date for the hire cannot be prior to the date of I-9 submission. HR will enter the new job in Banner to complete the hire process. HR will run periodic reports of Extra Help hours worked by employee and will contact units to advise when the employee will soon reach the 900-hour maximum. The unit is responsible for ending the job no later than when the 900-hour maximum is reached. Extra Help employees may seek other Extra Help employment in a different position after thirty (30) calendar days have elapsed from the date of termination from a previous Extra Help appointment.

It's the subtle hints that become the strongest signals...



EDUCATIONAL BENEFITS FOR UNIVERSITY EMPLOYEES

UIS provides tuition waivers and fee exemptions as a benefit associated with University employment. This benefit is offered to broaden employee knowledge, skills, and abilities, to improve University services, and to contribute to job fulfillment. Tuition waivers, fee exemptions or reimbursed payments for courses may be granted to employees and retirees for regular courses (established curriculum at the U of I, including on-line courses), special courses, refund courses and directed study courses. In addition, there are two fees an employee may waive that are not covered by the tuition waiver. Those fees are the Student Insurance Fee and Student to Student Grant Fee. **A waiver for the Student Insurance is available in the Office of Human Resources and the waiver for the Student to Student Grant Fee is available at the Bursar's Office.**

Civil Service employees must be status employees with 50% or more appointment. A full-time (100%) civil service employee is eligible to receive a maximum of eleven credit hours per semester (spring and fall). Employees who are part-time (50%—90%) are eligible for 5 credit hours per semester (spring and fall). During the summer session, tuition and fee waivers are reduced to 50% of the credit hours allowed for a semester.

AP employees (AP and Faculty) must be status employees for at least 25% of full-time service. Appointments must be for not less than three-fourths of the term. Limits on the number of credit hours per semester are determined by the program and colleges concerned.

Tuition waivers are not granted for the Executive MBA Program (Peoria) or other self-supporting programs.

Waiver Regulations

Employees must meet the admission requirements. (All policies that apply to students after admission also apply to employees taking courses, i.e. deadlines, drop/withdrawal policies, etc.) The initial date of employment for an eligible employee must be on or before the last day of registration and space must be available in the desired course. Prior to enrolling in the course(s), employees should discuss with supervisors any arrangements that will be necessary for course(s) taken during working hours. It is up to the department whether an employee may take course(s) during working hours. Online courses at UIS are considered regular courses as described above.

ALL U OF I EMPLOYEES (UIUC, UIC, UIS) MUST COMPLETE THE ON-LINE TUITION WAIVER APPLICATION FORM ON NESSIE EACH SEMESTER/TERM THAT ON-LINE COURSE(S) ARE TAKEN.

Employees whose total registration is greater than that authorized by the tuition waiver shall pay the difference between the waiver authorization and the number of credit hours for which they register.



Employees who resign or are terminated lose their eligibility for tuition and fee waivers and may not continue to attend courses. However, if an employee has worked 91 days in the semester at the time of resignation, termination, the course may be completed and waived tuition does not have to be repaid. If an employee is laid off with no anticipated date of return, the course may be completed for current semester but tuition waivers will not be granted for any subsequent semester until the employee returns to work. The tuition benefit is only for employees with a definite return date. There will be no retroactivity beyond the current term.

Tuition waivers must be submitted during the semester the course is taken. There is no retroactivity beyond the current term.

How Do I submit a Tuition Waiver?

In NESSIE select the following:

1. Life Events
2. Education Employee and Child Tuition Waivers
3. Select Employee Group (CS, or AP)
4. Select the Campus Employed
5. You will then be directed to log in and complete the course information.

NESSIE will e-mail electronic tuition waiver applications to UIS' HR office (or UIUC or UIC as appropriate).

Upon receipt each tuition waiver application is verified, signature approval is affixed, logged in, copied for HR waiver files and the requesting employee, and then the original is provided for the UIS Financial Aid Office for processing of waiving tuition and certain fees.

An application for waiver by a UIS employee attending UIUC or UIC will be forwarded initially to the appropriate HR Office and then to UIUC's Office of Admissions & Records or UIC's Financial Aid Office for processing.

For further tuition waiver information, guidelines and rules see: U of I Policy 13, Statutory and Inter-Institutional Benefits; U of I Policy 14, Policy & Rules, Employee Development and Career Planning or contact Maureen Hoover at mhoov01s@uis.edu

Congratulations!

30 Years of Service

Ruth Cook August 9

20 Years of Service

Chung-Hsien Sung August 17
 Joe Beaghan September 14
 Ronald Kick October 1
 Ruth Mullenix December 14
 Kay Hart December 16

15 Years of Service

Kathryn Eisenhart August 16
 Cheryl Peck October 12

10 Years of Service

Stacy McDermott September 1
 Sherry Hutson September 3
 Dennis Jones September 15
 Cynthia Cantwell October 27
 Maureen Dowdy November 3
 Peggy Lister December 8



5 Years of Service

Lisa Clemmons Stott July 16
 Heather L Bailey August 16
 Harshavardhan Bapat August 16
 Leanne Brecklin August 16
 Kamyar Dezhgosha August 16
 Anne McKinney August 16
 Michael Miller August 16
 Carolyn Peck August 16
 Jonathan Perkins August 16
 Eric Thibodeaux-Thompson August 16
 Cuneyt Barutcu September 1
 Peter Wolff September 6
 Kathy Henry September 3
 John Ringle September 23
 Darrell Turner October 15
 Ryan Williams November 1
 Vicky Klinger December 9

**You can accumulate a lot over the years . . .
 a lot of trouble!**



Welcome

Jay Davis	Head Womens/Mens Golf Coach	June 1, 2007
Matthew Roberts	Development Data Specialist	June 4, 2007
Deana Taylor	Financial Aid Adviser 3	June 4, 2007
James Burgdorf	Coordinator Customer Service & Cash Operations	June 16, 2007
Kevin Lohrasbi	Visiting Student Affairs Online Specialist	June 18, 2007
Jeffrey Timmons	Director of Recreational Sports	June 18, 2007
Stacey Romager	Administrative Clerk, Political Studies	June 18, 2007
Mark Henss	Campus Legal Counsel	July 1, 2007
Damon Thomas	Clerical Assistant	July 2, 2007
Amanda Fox	Communication Program Coordinator	July 2, 2007
Lisa Waldeck	Secretary 4, LAS	July 2, 2007
Rae Lynne Kynion	MTL Online Coordinator	July 9, 2007
Kenneth Westermeyer	Building Service Worker	July 19, 2007
Cheryle Pruitt	Building Service Worker	July 30, 2007
Theresa Guy	Secretary 4, ITS	July 30, 2007
Dawn Reese	Secretary 4, Development	July 30, 2007
Jeremy Wilburn	Marketing/Recruitment	July 30, 2007
Kara McElwrath	Training Specialist	August 1, 2007
Sarah Lemmon	Visiting Research Specialist	August 6, 2007
Kathi Cannon	Secretary 4, EHS	August 6, 2007
David Bertaina	Assistant Professor	August 16, 2007
Kathleen Burns	Assistant Professor	August 16, 2007
Thomas Clausen	Assistant Professor	August 16, 2007
Gilbert Crain	Associate Professor	August 16, 2007
Mark Edgar	Visiting Assistant Professor	August 16, 2007
Matthew Evans	Assistant Professor	August 16, 2007

Jay Gilliam	Assistant Professor	August 16, 2007
Cynthia Greene	Employment Relations, Career Services	August 16, 2007
Kim Furumoto	Assistant Professor	August 16, 2007
Amanda Jillson	Visiting Assistant Director Recreational Sports	August 16, 2007
Amie Kincaid	Lecturer	August 16, 2007
James Klein	Assistant Professor	August 16, 2007
Michael Lane	Clinical Assistant Professor	August 16, 2007
Rebecca Landsberg	Assistant Professor	August 16, 2007
William Miller	Associate Professor	August 16, 2007
Ali Nizamuddin	Assistant Professor	August 16, 2007
David Racine	Director ILAPS	August 16, 2007
Crystal Reed	Assistant Women's Basketball Coach	August 16, 2007
Matthew Reed	Assistant Professor	August 16, 2007
Karen Reinke Pressly	Assistant Professor	August 16, 2007
Gregory Reynolds	Visiting Assistant Professor	August 16, 2007
Elizabeth Ribarsky	Lecturer	August 16, 2007
Haley Seif	Assistant Professor	August 16, 2007
Denise Sommers	Lecturer	August 16, 2007
John Transue	Assistant Professor	August 16, 2007
Julia Zhang	Lecturer	August 16, 2007
Zhihong Zhang	Visiting Scholar	August 16, 2007
David Gerleman	Research Specialist, Papers of Abraham Lincoln	August 20, 2007
John Macaulay	Research Specialist, Papers of Abraham Lincoln	August 20, 2007
Courtney Klemm	Visiting Multimedia Writer/Producer	August 27, 2007
Duane Forren	Police Telecommunicator	September 3, 2007
Sandra McGinnis	Business Manager I	September 4, 2007
A.J. Aiseirithe	Research Specialist, Papers of Abraham Lincoln	September 4, 2007

Kathy Simpson	Secretary 4, LAS	September 4, 2007
Bekeela Watson	Secretary 4, LAS	September 4, 2007
Amber Lewis	Natural Science Technical Assistant	September 10, 2007
Nancy Weichert	Assistant Professor	September 10, 2007
Dianne Rumme	Environmental Health & Safety Officer	September 17, 2007
Linda Anderson	Associate Director of Marketing & Circulation	September 17, 2007
Brenda Hunsley	Staff Clerk, LAS	September 24, 2007
Brandy Stabler	Development Assistant, Sangamon Auditorium	September 24, 2007
Patricia Sanchez	Assistant to the Dean, CBM	October 1, 2007
Ryan McCreery	IGPA	October 2, 2007



Goodbye & Good Luck

<i>William Carreon</i>	<i>June 14, 2007</i>	<i>Phillip Snow</i>	<i>August 10, 2007</i>
<i>Patricia Robertson</i>	<i>June 22, 2007</i>	<i>Steven Unsworth</i>	<i>August 13, 2007</i>
<i>Galen Becker</i>	<i>June 27, 2007</i>	<i>Remilekun Imeokparia</i>	<i>August 15, 2007</i>
<i>Charles Baumgardner*</i>	<i>June 29, 2007</i>	<i>Kenneth Johnson</i>	<i>August 15, 2007</i>
<i>Yvonne Glasscock</i>	<i>June 29, 2007</i>	<i>Cindy Nimchuk</i>	<i>August 15, 2007</i>
<i>Thomas Knoedler</i>	<i>June 29, 2007</i>	<i>Ratko Orlandic</i>	<i>August 15, 2007</i>
<i>Larry Price</i>	<i>June 29, 2007</i>	<i>Carol Rankin</i>	<i>August 15, 2007</i>
<i>Doug Anderson*</i>	<i>June 30, 2007</i>	<i>Michael Brunelle</i>	<i>August 17, 2007</i>
<i>Kimberly Armstrong</i>	<i>July 6, 2007</i>	<i>Lorrie Farrington*</i>	<i>August 24, 2007</i>
<i>Shelley Pethy</i>	<i>July 13, 2007</i>	<i>Nancy Ford*</i>	<i>August 31, 2007</i>
<i>Janet Deatherage</i>	<i>July 14, 2007</i>	<i>Hugh Harris*</i>	<i>August 31, 2007</i>
<i>Stewart Jacobson</i>	<i>July 15, 2007</i>	<i>Timothy Hays</i>	<i>September 6, 2007</i>
<i>Kim Kubatzke</i>	<i>July 27, 2007</i>	<i>Megan Willman</i>	<i>September 17, 2007</i>
<i>Karen Needles</i>	<i>July 31, 2007</i>	<i>Ruth Cook*</i>	<i>September 28, 2007</i>
<i>Pamela Berryhill</i>	<i>August 3, 2007</i>	<i>Curt Neitzke*</i>	<i>September 28, 2007</i>
<i>Brad Krieg</i>	<i>August 3, 2007</i>		