Celebrating Civil Service In October

The Civil Service Appreciation and CARE Award Ceremony on October 29, 2015 was an opportunity to appreciate all of the Civil Service employee who work diligently to support the mission and core values of UIS. This year, there were 8 nominees for the Chancellor’s Award for Recognizing Excellence (CARE). Those nominated for their exceptional work and dedication to UIS included:

Gwen Cribbett, Admissions and Records Officer
Melissa Funston, Administrative Clerk
Freida Kieffer, Child Development Associate
Eric Needham, Mailing Equipment Operator
Denise Rothenbach, Business Administrative Associate
Ceitha Steele, Human Resource Officer
Eric Woods, Scholars Honors Program

This year’s winner was Graphic Design Manager Patty Sullivan. Congratulations, Patty, on being the 2015 CARE award winner!

Reminders and Links:

- FY16 Holiday Schedule
- Do you still need to turn in annual Performance Evaluations?
- Do you need to refresh your memory about the history of UIS? Check out both the Employee Orientation "The Essentials", and the "History of University of Illinois".
- Do you know about the new University of Illinois Springfield background check policy and procedures? Read more about them here!

In this Issue...

- Important Updates coming to the HR Webpage for the "Rule of 3" and Residency.
- Want more information about Leadership Lived? Click here for more updates!
- Performance Evaluations are Past Due. If you have not turned these in to HR, please be sure to turn those in as soon as possible.
- Celebrating Civil Service, Leadership Lived, and more!

SUCSS CHANGES EFFECTIVE JANUARY 1st, 2016

As of January 1st, 2016, the State University Civil Service System has updated both the “Rule of 3” and Residency statutes. More information and training resources will be available soon on the UIS Human Resources webpages detailing these changes and clarifications.

Do you Still Need to Turn in Annual Performance Evaluations?

Annual Performance Evaluations were due on June 5th, 2015 for the evaluation period of April 1st, 2014 through March 31st, 2015. If you have not completed your evaluations, please visit the Human Resources Performance Evaluation website by clicking here to get all of your related forms and instructions. Please remember that the breakdown of duties on Position Descriptions must be no less than 5% and no greater than 30%. This level of detail in the breakdown helps us better classify and defend positions under SUCSS scrutiny, and allows for more accurate classification of both Civil Service and Academic Professional positions.

Have Questions about Civil Service Testing, or how to apply for a position? Check out the training online!

If you have questions about Civil Service Testing, or how to apply for a position, check online for our helpful tutorial, How to Apply for Civil Service Vacancies. If you still have questions, call Veronica DeLong at ext. 66670.

Get Ready for the Holiday Party!

This year, the annual Holiday Party for UIS will be held on December 18th. Join us for hors d’oeuvres, refreshments, and holiday cheer from 3pm to 5pm in the PAC lobby.
Leadership Lived Spotlight

Becky Prather
Financial Assistance

Becky Prather with the Office of Financial Assistance works with students to make college accessible and affordable. She tries to make the financial aid process a smooth one for students and their families. Another responsibility of Becky’s is to assist our military veterans as they transition to college. She says, “Honestly, there is nothing more rewarding for me, than to know you made a difference in a student’s life.”

Ross Owens
UIS Police Officer

As a police officer on the University of Illinois Springfield campus, Ross Owens knows connecting with students is a big part of his job. It’s that personal engagement that makes students feel more comfortable when it comes to reporting a crime or suspicious activity. Ross typically works a 12-hour overnight shift, but that doesn’t stop him from volunteering on campus. He’s joined student teams during Springfest, helping them compete in events, such as a campus-wide scavenger hunt.
Leadership Lived, Continued

**Wendy Gochanour**  
Student Affairs

Besides being a Sunday school teacher/secretary for her church, or going motorcycle riding with her husband and her dog, Bear, Wendy is very busy within the Student Life office. Her responsibilities include preparing artistic contracts for various Student Life and student organization events, reconciling reports for 80+ student organization fundraising accounts along with 13 departmental accounts, preparing purchase orders, and more. Wendy keeps current with various budgeting policies and helps in educating and updating students and staff. Wendy believes with the small size of the UIS campus, this enables students, staff, and faculty alike to communicate on a more personal level.

**Shawn Craig Shures**  
Office of Graduate Intern Programs, Center for State Policy and Leadership

As Assistant Director of the office and graduate intern recruiter, Shawn has spent almost 20 years recruiting students for UIS’ graduate degree programs and the broad array of graduate internships and assistantships available. UIS faculty members depend on Shawn’s ability to tell the UIS story and connect their departments with prospective students. The students appreciate Shawn’s knowledge of career paths and how she can articulate the value of a graduate degree, as well as her assistance with applications and admission requirements. According to Shawn, “I take great pride when students I recruited complete their master’s degree and become successful in their lives beyond UIS. That is one of those priceless components of my job that make what I do so rewarding.”