Summer Insurance Coverage and Waiver

Summer Insurance Questions?

Did you know All employees taking classes are recognized by the system as students, and assessed the student insurance fee if taking an on-campus or blended course? Please make sure to complete an online waiver once each academic year (i.e., August to August) to ensure that you reverse/prevent this fee assessment. Go to the UIS Student Insurance webpage to learn more about your student insurance options for summer.

HR Staff Update

Welcome Aboard Kathleen!

When you come to visit HR, you will have a new smiling face to greet you! Kathleen Lurkins has joined our staff as our new HR Assistant. Kathleen is responsible for reception, tuition waivers, and will be taking over the responsibilities of Extra Help employees and their reporting.

Kathleen joined us in April, and is extremely excited to start her career in Human Resources. She is a 2013 graduate of Illinois College in Jacksonville, double majored in Psychology and Communications and Rhetoric. One of her big goals this upcoming year is to take more time to travel and go hiking with her husband.

Again, Welcome to the Team!

New In this Issue

♦ The Summer Student Insurance Waiver deadline is June 15th, 2015. For more information on Student Insurance at UIS, please click here.

♦ Do you know about the List Serve for UIS positions? Click here to learn more!

♦ New HR Staff Updates can be seen on the Staff Information Page.

♦ Want more information about Leadership Lived? Click here for more updates!

♦ Performance Evaluation Time!

♦ Tuition Waivers for Summer

Annual Performance Evaluations

It’s that time of year again: Annual Performance Evaluations are due in to Human Resources on or before June 5th, 2015, and they are to cover the period from April 1st, 2014 through March 31st, 2015. Please visit the Human Resources Performance Evaluation website by clicking here to get all of your related forms and instructions.

Tuition Waivers for Summer

For all employees taking classes this summer and using a tuition waiver, please refer to NESSIE for more detailed information. Remember, Summer term waivers are reduced to half of the normal Fall/Spring credit hours limitations. For more detailed information, please log onto NESSIE, Benefits, Tuition Waivers. You can also contact Kathleen in UIS Human Resources at 217-206-6652 for questions in regard to your tuition waiver.
Summer Tips and Reminders

- Use that sunscreen! Protection from UV radiation is important all year round. Learn more about how to reduce your risk of over-exposure by visiting www.cdc.gov.
- Need ideas on fun things to do in Illinois this summer? Visit the Enjoy Illinois website for ideas from all over the state!

Leadership Lived Spotlight

James Gleeson and Peter Wolff

Jim and Pete are on the front lines of student service through their jobs in the Food Emporium. Their faces are among the first students see when they arrive for breakfast or lunch. The two are known for their speed cooking, comfort food, the ability to juggle several orders at once and, sometimes, their good-natured jokes. They are also known for their personal touch. It’s not unusual to overhear them in the morning greeting sleepy students by name, asking “The usual?” or “No tomatoes with that, right?”

Grant Johnson

Events administrator Grant Johnson works to support students and staff in event planning and helps bring those events together. When a date is selected, Grant makes sure the right people receive proper paperwork to set up food, media, or other services for the event. Grant contributes to UIS’ right-sized, supportive community feel, giving students the best help he can by making sure their events go off without a hitch. He also attends most, if not all of the events that he helps plan. If something goes wrong, Grant is waiting in the background to jump in and aid in whatever way possible. As a UIS alum, Grant says he loves watching the university grow and is willing to do his part to help that continue.

Have you thought about Leadership Lived?

This year, Leadership Lived is part of our annual employee evaluations, so it is critical that we all think about what Leadership Lived means to UIS. From guiding students through the grounds, to helping someone set up for an event, or volunteering time within our communities, our actions speak volumes about the character of the University and how we demonstrate the importance of these 4 core values within our daily lives. For more information about Leadership Lived, visit http://www.uis.edu/brand/.
Rebecca Jones

As Assistant Director Grants and Contracts, Rebecca is responsible for the administration of grants and contracts after they have been awarded. This means collecting the cash, distributing it, monitoring expenditures, and generally assuring that UIS is in compliance with University and funding agency guidelines. She sees her work as minimizing the administrative burden of grants and contracts on the faculty and the departments, and allowing them to do the good work that the grant funding is supporting. She also collects and distributes federal work study and grant money to the financial aid office.

Terry Minder

Terry Minder has made it his mission to keep the University of Illinois Springfield campus beautiful. He’s part of an 11 person crew that maintains 370 acres of campus grounds. Minder enjoys interacting with students and wants to make them “feel at home” when they come to campus. Even after 12 years on the job, Minder still looks forward to coming to work every day.