

9-11-1981

Faze 1, 1981-09-11

Office of University Relations

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Recommended Citation

Governors State University Office of University Relations, Faze 1 (1981, September 11). http://opus.govst.edu/faze_1/492

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FACE 1

A Publication of the
Office of University Relations
Governors State University
Park Forest South, Illinois 60466

*It is only persons of firmness that
can have real gentleness. Those
who appear gentle are, in general,
only a weak character, which easily
changes into asperity.*

--Francois de La Rochefoucauld

GSU ARCHIVES

4/16/85 4.2 CC

September 11, 1981

Vol. 10, No. 39

Outdoor Folkfest Here Next Friday



Megan
McDonough

Megan McDonough and the team of Barbara Barrow and Mike Smith, two of the most popular musical attractions to appear in recent years at GSU, will return for an Outdoor Folkfest on Friday, the 18th at 8 p.m. in the Amphitheatre.

McDonough played before a capacity audience here in December, 1979. Accompanying herself on the guitar, she will sing her own songs as well as those of other contemporary artists.

McDonough has appeared with Steve Martin, Jim Stafford, Steppenwolf and the late Harry Chapin and on TV shows such as AM Chicago and Weekend Edition.

The Barrow and Smith piano guitar duo played the first GSU Outdoor Folkfest in August, 1979 as a backup act. Their success at GSU has been repeated in other areas of the country.

MINI-CAMPUS EXPATRIOTS MEET . . .

(See page 2)

CIVIL SERVICE SENATE . . .

The Civil Service Senate begins its third year by meeting at its regular time, the third Thursday of the month, the 17th, at 2:30 p.m. in Engbretson Hall. New members, elected at the last election are, Jean Brubaker, Dorothy Hardiman, Colette McHale, Angie Thomas, Gloria Schuler, Pat Burkhardt, Donna Lowe and Evelyn Pegues.

There are still some vacant seats on the Senate. Any Civil Service employee interested in serving should contact Angie Thomas, ext. 2279 for information.

Civil Service staff members are also needed to serve on various committees now being formed. Volunteer sheets must be submitted no later than September 14. If you did not receive a volunteer sheet or have any questions, call ext. 2279.

THE FOLLOWING FACULTY AND STAFF HAVE BEEN AT GSU SINCE WE OPENED OUR DOORS TO STUDENTS, MONDAY, SEPTEMBER 13, 1971 (In order of seniority.)

- | | |
|---|--|
| 1. TED ANDREWS, CAS | 22. HANK JABLON, BO
(Also a student, first session) |
| 2. LEONA ERICKSON, UL | 23. JOE GABRISKO, PPO |
| 3. GINNI BURGHARD, UR | 24. RON BRUBAKER, CAS |
| 4. MILDRED LAKEN, SHP | 25. ANDREW PETRO, BPA |
| 5. DAVE CRISPIN, HLD | 26. DAVID REEVE, CAS |
| 6. HARVEY GRIMSLEY, SD
(Also a student first session, 71-72) | 27. VIRGINIO PIUCCI, IRP |
| 7. GERALD BAYSORE, IRP | 28. JEAN SINGER, UL |
| 8. DAN BERND, CAS | 29. ED MILLER, CAS |
| 9. BARBARA FLOWERS, PROV/AA | 30. ANTHONY WEI, CAS |
| 10. CARL PETERSON, UL | 31. CLARA ANTHONY, SP&CE |
| 11. RICHARD VORWERK, BPA | 32. MARTHA ARMSTRONG, UL |
| 12. PAUL HILL, HLD | 33. DOUG DAVIS, CAS |
| 13. FRIEDA VAZALES, IRP | 34. TOM KELLY, CAS |
| 14. GWEN SIEBERT, SD | 35. DON HERZOG, BPA |
| 15. LARRY McCLELLAN, CAS | 36. MARVIN BROTTMAN, HLD |
| 16. ED SURJAN, BO | 37. WILLIAM McLEMORE, HLD |
| 17. FLORENCE DUNSON, SHP | 38. TULSI SARAL, HLD |
| 18. LOWELL CULVER, BPA | 39. ALMA VINYARD, CAS |
| 19. BETTY LEVING, HLD | 40. MEL MUCHNIK, CAS |
| 20. ROBERT PRESS, CAS | 41. WARRICK CARTER, CAS |
| 21. SHIRLEY RAMIREZ, PROV/AA | |

STUDENTS FROM THE FIRST SESSION WHO NOW WORK AT GSU ARE: TOM CALL (BO), ADLEAN HARRIS (UL), KARL HARRISON (DPS), BOB JENSEN (BO), JOAN LEWIS (UR), COLETTE McHALE (BO), MARY SCHELLHORN (UL), URSULA SKLAN (ASR).

GSUings . . . JANICE SCHLUNTZ (PO), attending a seminar, "Self-Presentation for the Professional Woman," at the Radisson Hotel, Chicago, September 3. Sharon Crain, PhD, Director for the Women's Center for Executive Development, Boulder, Colorado, conducted the session.

MILDRED LAKEN (SHP), completing all requirements for an MHS in Health Services Administration.

KATHY FOLLETT (SHP), delivering a series of talks on alcoholism at the Infant Jesus of Prague Prayer Community in Flossmoor, August 24 and 31.

WILLIAM BOLINE (HLD), serving as a resource person in the gentrification ("return of the more affluent to the city") workshop at the recent National Black Independent Political Party's Annual Congress.



Alexander Hamilton originated the put and take system in our national treasury: the taxpayers put it in, and the politicians take it out.

Will Rogers

PUBLISHED . . .

Paul M. Green (BPA), an article in the State Journal-Register, Springfield, IL. The title, "Poliball is the name of this game."

CONDOLENCES . . .

To Wilhelminia Moore (SHP) on the death of her uncle.

SORRY ABOUT THAT!

Three VIP's were left out of the VETERANS OF INNOVATION list. One, DONNA McBRIDE, SA, should have been mentioned back in May (five years, 5-28). Also, ARDIS PRIBYL, CS, and DELLA SHIFFER, A&R, both nine years as of 9/25.

HONORARY DOCTORATE NOMINEES

We are now requesting nominees for Honorary Doctorates to be awarded at the Twelfth Annual Commencement ceremony on June 5 and 6, 1982. Nominees should be submitted to the IRP office by September 18, 1981.

VIRGINIO L. PIUCCI
Chairperson, Honorary
Degree Committee

MERIT AWARD PROGRAM FOR CIVIL SERVICE EMPLOYEES:
NOMINATIONS DUE SEPTEMBER 22

A Merit Award Program has been announced for non-negotiated Civil Service employees for the purpose of conferring honor on the exceptional employee and to encourage employees to enhance their work efficiency. The number and size of awards will vary each year with the value of the award not becoming part of the base salary. For FY81, up to one-half of the non-negotiated Civil Service staff who were status employees as of June 30, 1981 and who had been employed at GSU for at least one year may receive a Merit Award if they satisfy the criteria as determined by the Merit Selection Committee.

In the following paragraphs is described the rules for eligibility, performance criteria, and the procedure for implementing the program. All nominations must arrive in the Office of the Vice President for Administration by September 22. Official forms for submitting nominations may be secured from Mrs. Evelyn Pegues in this office.

It should be noticed that the procedure for nominating candidates has been changed this year to allow nominators to include all Civil Service staff, faculty, students, and A&P personnel. The intent is to provide full participation by the University's community.

Eligibility: The merit program will be open to all permanent non-negotiated Civil Service employees who have completed a minimum of one year employment at GSU. Merit awards will be granted for meritorious service performed during the fiscal year for which the awards are being given. No employee will be eligible for consecutive year awards.

Criteria for Merit Awards: Definition - Merit Awards are: (1) awards granted for continuous performance exceeding job requirements or performing at a continuously high level of service, (2) awards for special acts or services that enhance GSU, or (3) awards for adopted suggestions that save the University money or provide other benefits to the University.

Merit Awards Granted for Excellent Performance

1. Perform regularly over and above the normal requirements of the job.
2. Makes a significant contribution outside the employee's area of immediate activity.
3. Demonstrates unusual competence in unanticipated situations.

4. Increases noticeably the output of the employee's unit.
5. Enables the employee's unit to meet unusual demands through performance of higher level duties on the employee's own initiative.
6. Makes a significant contribution to the general uplifting of morale.
7. Makes a conscious effort to give extra help or go the extra mile.
8. Demonstrates consistently a level of excellence within the job description.
9. Outstanding participation on University Governance or other University-wide committees.

Merit Awards for Special Acts or Services

A special act or service is a singular contribution which is relatively easy to identify. For example, it might be an act of heroism, a scientific accomplishment, or exemplary performance on a special project. It should not be difficult for the supervisor or other person having knowledge of the accomplishment to furnish a brief account of it.

When the accomplishment is closely connected with the performance of normal duties, it is necessary for the supervisor to also indicate how it was beyond the scope of normal activity. For example, if an award recommendation is based on an employee having quickly handled an emergency situation, it would be necessary to not only explain the specific nature of the emergency, the unusual difficulties imposed by it, and what the employee did to solve them, but also to explain in what way the handling of the situation exceeded normal job requirements.

Merit Awards for Adopted Suggestions

The suggestion award is designed to encourage employees to submit constructive ideas to improve the operation of the University. Suggestions should propose a new or better way of doing things. They should include ideas which:

- | | |
|------------|--|
| a. Improve | - Service to the University and its public, efficiency, morale |
| b. Save | - Time, effort, materials, money |
| c. Reduce | - Costs, waste, safety hazards |

- d. Eliminate - Unnecessary operations and records, duplications, unnecessary complicated procedures
- e. Propose - Streamlined methods, safer methods

An award may be granted for proposals which concern matters either within or outside the employee's job responsibility. If within the employee's job responsibility, the suggestion must be over and above the kind of ideas normally expected at that level. The following should be considered when evaluating a suggestion:

- a. Is the employee expected or required to make suggestions of the type under consideration? If so, is there anything that is special or unique about this particular one?
- b. Is the nature of the suggestion such that the employee's performance would be judged less satisfactory if he/she had not made the suggestion?
- c. Is the suggestion one pertaining to the immediate work area which the employee can place into effect without consulting higher authority?

Procedures for Nomination: Employees can be nominated by any GSU faculty, staff, or student; however, no person may nominate more than two employees. The nomination must be accompanied by two letters which shall include one from the supervisor and/or unit head, and one additional letter. The nominee shall be given the opportunity to submit a supporting letter on his/her own behalf. All nominations should be submitted to the office of the Vice President for Administration, which office will screen the applications for procedural compliance and eligibility and remove names and assign identification code numbers. These nomination forms and supporting materials will be forwarded to the Chairperson of the Merit Selection Committee. The Merit Selection Committee shall be comprised of two faculty members, two non-negotiated Civil Service employees, and the Director of Personnel. The President of the Faculty Senate shall recommend four faculty members to the Executive Committee of the Civil Service Senate which committee shall then select two for membership on the Merit Selection Committee. The President of the Civil Service Senate shall nominate four Civil Service employees to become members of the Merit Selection Committee and the Executive Committee of the Civil Service Senate shall select two for membership on the Merit Selection Committee. During the initial year of the implementation of this program, Civil Service employees

who will be eligible to serve on the Merit Selection Committee shall be only those non-negotiated persons who received merit for FY80 work performance and who were not recommended for merit awards for FY81 work performance. Thereafter, Civil Service members shall be non-negotiated persons who receive merit awards during the preceding year and who will not be eligible for a consecutive year award due to the aforementioned prohibition. The Merit Selection Committee should be constituted so that it endeavors to meet Affirmative Action guidelines. The Committee should select a chair at its first meeting. All nominations must be on an official form. The purpose of the Merit Selection Committee will be to determine those Civil Service employees who will be recommended to the President for receipt of a merit award.

AFFIRMATIVE ACTION OFFICE

Job Opportunities

UNIT & POSITION	RESPONSIBILITIES	QUALIFICATIONS	START DATE	CONTACT & DEADLINE
UNIVERSITY RESEARCH ASSOCIATE - Registrar	Complex research involved in the reconstruction of problematic student academic histories, etc.	BA; min. of 3 yrs. of office management exp. with supervisory responsibility; excellent communications skills; knowledge & exp. with budget preparation; basic understanding of data processing principle.	10/1/81	Richard A. Rainsberger EX 2165 SEPTEMBER 21, 1981
UNIVERSITY RESEARCH ASSISTANT - Grant - Center for Learning Assistance	Provide group and individual instruction in math, develop instructional materials, administer diagnostic tests, and supervise student tutors.	MA or MS or higher degree with graduate work in calculus and statistics required.	9/16/81	Irene O'Connor EX 2564
COORDINATOR OF INSTRUCTIONAL DEVELOPMENT - Instructional Communications Center	Produce and direct instruct. TV programs and series for broadcast and cable TV delivery, etc.	Masters degree in Media Production or related area and exp. in the production/direction of TV series.		Mr. Ralph Kruse EX 2300 SEPTEMBER 9, 1981
ILLINOIS STATE BOARD OF EDUCATION TEACHER VACANCY LIST FLORIDA VACANCY LIST	President's Office President's Office			
SECRETARY III - STENO COMPUTER AIDE II GRAPHIC ARTS DESIGNER CHIEF CLERK PLANT OPERATING ENGINEER	College of Business Registrar's Office Instructional Communication Center Physical Plant Operations Physical Plant Operations			

EVENTS

SATURDAY, September 12, 1981

7:30 a.m. - 5:30 p.m.
9:00 a.m. - 12:00 noon

Insurance Testing (A1102)
College of Business and Public Administration
Testing (MRH)
Special Programs Orientation for Independent Study
Students (EH)

10:00 a.m. - 12:00 noon

MONDAY, September 14, 1981

10:30 a.m. - 4:30 p.m.

Graduate Art Project: Paintings by Sandra Kamp,
Monday through Fridays, until October 1st. (Visual
Arts Gallery, B Wing)

TUESDAY, September 15

3:30 p.m. - 4:30 p.m.
5:00 p.m. - 7:30 p.m.

Financial Aid Orientation (EH)
Student Activities Program Orientation (EH)

WEDNESDAY, September 16

12:00 noon - 1:00 p.m.
12:00 noon - 2:00 p.m.
4:00 p.m. & 5:00 p.m.
5:30 p.m. - 6:30 p.m.
7:00 p.m. - 10:30 p.m.

Theology for Lunch: "Faith and Excitement" (HDR)
Union Meeting: Civil Service Staff (EH)
Coffeehouse: The Graf Brothers (HOG)
Financial Aid Orientation (EH)
U. S. and Illinois Elections (EH)

THURSDAY, September 17

2:30 p.m. - 4:00 p.m.
7:00 p.m. - 9:00 p.m.

Civil Service Senate (EH)
Graduate Art Project Reception (B Gallery)

FRIDAY, September 18

9:30 a.m. - 5:00 p.m.
8:00 p.m. - 11:00 p.m.

Illinois Library Workshop (EH)
Outdoor Folkfest (Amphitheatre)

SATURDAY, September 19

9:30 a.m. - 12:30 p.m.

BOG Portfolio Seminar (EH)

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SPECIAL NOTICE

Due to typesetting requirements, all material for FAZE I must be in to UR OFFICE
by Tuesday noon each week starting with Tuesday, September 29, 1981

WATCH FOR GSU LANDSCAPES

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DIAL "INFO LINE" 534-0033 FOR RECORDED UNIVERSITY ANNOUNCEMENTS