



## April 2023 Newsletter

Classification	April 2019	March 2022	March 2023	DIFF 2019 to 2023
Office Support Assistant	1			-100%
Office Support Associate	21	15	13	-38%
Office Support Specialist	74	43	34	-54%
Office Manager	53	39	42	-21%
Office Administrator	23	29	29	+26%
Clerk	10			-100%
Clerk Chief	11			-100%
Clerk Staff	2			-100%
Clerk Administrative	1	1	1	0
Program Administrative Assistant	6	1	1	-83%
Administrative Aide	25	18	26	+4%
Administrative Assistant	28	28	29	+3.6%
Executive Assistant	1	1	1	0
<b>TOTAL</b>	<b>256</b>	<b>175</b>	<b>176</b>	<b>-31%</b>

### Workplace Numbers Down

Administrative professionals at NIU are down 31% overall from two years ago but holding steady from the same time last year. Through attrition, slow-to-advertise positions, sluggish hiring processes, and a lack of applicants, many needed positions remain empty.

It is unclear how many 'lost' positions will return. The way things are could be the way they remain. If that is the case, all remaining employees are doing on average of 30% more work. Some departments went from two or three employees down to one, forcing the remaining employee to do 33%-50% more work daily.

Unfortunately, there are no more work hours in the day... and if you're the top dog in your department, it's up to you to complete the work. Chances are you're working late, after hours, or even at home without clocking that extra time because your department or college refuses to pay overtime. Why do you work extra hours for no pay?

Because you are a team player. Because you care about your department. Because you have a great boss. Because you are loyal. Because you have ethics. Great things to have and be. But your employer? Well, however much your employer may have good intentions, they refuse to pay for *workload*, only job duties and responsibilities.

If you find you've inherited more duties and responsibilities, you need to have a discussion with your supervisor to reallocate the percentages of your duties and responsibilities for accuracy and possibly an add pay or temporary salary adjustment (if they are above or outside your classification promotional line [which you can look up here](#)). When you and your boss have an accurate job description for your position, you and your boss need to sign it. HR lives and dies by job descriptions. Add pays and temporary salary adjustments are based on your job description and duties and a few other factors. Get something accurate, and get it in writing. It protects YOU and your boss.

If you need help navigating that process, contact a [steward](#).

Become a Work Boundary Bada\$\$



You've heard about setting boundaries in personal and romantic relationships. But what about setting boundaries at work? Is that even possible? Yes, it is. It's not simple, and can be outright difficult. But it is possible.

(Think it's impossible at NIU?? It's not! As a Civil Service employee, you have a job description for a reason. Your job description should be current (within the past 2 years) or updated after any additional duties have been added. It also should be agreed upon and signed by both you and your supervisor. It helps protect you and your boss. If you are working above or *outside your classification* promotional line, please give a [steward](#) a call or email.)

First and foremost, there is a lot of 'self-awareness' and the willingness to have uncomfortable conversations with others. The American Psychological Association (APA) defines a boundary as 'a psychological demarcation that protects the integrity of an individual.'

Boundaries look different for everyone, depending on their needs and preferences.

After reading [this article](#), you will have a better idea of:

- \*How to set boundaries with coworkers at work.
- \*How to set boundaries with your boss.
- \*How to create boundaries when working from home.

Go forth, read, and become a boundary bada\$\$!

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"The secret of change is to focus all of your energy not on fighting the old, but on building the new." -Socrates, philosopher

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## Bargaining Update

You can read updates to bargaining on the News & Updates page of the Local 1890 webpage (link below). Apparently, NIU had a bit of difficulty securing the participants of their bargaining team. Our side, however, has been hard at work drafting a proposal that works for our members! This year, our Local 1890 Bargaining Team is one of the best we've ever had. Bargaining team members (in alphabetical order) are:

Nicole	Adams	Office Administrator	Psychology
Neil	Daly	Office Administrator	Curriculum & Instruction
Jacklyn	Egolf	Senior Library Specialist	Founders Library
Sara	Finnigan	Program Coordinator	OERD Marketing & Messaging
Angie	Gasero	Office Administrator	English
Joe	Gruber	Admissions/Records Rep	Registration & Records
Suzanne	Hogan	Administrative Aide	College of Liberal Arts & Sciences
Krystyna	Kamka	Office Manager	Center for Latino & Latin American Studies
Tom	Kapraun	Office Manager	Statistics
Leonard	LeGrand	Office Administrator	Athletics
Sarah	Lindell	Administrative Assistant	VP International Affairs
Bryan	Lutes	Administrative Assistant	NIU Foundation
Rave	Meyer	Office Manager	Environmental Studies
Felicia	Owens	Office Support Specialist	Geology & Environmental Geosciences
Daksha	Patel	Business Manager	Biology
Rebecca	Rahe	Admissions/Records Officer	Registration & Records
Rachel	Schmit	Sr. Events Coordinator	College of Business
Lesly	Schoo	Office Manager	V & PA External Programming
Dawn	Sibley	Office Manager	English
Debbie	Williams	Office Manager	Graduate School
Kevin	Wright	Office Manager	Nonprofit and NGO Studies

Our bargaining team met with NIU Administration on 4/14/23. Click the News & Updates link for the updated info on how the session went!

**News & Updates**

## Next Membership Meeting

**Tuesday, April 25, 2023 at Noon via Zoom**

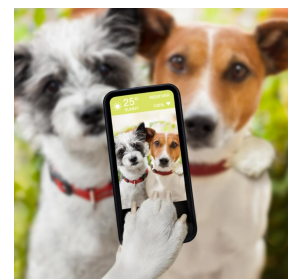
A link to the Zoom meeting will be sent to eligible voting members on April 21st.

- All members who attend Local 1890 membership meetings in 2023 are eligible to win in a Rolling \$25 Cash Drawing.
- Each month, the name of one winner is selected from all Local 1890 dues-paying members. A member must be present at the meeting to win if their name was drawn.
- Any amounts not awarded roll over to the next monthly general meeting.
- The current prize amount is \$100.

## We are bringing back the Pets of 1890!

Please email us your pet photos and tell us a little bit about your adoring feline, dapper doggie, or amazing other pet.

We need to know your name and department, your pet's name, age, breed, and what makes them such a darn good pet!



## Chicago Science Museum/Peggy Notebaert Nature Museum Joins with AFSCME

Employees of the **Chicago Academy of Sciences / Peggy Notebaert Nature Museum** in Lincoln Park and its off-site collections facility in Ravenswood are forming their union, Chicago Academy of Sciences Workers United (CASWU), with **AFSCME Council 31**.

“We’re forming our union because we want to work with our colleagues and leadership to ensure that our institution is always becoming an equitable, inclusive and safe workplace. That can’t happen unless we have an equal say in the decisions that affect us,” said Anabel Hirano, a member of the CASWU/AFSCME organizing committee who is volunteer and intern coordinator at the Nature Museum.

Nature Museum employees join the **Art Institute of Chicago, the School of the Art Institute of Chicago**, the Newberry Library and the **Field Museum** who have recently formed unions as part of AFSCME’s **Cultural Workers United** campaign.

[Read it Here](#)



[Check your wage with AFSCME's wage tool!](#)

**Your Local 1890 officers and stewards** remain accessible to help you with information and support.

Should you have questions or concerns, contact us at [afscmelocal1890niu@outlook.com](mailto:afscmelocal1890niu@outlook.com)

### Local 1890 Officers

**President**  
Rave Meyer\*

### Contact List

**Union Orientation and Member Info**  
Sara Finnigan  
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[Exclusive union member benefits](#)

**Vice President**

Sarah Lindell\*

**Recording-Secretary**

Lesly Schoo

**Secretary-Treasurer**

Daksha Patel

**Members-at-Large**

Jacklyn Egolf

Krystyna Kamla

Bryan Lutes

**Membership Chair**

Sara Finnigan

**Chief Steward**

Heidi Carlson\*

**Trustees**

Rebecca Rahe

Joe Gruber

\*Certified Stewards



**Concerns about workplace issues**

Heidi Carlson

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[Local 1890 Stewards](#)

**General questions**

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**AFSCME Staff Representative**

Rick Surber

[rsurber@AFSCME31.org](mailto:rsurber@AFSCME31.org)

You can easily join YOUR voice to  
OUR Local 1890 voice today!

[Join NOW!](#)

[Local 1890 Website](#)  
[Facebook Group](#)

**KNOW  
YOUR  
RIGHTS**

**I'm being disciplined? What do I do?**

**WEINGARTEN RIGHTS**

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions."



AFSCME Local 1890 NIU | P.O. Box 211, DeKalb, IL 60115

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