CANCER BIOLOGY & PHARMACOLOGY

PRESENTATIONS
Dr. Krishna Veeravalli and Dr. Koteswara Nalamolu a poster (desc. below) at the International Stroke Conference 2020 February 19-21, 2020 in Los Angeles, California.


DEAN’S OFFICE

STAFF APPRECIATION WEEK
April 13
Staff Appreciation Kick-Off/Onsite, 10:30 AM, A100-1
April 14
Staff Appreciation Kick-Off/Offsite, 10:00 AM, Branch-OSF
April 14
Civil Service Banquet, 5:00 PM, Ravina-on-the-Lake

Mark your calendars!
Let’s leave winter behind and **spring** into a new book. Our **New Book Shelves** are blossoming with new reads for you to pick.

**What to Do When I’m Gone: A Mother’s Wisdom to Her Daughter** by Suzy Hopkins and Hallie Bateman. (New Book Shelf BF575 G7 H796w 2018)

**Uhura Unbound: Voyages of the Hyperion, volumes 1 & 2** by Jim Ausfahl, MD. (New Book Shelf PN6120.95 A38 A932u 2019 V.1 & PN6120.95 A38 A932u 2019 V.2)

**Change Your Schedule, Change Your Life** by Dr. Suhas Kshirsagar. (New Books Shelf QT167 K94c 2019)


**The Sawbones Book: The Horrifying, Hilarious Road to Modern Medicine** by Dr. Sydnee McElroy and Justin McElroy. (New Book Shelf WZ40 M141s 2018)

**Woman Rebel: The Margaret Sanger Story** by Peter Bagge. (New Book Shelf WZ100 B144w 2013)

**Living With A Black Dog: His Name is Depression** by Matthew Johnstone. (New Book Shelf WM171.5 J73L 2006)

**Coaching Copyright** edited by Kevin L. Smith and Erin L. Ellis. (New Book Shelf Z642 S653c 2020)
HUMAN RESOURCES

Please welcome our new employees

**Jeana McLoughlin**, Office Support Associate, Administrative Affairs

**Debra Paul**, Administrative Aide, Pediatrics

**Nancy Feltham**, Office Manager, Emergency Medicine (no photo)

**Dawneva Sasse**, Office Manager, Department of Surgery (no photo)

LLEAP

Have you heard of the university LLEAP program? It provides educational benefits to employees (see below and the UIC website for details).

**LLEAP Purpose**
The Lifelong Learning and Education Access Program (LLEAP) is designed to provide Academic Professionals and Open-Range Civil Service employees, release time/flex time, and/or funds for development opportunities focused on enhancing a career at UIC.

**LLEAP Benefits**
Each eligible employee can utilize one of the following benefits on an annual basis:

- Up to $200 and up to 8 hours of release time for professional development activities
- Up to $200 for coursework not covered under a university tuition waiver
- Continuous flex time of four hours per week while enrolled in or actively pursuing an educational development activity
- Release time of up to 16 hours per year for professional development activities

**Complete details regarding LLEAP on the UIC website:** [https://hr.uic.edu/employees/professional-development-training/learning-opportunities/leap/](https://hr.uic.edu/employees/professional-development-training/learning-opportunities/leap/)

**The University tuition waiver policies available in Employee Self-Service Center:**
[https://www.hr.uillinois.edu/benefits/tuitionwaivers](https://www.hr.uillinois.edu/benefits/tuitionwaivers)

**UIC Online Training Center:** [https://hr.uic.edu/employees/professional-development-training/learning-opportunities/online-learning/](https://hr.uic.edu/employees/professional-development-training/learning-opportunities/online-learning/)
HUMAN RESOURCES

Vacation Accruals for Civil Service Employees

The vacation policy is available via link: [https://www.hr.uillinois.edu/leave/vacation](https://www.hr.uillinois.edu/leave/vacation)

The link includes the civil service policies and the chart to view the maximum accruals, depending on years of service - for exempt (salary) and non-exempt (hourly).

**Reminder:** Vacation accruals in a pay period are added to an employee's balance first and then hours used are deducted from that balance. Civil service employees must monitor the accruals on their pay stubs closely to avoid loss of accrual as they near maximum accrual.

For example: a non-exempt employee with no more than three years of service earns at rate of .0462 per hour worked (.0462 x 75 hours = 3.47); maximum accruals at this rate of accrual is 180 hours. Beginning BW6 the employee notices 175 vacation hours. This employee will lose hours on BW7 if vacation hours are not used on BW6, because accrual hours will be added first on BW7, before any hours used are deducted. If no vacation time used on BW6: 175 + 3.47 = 178.47; on BW7 178.47 + 1.53 (not eligible for full 3.47) = 180 maximum accrual.

To avoid loss of time, this employee should discuss, with supervisor, using vacation time on BW6 so that vacation balance is reduced to receive accrual of 3.47 hours on BW7.

Again, the vacation accrual maximum varies, based on your years of service and if exempt or non-exempt. Refer to the policy to review the vacation charts. Vacation requests are submitted to supervisor for review/approval.

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STAFF APPRECIATION BANQUET

Tuesday, April 14, 2020

Please make plans to attend the Staff Appreciation Banquet on April 14, to honor employees for their years of dedicated service! An invitation with details will be coming your way very soon. **A reminder regarding service award recognition:** UIC hosts service recognition in the fall (for the calendar year). The UIC service awards (from Fall 2019) will be presented at the CSEC Banquet. Thank you for your dedicated service!
To Benefit-eligible employees… please carefully review below for details for dependent audit (this will apply to you if you have dependent coverage who are subject to the audit).

**When is this audit being conducted?**
The audit period is March 3 – April 25, 2020.

**Who is performing the audit and why?**
The Illinois Department of Central Management Services (CMS) has contracted with HMS Employer Solutions (HMS) to conduct an audit to ensure that only eligible dependents are covered on the state health insurance plans. This audit will not verify your biological and adopted children under the age of 26 who were verified during the 2015 audit.

**How will I be notified about the audit?**
If you have dependents that are subject to this audit, HMS will mail an audit letter to your home mailing address. Your letter will include information about what you are required to do, how to submit required documentation and contact information for HMS. The audit is time-sensitive, and you must respond by the deadline listed in the letter. Please watch for the envelope from HMS displaying the Illinois Dependent Eligibility Verification Audit logo in the return address, as shown below.

**If I don’t submit the required documentation what will happen?**
At the conclusion of the audit, dependents for whom you have not provided verification documents will be terminated from insurance coverage effective May 1, 2020.

**Why might I not receive a letter from HMS?**
You should not receive an audit letter if you only cover biological and adopted children under the age of 26 who were already verified during the 2015 audit.

**Questions?**
CMS requires that all questions be directed to HMS as the independent auditor and not to CMS or the University of Illinois System. HMS is experienced with State audits, and will be able to answer your questions and offer assistance with documentation issues that could arise. Please wait for your letter to arrive, then contact HMS directly with any questions you may have.
CIVIL SERVICE EMPLOYEES COUNCIL

STAFF APPRECIATION WEEK
April 13-17, 2020

UICOMP’s annual Staff Appreciation Week (SAW) dates have been set! This is a week where UICOMP staff are celebrated with a week of gifts and a banquet, hosted by your Civil Service Employees Council. This year’s banquet will be held at Ravina-on-the-Lake on Tuesday, April 14. The doors open and the fun begins at 5:00 p.m. Ravina staff will be decked out in ’50s gear and Dueling Pianos will be entertaining us.

In honor of this being UICOMP’s 50th year, our theme is Rockin’ the ’50s. In keeping with our theme, the fun includes old-fashioned sodas and sundaes and we encourage you to brush off your poodle skirts, saddle shoes, and black leather jackets. Come dressed in your favorite 1950’s outfit! Invitations will be arriving soon. This is an event not to be missed!

Individuals and groups/departments may wish to donate a centerpiece for the raffle held at the banquet. The most popular centerpiece donated will receive a cash prize of $100. To sign up, contact Terry Flynn, tlflynn@uic.edu or Javelyn McGrane, javelyn@uic.edu.

Email Diana at dfarrar@uic.edu with questions.

NOTE: In addition to checks, CSEC will accept cash deposits for the banquet. Deposits are refundable for Civil Service Employees only upon arrival at the banquet (separate deposits for guests of civil service staff and faculty are still required and remain non-refundable). CSEC requests that group reservations not be made on one check. Thank you.
STAFF APPRECIATION WEEK
THANK YOU BOOKLET

All of us appreciate being told we are wonderful, that what we do and how we conduct ourselves makes a positive difference in other’s work days. A feature of our Staff Appreciation Week is the Thank You Booklet. You have the opportunity to compose “thank you” notes to the people you work with every day. Tell those special people (and us) why they are special. Be genuine, be generous. Your notes will be assembled in a Thank You Booklet, which will be emailed to the List Serve the week of April 13-17. OK, start composing! Send your notes to csec@uic.edu by April 2.

CSEC Book Club—Come Read With Us

Evening Chapter meeting (dfarrar@uic.edu)
Thursday, March 19, 5:30 p.m.
The Broken Tree, 700 W. Main Street
Discussing You Don’t Look Like Anyone I Know by Heather Sellers

Afternoon Chapter meeting (desutter@uic.edu)
Wednesday, March 4, 12:00-1:00 p.m.
UICOMP Room A109
Discussing Sick in the Head: Conversations about Life and Comedy by Judd Apatow

To sign up, please use the following link: https://uic.ca1.qualtrics.com/jfe/form/SV_bNneLowwhTzirXv
Contact Michelle, desutter@uic.edu, with questions or book recommendations.

GET YOUR LUCKY CHARMS!
March 9-13

Lucky Charms are a great way to tell your co-workers that you think they are wonderful. For just $1, you can tell those special people “I appreciate you”. They’ll get your note and a little treat. See your CSEC representative to order your Lucky Charms! Don’t know who to contact? Email Stephanie, slhull@uic.edu today.
Shannon Doerr is a “Class Act!”
I do a lot of work with new hires in the PHS Department and we have had an incredible amount of change lately. Every step of the way, whether it is a concern for an incoming new-hire, or for an established employee needing advice, Shannon has gone above and beyond with helping us understand processes and requirements, and the complicated timelines to get everything accomplished. She patiently explains everything and is always sure to follow up with our requests or issues. I am extremely grateful for her dedication and pleasant demeanor, and for her continued effort to be a little spot of sunshine at UICOMP each time I interact with her.

Kira Healey, Office Manager
Positive Health Solutions

Nominate Someone Who Is a Class Act
Recognize a coworker who has gone above and beyond to help you with a work project or has done something to make your day. Your note of appreciation will be published in this newsletter and they will receive a certificate. Send the details of why they are a “Class Act” to Stephanie shull@uic.edu.

South Side Mission Needs
The South Side Mission is in need of peanut butter, jelly, pasta, furniture & appliances. Shoes are always needed (new or gently used) and new socks, etc. HELP OUR COMMUNITY MEMBERS. Drop your items (carefully) in the bin provided near the shipping department. Questions? Contact Diana at dfarrar@uic.edu.

Community Chest
The Community Chest is a fund that supports civil service staff members facing any kind of hardship. You may nominate yourself or a co-worker by sending an email request to Stephanie slhull@uic.edu or csec@uic.edu. If we can help pay your electric bill or buy the tire that blew because all your money has gone to medical bills, for example, then the fund can assist.
Best wishes to employees with March birthdays!

Mindi Miller
Lesa Armstrong
Dawn Shadrick
Chris Menke
Christina Constantinidou
Tom Ryan
Jennifer Zapf
Mary Durdel
Beth Wallace

Cheri Mahoney
Heather Boore
Marie Smith
Judy Martin
Kristie Taggart
Ashley Johnson
Angela Daniels
Miranda Lingenfelter
Jonathan Fisher

If your birthday is not listed, and you wish to be added, please contact Shannon at sdoerr@uic.edu

Spring forward March 8, 2020!

First day of Spring—March 19, 2020

The deadline for submission of information for the April issue of The FOCUS is March 30. Send your submissions to sdoerr@uic.edu.

THINK GREEN
Only print when necessary