Operating Staff Council
Minutes – May 6, 2010

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Carlos Raices, Pamela Rosenberg, Andy Small, Alan Smith, Karen Smith, Jesse Tellez

Guests: Bobbie Cesarek, Tim Griffin, Jodi Tyrrell

I. Call to Order
President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 8:38 a.m.

II. Roll Call
Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda
A motion was made by Carlos Raices to accept the Agenda. The motion was seconded by Danell Nixon and passed by vote.

IV. Approval of April 1, 2010 minutes
A motion was made by Sara Clayton to accept the minutes as amended. The motion was seconded by Gay Campbell and passed by vote.

V. Treasurer’s Report
Elizabeth Buck reported on the April transactions. Linda Jennings moved to accept the Treasurer’s report as given. The motion was seconded by Karen Smith and passed by vote.

VI. Announcements/Correspondence
Bobbie Cesarek announced that she is retiring at the end of May. As this is her last term as SPS President, she indicated that the SPS election process will be in June, and that Todd Latham will run the meeting for her in June. She expressed her appreciation for the OSC and thanked the Council for working together with SPS on so many things over the years to better shared governance at NIU.

The summer work schedule begins Monday, June 7, 2010, and extends through Friday, August 13, 2010.

Employees should have received the Pension Code Amendment Memo. This outlines the change to new employees only. There are no changes to current employees. Steve Cunningham is looking into what happens if someone leaves the university and then returns.

VII. President’s Reports
A. Board of Trustees
The three committees of the Board of Trustees met on April 29, 2010 and was followed by a special meeting of the full Board of Trustees.
Members of PRISM addressed the Board asking them to amend NIU’s AADR non-discrimination policy to include gender identity.

An Honorary Doctorate was recommended and approved for L. Tammy Duckworth. She was a doctoral candidate in Political Science but was unable to complete her work because she was deployed to Iraq. She was shot down over Iraq losing both legs and partial use of one arm. She has dedicated her life to advocating on behalf of disability rights and veterans. She is currently the Assistant Secretary for Public and Intergovernmental Affairs at the U.S. Department of Veterans Affairs.

It was recommended and approved to look into augmenting the current on-campus housing offerings. The new accommodations will be single rooms with private baths or two single rooms sharing a private bath. These will not be apartments and will have community space.

B. Faculty Senate
Met Wednesday, April 21, 2010.

A review report for current Faculty President/Executive Secretary of the University Council, Dr. Alan Rosenbaum was given in Executive Session. Then Faculty and SPS Personnel Advisor, David Wade, was also reviewed in Executive Session.

The Library Resolution was discussed. Departments can set up a meeting with the Library Advisory Committee to give a plea for materials that were eliminated from the library.

Illinois University Faculty Senates are banding together for resources.

The Raise Equity Committee has received no data, so they have not met.

Faculty Senate members whose terms are complete were honored.

Barbara Jaffe from the Resource, Space and Budget Committee reported that they met with President Peters and the Provost and discussed three guiding principles of the committee:
- Serving students well
- Enhancing NIU’s impact and reputation
- Diversifying NIU’s income streams

The committee will follow along the budget process, see that the budget is followed and get faculty input to the budget.

Dr. Alan Rosenbaum was re-elected as Faculty Senate President
C. SPS Council
   Met Thursday, April 8, 2010.

   President John Peters addressed their council with a budget update similar
to what he had done for OSC.

   SPS evaluations are March 1 through June 30.

   SPS Survey are available March 30 through April 30.

   Elections were moved to the next meeting.

   2010/2011 meeting calendar was approved.

D. University Council
   Met Wednesday, April 28, 2010.

   A review report for current Faculty President/Executive Secretary of the
   University Council, Dr. Alan Rosenbaum, was given in Executive Session.
   He received an 8 out of 10 rating.

   University Council members whose terms are complete were honored.
   Re-elected and new members were also honored.

   President Peters reported:
   • We received $2.8 million in General Revenue but the state still
     owes us nearly $45 million.
   • There is no sign of a full budget.
   • The Borrowing Bill (a bill that will allow universities to borrow
     against future tuition incomes) has not yet passed.

   Gip Seaver reported:
   • Graduations will be held Saturday, May 7, 2010, and Sunday, May
     8, 2010.
   • Undergraduate Research Day will be held April 29, 2010, in the
     Altgeld Hall Auditorium with 108 projects on display.

   A report was given by Earl Hansen who attended the IBHE meeting at
   Harold Washington College in Chicago. Impact of the state budget was
   the main topic of discussion.

   Barbara Jaffe gave the Resource, Space and Budget Committee report she
   presented to Faculty Senate.

   Dr. Alan Rosenbaum was re-elected as Executive Secretary of the
   University Council.
A sample of the new E-Learning agreement was presented.

Dr. James Erman, Interim Vice-President for Research presented a letter from the combined committee of the Undergraduate Coordinating Council and the Graduate Council. They were to develop a set of common questions that can be included in on-line course evaluation. The committee recommended that the specific question that should be asked on all evaluations was: What is your rating of the instructor’s teaching effectiveness?

E. APAC
Met on Wednesday, April 14, 2010.

APAC has 3 vacancies and would like to encourage employees in the Clerk series to consider representing the Council. If you are interested in serving as an APAC member, please submit a letter of interest indicating why you’d like to serve and what you would like to see accomplished by the Administrative Professionals Advisory Council. Supervisory approval will be required if you are selected in order to allow release time to attend the monthly meetings that are held the second Wednesday of the month. Letters of interest should be sent to Rose Miller in Human Resources. If you have any questions about the Council, please contact Rose at 753-6033.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
Met on May 4, 2010.

Discussion surrounded the discrepancy between vacation days given to non-exempt civil service employees and exempt civil service employees. At NIU, non-exempt civil service employees can only accumulate 50 days of vacation, while exempt civil service employees can accumulate 56 days. This is defined by the university, not the state. The reason for the difference is that hourly employees (non-exempt) can earn unlimited overtime hours, while exempt employees can accumulate no overtime.

Jodi Tyrrell will be getting numbers of how many employees are at the maximum number of hours of vacation benefits so the Council can know what types of numbers we are actually dealing with.

B. Elections and Appointments
Those elected to serve the OSC for a three year term beginning with 2010-2011 are:

Linda Jennings
Danell Nixon
Alan Smith
Karen Smith
Michele Stieren

A motion was made by Andy Small to have Carlos Raices added as ex-officio to the OSC in some capacity. This motion was seconded by Danell Nixon. Sara Clayton will gather information together about this appointment and will have it to share at the next meeting.

C. Public Relations
   Karen Smith is the point of contact for the OSC listserv. She is creating her own committee. The will been about what they want to have on it, what to publicize about it, create parameters concerning what is allowed etc. If you are interested in being on this committee, let her know.
   Jennice O’Brien will have a link on the NIU homepage to our listserv.

D. Visiting Committees/Guests
   None.

E. EAC
   No report.

F. UAC
   Did not meet.

G. Special Events Committee
   We still do not have the official go ahead for StaffFest due to budget constraints. The tentative date is August 5, 2010, and the theme will be “StaffFest – Giving Back”. Once we know if we have the funding for the event, we will have more information to share.

H. Baccalaureate Review
   No report.

I. Foundations of Excellence
   A report will be given at the June 3 meeting with Gip Seaver and Denise Rode.

J. Enrollment Management Task Force
   NIU has a website with all the information that has been collected with respect to the enrollment management of the university. It can be found at Strategic Enrollment and Retention Task Force.

K. Salary Committee
   No report.

IX. Old Business
   Benefits Choice Fair
   The event is being held today in the Regency Room. The tables are all set and ready to go.
X. New Business
   College of Education Dean Search
   Karen Smith gave a report on all four candidates that were interviewed.
   LaVonne Neal was chosen and will begin on July 1, 2010.

XI. Adjournment
   The meeting was adjourned at 9:48 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary