Operating Staff Council
Minutes – January 7, 2010

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Sara Clayton, Linda Jennings, Jay Monteiro, Danell Nixon, Carlos Raices, Andy Small, Alan Smith

Excused: Gay Campbell, Marcia Dick, Glenda Jones, Pamela Rosenberg, Karen Smith, Jesse Tellez

Guest: Steve Cunningham, Jodi Tyrrell

I. Call to Order
Vice President Sara Clayton called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 a.m.

II. Roll Call
Attendance was recorded by Danell Nixon.

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

IV. Approval of December 3, 2009 minutes
A motion was made by Danell Nixon to accept the minutes as amended. The motion was seconded by Andy Small and passed by vote.

V. Treasurer’s Report
Elizabeth Buck reported on the December transactions. Sara Clayton moved to accept the Treasurer’s report as written. The motion was seconded by Carlos Raices and passed by vote.

VI. Announcements/Correspondence
The first meeting of the Outstanding Service Awards Committee was held on Tuesday, December 15, 2009. It was an informational meeting about procedures, responsibilities and to pick a flyer design. Materials have gone to Document Services. Materials will be mailed out to NIU employees the week of January 18. Deadline for nominations is Friday, February 26, 2010. The nomination information can be located on the OSC website http://www.niu.edu/osc/serviceaward/index.shtml

Bridal Show is Sunday, January 10, 2010, at the Holmes Student Center. Approximately 40 vendors are scheduled to be in attendance. There will be a fashion show and Power Point presentation.

VII. President’s Reports
A. Board of Trustees
Met Thursday, December 3, 2009. President Peters talked about the budget, hard hiring freeze, delay in spending, and limited travel.
B. Faculty Senate
   Did not meet.

C. SPS Council
   Met Thursday, December 10, 2009. Minutes from this meeting had not
   been received as of the date of our meeting.

D. University Council
   Did not meet.

E. APAC
   Met on Wednesday, December 9, 2009.

   Reminder to all that NIU employees now have the option of viewing
   earnings statements on-line through the self service feature of PeopleSoft.
   You can also opt out of receiving a paper copy of your statement. The site
   to do this is www.hr.niu.edu/self-service

   A number of NIU departments have recently changed their names.
   Discussed the Enterprise Resource Planning (ERP) training calendar for
   January, for PeopleSoft, etc. The schedule can be viewed on the ERP
   website www.niu.edu/erptraining

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
   Did not meet.

B. Elections and Appointments
   No report. A discussion was held regarding procedures to elect a
   SURSMAC representative in the event Judy Burgess retires.

C. Public Relations
   Did not meet. A discussion was held regarding the use of the new OSC
   logo.

D. Visiting Committees/Guests
   Steve Cunningham led the discussion regarding furloughs and stated NIU
   does not have immediate plans to put furloughs in place. If NIU does
   have to resort to furloughs and/or layoffs, the Councils will be notified
   first.

   Challenge into FY11 with appropriation reduction by the state. Pension
   funding has stopped and the State of Illinois has not been paying insurance
   claims in a timely manner.

   Currently NIU has enough funding through tuition payments to meet
   payroll.
Working with local health providers with regards to payments, etc.
Looking into the tuition waiver bill.

E. EAC
Meeting next week (January 14 and 15) with the main focus on furloughs.
Illinois Register has proposed rules. Discussed University of Illinois furloughs.

F. UAC
Did not meet

G. Special Events Committee
Did not meet. Discussion ensued regarding next year’s StaffFest.

H. Baccalaureate Review
No report.

I. Foundations of Excellence
No report.

J. Enrollment Management Task Force
Andy Small handed out a list of five subcommittees. If anyone is interested in being on one of these committees, let him know.

IX. Old Business
A. Linda Jennings relayed messages she received from colleagues regarding their approval of the holiday closure schedule.
B. It was discussed that notification needs to be earlier if it is determined to resume summer hours.

X. New Business
A. Jodi Tyrrell announced that Diane Tyrrell will be leaving NIU to pursue other career opportunities.

XI. Adjournment
The meeting was adjourned at 10:55 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Acting Secretary