Operating Staff Council
Minutes – November 4, 2010

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Andy Small, Alan Smith, Karen Smith, Michele Stieren, Jesse Tellez

Excused: Gay Campbell, Pamela Rosenberg

Guests: Tim Griffin, Todd Latham, Carlos Raices, Jodi Tyrrell, Clair Williams

I. Call to Order
President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Linda Jennings to accept the Agenda as written. The motion was seconded by Glenda Jones and passed by vote.

IV. Approval of October 7, 2010, minutes
A motion was made by Sara Clayton to accept the minutes as written. The motion was seconded by Stacey Bivens and passed by vote.

V. Treasurer’s Report
Elizabeth Buck gave the Treasurer’s Report for October. A motion was made by Glenda Jones to accept the report as given. The motion was seconded by Karen Smith and passed by vote.

VI. Announcements/Correspondence
Cards were passed around from the OSC for Toni Keller’s family as well as appreciation to President Peters.

Ethics on-line training started on October 20, 2010, and continues through November 18, 2010. Karen Smith stated 64% of employees have completed the training.

The final session of Dealing with the Impact of Trauma will be held today in the Holmes Student Center 405 from 1:00 pm to 3:00 pm.

A retirement party is planned for Friday, December 10, 2010, from 2:00 pm to 4:00 pm for Jodi Tyrrell in the Sky Room of the Holmes Student Center.
VII. President’s Report

A. Board of Trustees – Had a special meeting Thursday, October 21, 2010

- It was approved to issue revenue bonds to take advantage of the federal Build America Program. The program will cover 35% of the interest on these bonds. Cash flow for repayment of the bonds will come from housing and additional student fees beginning in FY 2012. Residence Hall surcharge will initially be $25 per semester and will increase to $50 per semester in FY 2015. A revenue bond fee will initially be $2.50 per credit hour for a maximum of 12 hours and will increase to $6.00 per credit hour for a maximum of 12 credit hours in FY 2015. The improvements from the bond revenue will include:

  - Renovation of Grant Towers; reconfiguring rooms – rooms will be 30% larger and fewer rooms, new HVAC, roof replacement, overhaul of common areas, a food court style dining area.
  - Gilbert Hall renovation; converted back to student housing, new HVAC, an elevator installed, a café style dining area.
  - Holmes Student Center; new roof, new HVAC, total remodel of the bookstore.
  - Roadway and parking updates; select roads and bike paths resurfaced, new bike paths added, eight parking lots will be repaired and resurfaced.
  - Intramural Sports Complex; constructed on west campus north of the Convocation Center, will include baseball, football and soccer fields, lighting for night time use.

SA President Erik Calmeyer spoke in support of the plan and the added student fees.

- The Salary Stabilization plan was passed. This will be a tiered plan effective January 1, 2011:

  - Employees making up to $99,999 will receive a 2.5% increase
  - Employees making $100,000 to $149,999 will receive a 2% increase
  - Employees making over $150,000 will receive a 1.75% increase
  - Tenured faculty will also be eligible to receive an additional increase based on merit

The raises will be funded internally using funds saved from several years of austerity spending. It was noted that if there is a “catastrophic” fiscal crisis in the state, the Board of Trustees reserves the right to revisit this plan.
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- A number of other items were approved including:
  - Maintenance contracts for Oracle/PeopleSoft software
  - Broadband Technology Northwest Project (NIU’s largest single grant received – $65 million)
  - NIU/Fermilab Neutron Cancer Therapy Agreement
  - An increase in student recruitment advertising of $26,000
  - Demolition of the former married student housing to make way for the new student housing complex

B. Faculty Senate – Met Wednesday, October 27, 2010

A moment of silence was observed for Toni Keller. Letters were read that were received in honor of Keller from the VP of the Faculty Senate from Chicago State University and from the Faculty Advisory Committee to the Illinois Board of Higher Education.

Information that Jeff Compfer provided regarding athletic spending at other MAC schools has been posted to the Faculty Senate Blackboard.

President Rosenbaum discussed the search committee for a new head of General Counsel to replace retiring Ken Davidson. The committee consists mostly of VP’s. A search firm has been hired to collect names of candidates. There will be open sessions for people to interview the candidates once they are chosen.

Sonya Armstrong reported from the University Benefits Committee. She said that an employee survey is coming soon. A new website for the committee is coming soon. She urged everyone to join the Annuitants Association.

There was discussion about whether there should be policies regarding guests in class; friends, children, pets. It was decided that it should be left to the discretion of the professor as we need to stay flexible for nontraditional students and for the professors.

Earl Hanson reported that at the IBHE they discussed “right to warn”; reporting of suspicious students.

Laurie Elish-Piper reported for the Committee on Resources, Space, and Budgets.

- Dean Schoenbachler stated that the annual financial audit of the university’s budget is online at [www.auditor.illinois.gov/Audit-Reports/Compliance-Agency-List/NIU/FY09-NIU-Fin-full.pdf](http://www.auditor.illinois.gov/Audit-Reports/Compliance-Agency-List/NIU/FY09-NIU-Fin-full.pdf)
- Updates on enrollment management – enrollment is down 1-2%
- 17% of NIU’s athletic operating budget comes from direct institutional support. About half of this amount is in the form of student athlete waivers.
- Dr. Williams explained that student fees are dedicated and cannot be transferred to other funds.
C. SPS Council – Met Thursday, October 14, 2010

Kathy Buettner gave a report on her new department of Media Relations. She gave a PowerPoint presentation on the new ways NIU is branding and marketing itself.

The Salary Stabilization Plan was approved.

The proposed extended holiday schedule of December 20th through the 22nd was approved.

D. University Council – Met Wednesday, November 3, 2010

President Peters read letters that were received in honor of Keller from the VP of the Faculty Senate from Chicago State University and from the Faculty Advisory Committee to the Illinois Board of Higher Education. The President thanked the many law enforcement agencies that were responsible for the investigation. He said that no place is safe from predators. He asked that students check in with their parents more often and vice versa. He announced a new e-mail address that should be used for reporting burnt out street lights, dark areas, and other dangerous conditions on campus: staysafe@niu.edu

President Peters outlined the six work groups he would like to form for his Vision 20/20
1. Academic programming
2. Faculty work excellence and faculty rewards
3. Student recruitment, retention, and success
4. Student experience
5. Facilities and environment
6. Sustainability (How do we continue to operate with drop in state funding/new sources of revenue)

Other reports were repeated; FAC to IBHE, Board of Trustees, Resources, Space and Budgets

E. Administrative Professionals Advisory Council – Met on Wednesday, October 13, 2010

The Kishwaukee Chapter of the International Association of Administrative Professionals will hold its 27th Annual Scholarship Luncheon, Fashion Show and Raffle on Saturday, November 20 at 11:30 a.m. in the Chandelier Room. For registration please see the APAC website or contact Pat Siebrasse at 753-1196

APAC will send a follow-up letter to administration to reconsider their prior proposal to base future parking permit fees on salaries as opposed to the current across-the-board system.
F. University Advisory Council – did not meet.

VIII. Committee Reports

A. Personnel/Staff Development/Benefits
   Met November 3, 2010, and discussed the current Employee Performance Evaluations and the need to update the form, possibly electronically. The committee with look into and discuss with Human Resources.

B. Elections and Appointments
   None.

C. Public Relations
   Met and selected the pictures of the current Operating Staff Council.

D. Visiting Committees/Guests
   Clair Williams reported the scholarship endowment is estimated to be at $21,284 or 85.14% of the needed $25,000. Clair also announced he will be retiring but by a unanimous vote of the Council, will remain as the chair of this committee.

E. EAC
   They had a special meeting on October 19, 2010, at Governor’s State University (GSU). The quarterly meeting of EAC was held October 20 and 21, 2010, at GSU.

   The committee discussed the proposed changes with classification and EAC membership.

   SIU Carbondale is requiring five administrative closure days (without pay and benefits) before the end of the year.

F. UAC – did not meet.

G. Special Events Committee – did not meet.

H. Baccalaureate Review – did not meet.

I. Foundations of Excellence
   The final report has been postponed to a date in the near future.

J. Enrollment Management Task Force
   Andy Small reported he felt the Baccalaureate Review, Foundations of Excellence, Enrollment Management Task Force and Raise Equity Committee will all be included in President Peter’s Vision 20/20 plan.
K. Raise Equity Committee – did not meet.

IX. Old Business

A. Council of Councils
   Sara Clayton, Andy Small and Stacey Bivens attended the meeting held at Governor’s State on Friday, October 22, 2010. There were approximately 65 attendees. Discussions were held regarding morale and combining of classifications. The next meeting will be held at UIC in October 2011.

B. Holiday Break
   NIU will close beginning on December 18, 2010, and reopen on Monday, January 3, 2011, for the holiday break which will require employees to use three additional benefit usage days or take without pay in 2010 for December 20, 21 and 22, 2010.

X. New Business
   None.

XI. Adjournment
   The meeting was adjourned at 10:08 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Acting Secretary