Operating Staff Council
Minutes – April 1, 2010

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

Excused: Gay Campbell

Guest: Tim Griffin, Susie Hill, Dave Long, President John Peters, Rahul Thatte, Jodi Tyrrell

I. Call to Order
President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:02 a.m.

II. Roll Call
Attendance was recorded by Pamela Rosenberg.

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

IV. Approval of March 4, 2010 minutes
A motion was made by Carlos Raices to accept the minutes as amended. The motion was seconded by Linda Jennings and passed by vote.

V. Treasurer’s Report
Elizabeth Buck reported that there were no March 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
A card was sent to the family of Patricia Boehning on behalf of OSC in sympathy of her passing.

The shared governance presidents met with President Peters on March 16, 2010; Steve Cunningham, Ken Zehnder and Joe King were also present. The budget and three different budget scenarios ranging from what the President considered the worst case to the best case were discussed.

The Outstanding Service Award recipient awards were delivered on Monday, March 29, 2010. Recipients were Marcia Dick, Jennifer Gregory, Lee Ann Henry, and Lenita Hepker.

Karen Smith has agreed to be our representative in the Dean of Education search meetings on April 1, 5, 7, and 8.
The 11th Annual Friendship Abloom Spring Luncheon is Tuesday, April 20, 2010, in the HSC Regency Room, 11:30 a.m. to 1:00 p.m. For more information contact Camyle Tate.

The Benefits Choice Fair will be held Thursday, May 6, 2010, from 10:00 a.m. to 2:00 p.m. in the Holmes Student Center Regency Room. It was decided that we would start the OSC meeting at 8:30 a.m. on May 6, 2010, so that the OSC table can be staffed beginning at 10:00 a.m.

The OSC listserv is up and running. Discussion ensued about what the email name should be for the listserv. It was decided that the discussion would be moved to the Public Relations Committee. Suggestions for the email name can be sent to Don Butler.

The rededication of Faraday West as John E. LaTourette Hall will be on April 13, 2010, and will be a 2-day event.

VII. President’s Reports
A. Board of Trustees
   Did not meet.

B. Faculty Senate
   Met Wednesday, March 31, 2010.

   Clark Neher gave an update on the True North campaign. Their goal of $150 million has been reached, but he urged the faculty to continue to give to the campaign, and he asked them to go back to their departments and urge others to do the same.

   The President’s memo that was released concerning the tight budgetary constraints was discussed; there are no current plans for layoffs, he may ask for departments to cut another 3% from their FY2011 budgets, and urges people to contact their legislators.

   Rally Day for Education in Springfield is April 21, 2010. They discussed whether or not they wanted to organize going. NIUAA is organizing a trip.

   The Library Resolution that was passed at the last meeting (which demanded for retrieval of lost periodicals) was given to Provost Alden. Provost Alden met with Dean Dawson. The resolution was sent to the Library Advisory Committee. Any department wanting their materials back should contact the Provost.

   Raise Equity Committee – The “working papers” are not being provided in an electronic format, so one is being created by Rosemary Feurer. After the data base is created, they want to do a trend analysis to make sure raises are being distributed equitably.
Michael Morris reported on a Resource and Budget meeting that was held with Eddie Williams. Not much was gained at the meeting.

Charles Cappell presented the new academic misconduct procedures for review.

C. SPS Council
   Met Thursday, March 11, 2010.

   They discussed the Benefits Survey that will be coming to all employees via e-mail sometime in April.

   They discussed an SPS survey to be sent out via e-mail asking questions about work place issues. It will be similar to one done in 2007.

D. University Council
   Met Wednesday, March 17, 2010.

   President Peters discussed the budget:
   The state owes us about $63 million. Their last check to NIU was received on January 25, 2010. We are expecting $10.9 million for the second MAP payment any day.

   The FY2010 budget was gapped with federal stimulus funds of $4.2 million. This money is on its way.

   They passed a bill for universities to have borrowing authority against future revenues.

   FY2011 will basically be last year’s budget ($107 million) with federal stimulus funds replaced with state funds. Maintenance of Effort Budget which translates to a 6.2% cut ($6.7 million), enactment of a 1% surcharge (tax) for education.

   President Peters discussed legislation:
   HB4706 (Dependent Tuition Waivers) has not been called from committee.

   Pension reform; higher retirement ages, caps on earnings, retirees not coming back earning full salaries. This will all be for new hires.

   The February 14 Report will be released on March 18, 2010. There will be a link on the Northern Today website to view the report in its entirety.

   The Annual Academic Convocation will be on August 20, 2010, at 11:00 a.m. at the Convocation Center.
Ferald Bryan gave a report on the February 25, 2010, Board of Trustees Meeting.

The final draft of the new Conflict of Interest Policy was presented, seconded, and passed.

E. APAC
Met on Wednesday, March 10, 2010.

The Administrative Professionals Advisory Council (APAC) has launched its website. Feel free to visit the site at www.niu.edu/apac. The APAC welcomes feedback as to other items of interest that you feel should be included in the site.

They will continue to provide a recap ("Items to Share") from their monthly meetings, but will now be posting them on their website as opposed to sending them via e-mail.

The 13th Annual Administrative Professionals Day Breakfast will be held on Wednesday, April 21, 2010, from 7:45 a.m. to 10:00 a.m. in the Altgeld Auditorium. Laurie Guest will present “Life in the Espresso Lane.” APAC is soliciting door prizes for the event. Please contact Rose Miller in HR.

The Kishwaukee Chapter of the International Association of Administrative Professionals will be sponsoring their Annual Scholarship Luncheon on Friday, April 23, 2010, from 12:00 p.m. to 1:30 p.m. at the Best Western in DeKalb. For more information, contact Pat Siebrasse.

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

A question from a constituent was brought forward for the committee review. Non-exempt civil service employees can only accumulate 50 days of vacation, while exempt civil service employees can accumulate 56 days. The committee is charged with finding out why the rules are different, as the person feels it should be the same, as employees should be treated equally.

B. Elections and Appointments
Ten people will be on the ballot for the five open Operating Staff positions. The ballot will be sent to Document Services next week.

C. Public Relations
Evan Wittke of Waterman, son of Erwin Wittke from HSC Food Service and chef at NIU, was on hand to be recognized as one of the two recipients of the Dependent Scholarship Award. Evan will receive a $500
scholarship, awarded as $250 each semester of AY 2010-2011. Evan is a senior at Indian Creek High School in Shabbona, IL. Evan plans to major in biology at NIU and eventually become a neurologist.

The OSC table drape came in and was used at the Wellness Fair.

D. Visiting Committees/Guests
President John Peters discussed the state of the budget and the effect it is having on NIU. He stated that he thinks it will be two years before we come out of the recession and before the budgets come around. He feels that the ways to save money at NIU are to not fill positions that have been vacated or to lay people off in order to avoid eliminating departments. Departments cannot easily be started back up once the money finally comes back from the state.

President Peters discussed the “Maintenance of Effort Budget”. States have to do this if they took the federal stimulus money, which Illinois did. So, Illinois has to go back to the 2006 budget level. However, the accounting numbers really look more like the 1999 budget level.

He thinks the really tough year will be FY2012. We will have a $55 million carryover to FY11 from FY10 owed to us from the State. Then, they will continue to owe us for FY11 and will owe us for FY10 and FY11 in FY12.

He likes a model where we pay out people well, but we may not have a lot of people to do the work, which makes us lean and mean. He feels we have to act more like a private university to survive and be alive when the shake-out between public and private universities occurs in the next ten years.

He advised the OSC to check out the Rumor/Question Page. He also said that there will be an FAQ page coming out soon.

He also said that our focus is to try and maintain the undergraduate enrollment at 18,000, for a total enrollment of 24,000. Retention at NIU is troublesome. We have had three years of falling numbers for retention. Retention rates from fall to spring semester are bad, and our graduation rates are terrible. Our biggest competition right now is the University of Illinois at Chicago because of our residence halls. We are also competing with Illinois State University. It is a very competitive market.

The President stated that there would be no furloughs this year. It doesn’t raise enough money and is a one-time gain of funds. He doesn’t feel they would work well for NIU.
E. EAC
Next meeting is April 29 and 30, 2010 at SIU-Carbondale. There was an emergency Merit Board meeting on March 18, 2010, where minor changes were made to the furlough rule. These changes were formally submitted to JCAR for their consideration at their April 13, 2010, meeting.

F. UAC
Did not meet.

G. Special Events Committee
Pamela Rosenberg will set up a meeting.

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
No report.

K. Salary Committee
No report.

IX. Old Business
None.

X. New Business
Benefits Choice Fair
Will have 50/50 and Danell Nixon will try to get some door prizes.

XI. Adjournment
The meeting was adjourned at 11:23 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary