Operating Staff Council
Minutes – August 4, 2010

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Glenda Jones, Jay Monteiro, Pamela Rosenberg, Andy Small, Karen Smith, Michele Stieren, Jesse Tellez

Excused: Linda Jennings, Danell Nixon, Alan Smith

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

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

II. Roll Call
Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda
A motion was made by Andy Small to accept the Agenda as amended. The motion was seconded by Gay Campbell and passed by vote.

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

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

VI. Announcements/Correspondence
Academic Convocation 2010 will be held on August 20, 2010. Contact Mary Spring in Student Affairs for more information or if you want to order regalia.

The 2010 Council of Councils will be held on Friday, October 22, 2010, at Governors State University in University Park, IL.

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

B. Faculty Senate
   Did not meet.

C. SPS Council
   Met Thursday, July 15, 2010
   • It was announced that the SPS Council is looking for sabbatical ideas to be submitted to the University Council.
The SPS survey was discussed and preliminary findings were handed out. There were 229 respondents.

Elections for university committees were held.

D. University Council
Did not meet.

E. APAC
Met on Wednesday, July 14, 2010
- Celeste Latham from Human Resources attended the meeting to discuss the new HR website.
- Cindy Kozumplik from ERP Training discussed upcoming training dates for Office 2007. The training sessions that were initially established to assist the Administrative Professional on campus are now available to all employees of the university. Please visit the ERP Training website calendar at www.niu.edu/erptraining to register.
- A First Aid Session will be offered on Thursday, September 23, 2010, from 1:00-4:30 p.m. and a CPR Session will be offered on Thursday, September 30, 2010, from 1:00-4:30 p.m. Both sessions will be held in the Human Resource Services building. If you are interested in registering for either of these sessions, please contact Dee Malm at 753-2515 or dmalm@niu.edu.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
The committee met on July 29, 2010, with Diana Grace of APAC to get additional information concerning the Retirement Benefit Parity proposal. Marcia Dick shared the information derived from that meeting and discussion concerning the issue ensued.

It was suggested that if the Council decided to give their support to this issue, that a letter be written to the University Council stating as such, and then allow APAC to take the issue forward from there. It was also suggested that the issue be forwarded from the OSC to the University Benefits Committee.

A motion was made by Andy Small to authorize the president of the Operating Staff Council to write a letter in support of the Retirement Benefit Parity proposal brought forth by the APAC, and to send this letter to the University Benefits Committee, asking for their support in this matter, and to the University Council Steering Committee, asking to have it put on the University Council agenda.

B. Elections and Appointments
Elections for the second voting member of University Council were held. Andy Small was elected, with Sara Clayton, Linda Jennings, and Stacey Bivens being the alternates.
C. Public Relations
   No report.

D. Visiting Committees/Guests
   None.

E. EAC
   Met July 22 and 23, 2010, at the University of Illinois at Springfield.

   A letter from a staff member at the University of Illinois College of Law was discussed in length. This person does not feel that there is enough diversity on the EAC and doesn’t like the way elections are held so a review will be taking place in the future.

   The University of Illinois at Chicago recently had an audit where findings were that they used AP positions incorrectly, even when a civil service position would have been more appropriate. This will be going in front of a Senate Hearing Committee.

   Layoffs are occurring at the University of Illinois at Urbana-Champaign because people do not have bumping rights. They are also implementing a shared job system where employees are required to focus solely on one job responsibility, such as inventory, rather than a wide set of duties. There is concern about how this will affect job descriptions and the ability to move up in classifications.

   The SURNS investments earned 17.2% in June.

   Employees should file a disability claim when the disability event occurs, even if one has sick and vacation time to ensure coverage.

   The next meeting will be held at Governor’s State University.

F. UAC
   Did not meet

G. Special Events Committee
   StaffFest will be held August 5, 2010, from 11:15 a.m. to 2:00 p.m. OSC members are asked to be in the Ballroom at 10:00 a.m. to help with set up. Please remember to wear your white OSC polo shirts.

   The count is around 1,140 people attending. There are approximately 275 donations of door prizes. Canned goods and monetary donations will be going to the Northern Illinois Food Bank. We will be handing out magnets at the door that say “StaffFest 2010 – Giving Back”.

H. Baccalaureate Review
Did not meet.

I. Foundations of Excellence
   Did not meet.

J. Enrollment Management Task Force
   Did not meet.

K. Raise Equity Committee
   Did not meet.

IX. Old Business
   A. There has been no update from Steve Cunningham on the choice for SURSMAC. Jay Monteiro will follow up with him, as there is a meeting in September.

   B. Sara Clayton will call Michelle Crase and LaRonda Thuestad to see how they were allowed to serve as StaffFest chairs when they weren’t active members of OSC.

X. New Business
   None.

XI. Adjournment
   The meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary