Operating Staff Council
Minutes – September 2, 2010

Present: Stacey Bivens, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Michele Stieren, Jesse Tellez

Excused: Elizabeth Buck, Linda Jennings, Glenda Jones, Andy Small, Alan Smith, Karen Smith

Guests: Kathy Buettner, 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 9:03 a.m.

II. Roll Call
Attendance was recorded by Pamela Rosenberg.

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

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

V. Treasurer’s Report
None.

VI. Announcements/Correspondence
An article about “Giving Back-StaffFest 2010” appeared in the DeKalb Chronicle and NIU Today the week of August 30, 2010. Staff donated $388.47 and 548 pounds of food, all of which was, in turn, donated to the Northern Illinois Food Bank. A big thank you to Carlos Raices, who ensured that the items collected were delivered to the Food Bank.

Karen Smith would like to thank everyone for passing the word out regarding the civil service employee who was in need of many household items. We were able to meet their immediate needs through donations from civil service, SPS, and faculty employees.

The President’s State of the University address is today at 3:00 p.m. in the Altgeld Auditorium.

Parade of Flags will be held on September 17, 2010. Five hundred DeKalb fifth graders will march with 200 international flags from Huskie Stadium to the MLK
Commons where a ceremony will then take place. For more information contact Dawn Galbreath at 753-1346.

Study Abroad Fair will be held on September 23, 2010, from 10:00 a.m. to 3:00 p.m. in the Holmes Student Center Duke Ellington Ballroom. For more information contact Victoria Toussaint at 753-0700.

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

B. Faculty Senate
   Met Wednesday, September 1, 2010.

C. SPS Council
   Met Thursday, August 12, 2010
   • Debbie Haliczer encouraged active employees who are not already members of the NIU Annuittants Association (NIUAA) to join. The minimal fees (which can be paid through payroll deduction) help the NIUAA and the State Universities Annuitants Association (SUAA) in their efforts, such as serving as a voice for members and keeping them informed, in addition to other activities. The benefits for employees include up-to-date access to information on their pension and other benefits after retirement. There is a form online or Council members can contact Lee Ann Henry in Advancement Services to join.
   • The Council did a break-out for committees to meet, establish chairs, set first meetings times, and agendas.

D. University Council
   Did not meet.

E. APAC
   Met on Wednesday, August 11, 2010
   • Some Administrative Professionals are not receiving important notices from other departments when a policy and/or use of a certain form is changed. The APAC is looking at alternatives to ensure that all administrative professionals receive these notices.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
   No meeting. Discussion ensued concerning employee evaluations. It was suggested that we add a 360 degree evaluation option for all civil service employees. This suggestion was moved to this committee for further discussion.

B. Elections and Appointments
   No report.
C. Public Relations
Met August 26, 2010. The committee reviewed the article for StaffFest drafted by Pam Rosenberg, chose photos to include with the press release, and determined that the press release would be sent to the DeKalb Chronicle and NIU Today.

D. Visiting Committees/Guests
Kathy Buettner presented the New NIU Alert System to the Council. There are now two levels of alerts at NIU because in order to use the text alert system, the situation has to be imminent and life threatening, as clarified by Chief Grady, which is the same as the standard law enforcement guideline, and some situations are not imminent and life threatening, but the campus still needs to be made aware of them. Therefore, a graded system to alert people was developed.

If something is imminent and life threatening, a text alert will be sent, but if the situation is not imminent and life threatening, an email will be sent, if you sign up for them. Any email address can be used for these advisories. Employees and students can register for both of these alerts on the Emergency Info page, which can be accessed at the bottom of the NIU home page.

The Emergency Info website details the difference between the advisory and alerts including examples of each. All alerts automatically go out in an all campus email and broadcast voice mail message, as well as on NIU Today.

We were all encouraged to subscribe to NIU Today, and we were informed that we can link our newsletters to NIU Today, as well.

E. EAC
Merit Board meeting was held on August 18, 2010.

There was one discharge from University of Illinois at Urbana-Champaign. Four discharges are coming up in November.

The University of Illinois at Chicago audit was discussed. The legislature may take away UIC’s ability to change job descriptions. The System’s Office 13 positions back to civil service. More changes are expected in October, as are more sanctions.

The Systems Office space is being down-sized in order to reduce overhead costs.

NIU’s audit will be in January, 2011.

F. UAC
Did not meet
G. Special Events Committee
A big thank you to all the Council members, faculty, and staff who helped to make “StaffFest 2010-Giving Back” a huge success. We had 895 attendees, and the largest 50/50 we’ve ever had, with a total of $660 collected. An article about StaffFest appeared in the DeKalb Chronicle and NIU Today the week of August 30, detailing donations of $388.47 and 548 pounds of food that was given to the Northern Illinois Food Bank.

A reminder has been sent via NIU Today that all door prize winners need to pick up their prize by October 1, 2010, from Danell Nixon.

H. Baccalaureate Review
Goals are being finalized and will be presented to the administration in September.

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. Pamela Rosenberg has been appointed the SURSMAC representative for NIU. The first meeting is October 12, 2010.

B. Sara Clayton checked into ex-officio status, and there was nothing official in prior years. The person who was chair of StaffFest previously just continued to come to meetings since they are open meetings. It was suggested that Carlos Raices continue to attend meetings as well.

C. Council of Councils will be held on October 22, 2010, at Governor’s State University in University Park, IL. Jay Monteiro will send an email out to see who is interested in attending.

X. New Business
A. An employee inquired about whether or not we will be required to take three additional vacation days prior to the Holiday Break this year, as people want to know early so they can plan. Jay Monteiro will check with Steve Cunningham on this issue.
XI. **Adjournment**  
The meeting was adjourned at 10:37 a.m.

Respectfully submitted,  
Pamela Rosenberg  
Operating Staff Council Secretary