Operating Staff Council
Minutes – January 6, 2011

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

Excused: Gay Campbell, Glenda Jones, Jesse Tellez

Guests: Tim Griffin, Todd Latham, Jodi Tyrrell

I. Call to Order
President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:10 a.m.

II. Roll Call
Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda
A motion was made by Sara Clayton to accept the Agenda as amended. The motion was seconded by Stacey Bivens and passed by vote.

IV. Approval of December 2, 2010, minutes
A motion was made by Linda Jennings to accept the minutes as amended. The motion was seconded by Danell Nixon and passed by vote.

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

VI. Announcements/Correspondence
Jody Tyrrell will be retiring from NIU on January 31, 2011. An open house will be held on January 28, 2011, in the Holmes Student Center Sky Room from 2:00-4:00 p.m., with remarks at 3:00 p.m.

VII. President’s Report
A. Board of Trustees - Met Thursday, December 2, 2010.

Chair Marc Strauss commented on the success of the NIU football team who would be playing in the MAC Championship game on Friday, December 3, 2010. He recognized the Psychology Department for securing a $2.4 million grant. He then granted Ms. Darlene Seilheimer, NIU Building Service Worker, 5 minutes to make a statement on behalf of AFSCME Local 963 requesting a fair contract with NIU.
During the President’s Report, the following action items were approved:

- Information Technology Services Multi-Year Blackboard Inc. Software Licensing Amendment - this adds the mobile access to the learning system for the Blackboard Inc. software.
- Northern Illinois Proton Treatment and Research Center grant agreements – A grant from the US Army Medical Research grant from the US Department of Defense includes $9.4 million in federal funds over two years with potential of a third year of funding. Fermi Lab and Argonne Lab are also named in the grant as assistants.
- Finance and Facilities NIU Enterprise Resource Planning (ERP) Infrastructure Replacement – this is an upgrade to the ten year old Oracle (PeopleSoft) system.
- Selection of Architectural and Engineering Consultants for Projects Related to Campus Non-Instructional Modernization and Capacity Improvements – Contingent upon IBHE approval, NIU will be selecting design and engineering consultants needed for the improvements to Grant Towers, Gilbert Hall, Holmes Student Center, roadways, infrastructure and intramural fields.
- Collective Bargaining Agreement for Metropolitan Alliance of Police, Chapter 414. This represents four employees in the classification of Security Guard. A five year agreement was approved.

During the Chair’s Report, the following action items were approved:

- A number of BoT Executive Session minutes were released for publication.
- BoT 2011 meeting dates of March 24, June 9, September 15 and December 1 were approved.
- A resolution was read and presented to Ken Davidson in honor of his retirement and his distinguished service to NIU.

B. Faculty Senate - Did not meet
C. SPS Council – Met Thursday, December 9, 2010

During the Workplace Issues report, a proposal was presented in regards to Temporary SPS employees. The proposal would allow them to accrue vacation after being employed five years. Currently they are not allowed to accrue. If they do not use it they lose it.

During New Business a statement of support was developed regarding the subject of domestic partner benefits. The statement reads: "The SPS Council supports a policy that benefits from employment at NIU, available to married partners, would be made available to domestic partners. Furthermore, we believe that the term, "domestic partnership," be defined as broadly as possible."

D. University Council – Did not meet
E. Administrative Professionals Advisory Council – Did not meet
F. University Advisory Council - Did not meet.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
   Did not meet. A meeting to discuss the revising of evaluations will be held soon.

B. Elections and Appointments
   A report showing who have terms ending in June was passed out. There are six council members whose terms are ending this year.

C. Public Relations
   Met December 16, 2010, but no report.

D. Visiting Committees/Guests
   None.

E. EAC
   There is an EAC meeting on January 27-28, 2011. The next Merit Board meeting is February 16, 2011.

F. UAC
   Did not meet.

G. Special Events Committee
   Did not meet.

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
   None.

X. New Business
A. A document concerning who is responsible for completing the new Time Reporting System was released this week, and there is some confusion as to who has to comply by these rules. Only those who are exempt civil service or who are SPS have to complete this requirement. Those who are classified as faculty do not have to
complete this requirement at this time. Those who do need to comply received an email explaining that on Monday, January 3, 2011. If more clarification is needed, you may contact Celeste Latham.

B. The Federal Post Office has changed some requirements that if a change of address is made, all mail must be sent to that address. Therefore, if a student has made a change of address, we have to send all mail to that address, and we cannot send mail to the student’s home, or parent’s, address on file. A suggestion was made to include this information in the next newsletter. Information will be obtained from Document Services on how to explain this best.

C. A reminder that NIU employees should only use their NIU signature if the email is being used for work purposes. If an email is being sent for non-work purposes, the NIU signature should not be included. This could be perceived that the email is for NIU business and implies that you are representing NIU.

D. A discussion was held concerning the new Procurement rules and how it affects those who make purchases. A memo was released stating that we must document all research done about a vendor, including phone calls and internet searches, when searching for best prices for products. This is to justify the purchase so there are no improprieties seen. There will be training on how to do this once Procurement knows how they are going to handle this State mandate. More information to follow.

XI. Adjournment

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Pamela Rosenberg
Operating Staff Council Secretary