Operating Staff Council
Minutes – May 5, 2011

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

Excused: Alan Smith

Guests: Tim Griffin, Todd Latham, Carlos Raices, Alan Rosenbaum, Rhonda Wybourn

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 Danell Nixon to accept the Agenda as written. The motion was seconded by Danell Nixon and passed by vote.

IV. Approval of April 7, 2011, minutes
A motion was made by Gay Campbell to accept the minutes as amended. The motion was seconded by Danell Nixon and passed by vote.

V. Treasurer’s Report
There were no expenses for April, so no Treasurer’s Report was given.

VI. Announcements/Correspondence
Alan Rosenbaum was welcomed to the meeting.

The results of the survey conducted by the University Benefits Committee were shared.

The Benefits Choice Period started May 1, 2011 and will continue indefinitely, as there are no prices for any of the health care options. CMS will update their website as the information becomes finalized with the state.

Awards for male and female athletic newcomer were given on Monday, May 2, 2011. During this event, scholar athletes were also recognized. Thirteen athletes have a 4.0, while 195 student athletes have above a 3.0, which is about half.

Marcia Dick’s retirement party will be held in the Library staff lounge on June 23, 2011, from 1:00 pm to 4:00 pm.
VII. President’s Reports
   A. Board of Trustees
      Did not meet.

   B. Faculty Senate
      Met Wednesday, April 27, 2011.
      - They went into executive session at the beginning of the meeting to
discuss and elect a new president. Dr. Alan Rosenbaum was re-elected.
      David Wade was re-elected Faculty & SPS Personnel Advisor.
      - Suzanne Willis gave an update on the University Libraries advisory
Committee. They issued a request for departments to place requests for
return of paper copies that were removed when things went on the JSTOR.
They received an early request from the Department of Mathematics.
They have not received any more requests and they now consider that
matter closed.
      - David Goldblum and Laurie Elish-Piper gave the Resources, Space and
Budgets report. They presented a document to be forwarded to
administration outlining five priorities that the committee advocates when
considering budget decisions in the future. Those priorities were:
         1. Fund allocation needs to be prioritized to safeguard the teaching
mission of the university, including those programs and services
directly related to student learning and welfare.
         2. NIU’s faculty, staff, and student employees are central to the
operation and success of the university. Therefore, meeting the
university payroll must continue to receive the highest priority.
         3. While we recognize (and support) the rationale, we are concerned
about the long-term consequences of diverting the limited funds to
prioritizing the core mission of the university. The slow degradation of
campus infrastructure and resources will eventually undermine the
university’s core education, research, and community service missions.
         4. While changes to employee pension and insurance programs are
largely occurring outside the control of NIU Administration, we
request that we continue to be informed of discussions and
negotiations being made at the state level. Maintaining adequate
pension and insurance benefits is essential to retaining current faculty
and staff as well as recruiting highly qualified candidates in the future.
         5. While it is essential to address the budget priorities outlines in items
1-4, we strongly support NIU Administration’s decision to build for
the future through the sale of bonds to update student housing and the
investment in the Great Journeys Strategic Plan. These wise
investments in the future will help NIU to fulfill its mission even in
light of decreasing State support.
C. SPS Council  
Met Thursday, April 14, 2011  
- Jim Lockard, Faculty/SPS representative to the State University Retirement System Member Advisory Committee (SURSMAC) was their guest speaker.  
- Debbie Halicze talked about the University Benefits Committee’s survey about health benefits. Results will be posted on the UBC’s website. Haliczer also reported that the Benefits Choice Fair was cancelled due to lack of information. Once benefits are finalized, she is planning to host several brown bag lunches to help inform employees.  
- Todd Latham reported he had met with Steve Cunningham and had presented him with a list of the Council’s top twelve concerns.  
- Scott Peska announced that the Campus Parking Committee had approved an increase in fines. Blue permits will increase $15 and other fines will also increase.  
- During the OSC meeting, discussion ensued concerning the parking changes. Per Alan Rosenbaum, there may be a new purple parking pass that would be used for the remote outer lots where a Huskie bus would transport employees to campus. This would allow for a less expensive parking pass. He also stated that if an employee has a severe hardship and cannot afford to pay for the parking permit, an appeal can be made to Parking and the parking pass fee may be reduced.

D. University Council  
Met Wednesday, April 27, 2011.  
- Provost Alden conducted the meeting in President Peters’ absence.  
- Provost Alden announced that the state still owes NIU approximately $56 million. He also said to expect a 10% cut in our budget for FY2012.  
- Dr. Rosenbaum was re-elected Executive Secretary of University Council.  
- During Earl Hansen’s report as the FAC-IBHE member, he mentioned that SIU is looking into how they can lay off tenured faculty.  
- Suzanne Willis reported during the Rules and Governance Committee that they were asked to review the composition and duties of the Nature Preserves and Research Committee. In the process of that, there were some questions about the function of this committee and the existence of the preserves. It was approved that the committee be deleted from the committee book and its duties be turned over to the Institute for the Study of the Environment, Sustainability and Energy.  
- After it was decided there was a quorum, Article 11, the grievance procedure, was passed 43 to 0.  
- Revisions to the name and description and duties to the University Class II Judicial Board were passed. It is now known as the Student Conduct Board. The board can now include Operating Staff members, therefore, OSC will need to have five people to serve beginning in August. Information about this will be included in the next OSC newsletter.
E. APAC
Met Wednesday, April 13, 2011.
- APAC is looking for one more member. Submit a letter of interest to Rose Miller in Human Resource Services indicating why you'd like to serve on the council and what you would like to see accomplished by the APAC. If you are selected, supervisory approval will be required in order to allow release time to attend the monthly meetings that are held at 2:30 p.m. on the second Wednesday of the month. If you have any questions about the Council, please contact Rose at 753-6033.
- Marcia Dick from the Operating Staff Council attended the meeting to discuss the possibility of making changes to the current performance appraisal forms for Civil Service employees. Members from the APAC will assist with this initiative.
- It was recently noted that Accounting is requiring the **exact name** as shown in the HR system on travel vouchers in order to process them. NO nicknames will be acceptable, be sure to INCLUDE middle initials and make sure that the employee ID is correct.

F. Vision 2020 Steering Committee
Did not meet.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
Did not meet. Will work with APAC on the evaluation changes.

B. Elections and Appointments
Ballots will be counted at 3:00 on May 5, 2011 in Williston Hall 400. Sara reported that she is received a lot of committee interest sheets. The deadline for those is May 31, 2011.

C. Public Relations
- During the meeting, Jay Monteiro and Don Butler presented the Operating Staff Dependent Award to Evan Wittke, son of Irwin Wittke of HSC Food Services. This is Evan’s second year to win the award.
- The committee met and talked about getting OSC information to the archives. Andy Small is spearheading this process. Given any information to Andy, and he will forward it to University Archives.
- Sara Clayton met with Anne Hardy, Director of the Scholarship Office, and she suggested that we identify staff with college age students and send information to them about the Dependent Award. She also suggested that we do a blurb to OSC campus email addresses, be at orientation to advertise the scholarship, send information to local high schools, and send a letter to those students who are getting a tuition waiver because they are a dependent of a staff employee at NIU.
D. Visiting Committees/Guests
   None.

E. EAC
   ● Meeting was held April 14-15, 2011 at UIUC.
   ● ISU has new director, Khris Clevenge.
   ● SURNS is offering Brown Bag seminars if requested.
   ● The Civil Service System audit was performed April 18-21, 2011. The report from the last audit can be found on the SURNS website.
   ● A flow chart of procedures for classification updates was shared.
   ● One NIU police officer is under discharge review at May 18, 2011, SUCCS Merit Board Meeting.
   ● Watching HB146 and SB1946.
   ● Elections are scheduled for October. Petitions must be submitted by end of September.
   ● Next meeting scheduled for July 21-22, 2011 at Southern Illinois University School of Medicine in downtown Springfield at the Hilton.

F. UAC
   Did not meet.

G. Special Events Committee
   Met May 3, 2011. StaffFest is scheduled for Thursday, July 28, 2011. Theme is Giving Back and will be requesting items for “Comfort Kits” for the American Red Cross.

H. Vice Provost Search Committee
   Interviews for the three candidates have been completed, but no decision has been made. The three candidates for the position are: Anne Birberick, Jon Carnahan, and Christopher Jones.

I. Vice Provost for Resource Planning Search Committee
   ● Jay Monteiro attended the interviews for Vice Provost, Resource and Planning on April 14 and 18, 2011. The two candidates were Susan Mini and Murali Krishnamurthi. They were both very well qualified candidates.
   ● Pamela Rosenberg was on the search committee and also reported that both candidates were well qualified. She also reported that the search committee gave the pros and cons of each candidate and gave that information to the Provost. Susan Mini was selected for the position.

J. FY12 Strategic Planning and Beyond
   Meeting scheduled for next week.
IX. Old Business
   A. Council of Councils Contact
      No update.

   B. Summer Hours
      Official notice went out. Summer hours begins June 6, 2011, through August 12, 2011.

X. New Business
   A. Concealed Weapons Law
      Still under review and discussion.

XI. Adjournment
    The meeting was adjourned at 10:40 a.m.

    Respectfully submitted,
    Pamela Rosenberg
    Operating Staff Council Secretary