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

Excused: Andy Small, Alan Smith, Jesse Tellez

Guests: Tim Griffin, Susie Hill, Todd Latham, Rachel Pierce, Carlos Raices, 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 Sara Clayton to accept the Agenda as amended. The motion was seconded by Stacey Bivens and passed by vote.

IV. Approval of May 5, 2011, minutes
A motion was made by Linda Jennings to accept the minutes as written. The motion was seconded by Michele Stieren and passed by vote.

V. Treasurer’s Report
Elizabeth Buck reported on the May transactions. Danell Nixon moved to accept the Treasurer’s report as written. The motion was seconded by Linda Jennings and passed by vote.

VI. Announcements/Correspondence
Welcome and congratulations to our newest Operating Staff Council members – Susie Hill, Rachel Pierce, Carlos Raices, and Jennifer Ridge. Congratulations to our returning members Don Butler and Gay Campbell. I want to take a moment to thank our members who are leaving us. Thank you to Glenda Jones for her many years of service and Pamela Rosenberg for being our secretary for the last two years and for her service to OSC. Special congratulations to our retirees; Marcia Dick, who will be retiring at the end of the month with 24 years of service, and to Sara Clayton, who will retire in October with 38 years of service. We will be organizing a gathering after hours in June to celebrate.

Marcia Dick’s retirement party will be held in the Library’s Staff Lounge on June 23, 2011, from 2:00 p.m. to 4:00 p.m.
VII. President’s Reports
A. Board of Trustees
   Did not meet.

B. Faculty Senate
   • Did not meet.

C. SPS Council
   Met Thursday, May 19, 2011
   • Scott Peska ran the meeting in Todd Latham’s absence.
   • Dr. Steve Cunningham was the guest speaker. He discussed the current legislation that might affect NIU in regards to pensions and insurance for retirees. He also discussed ideas that are being introduced by SPS Council that would make Temporary SPS employees that have been employed for 3+ years earn and utilize benefits more like Regular SPS employees.
   • The Campus Security Act was discussed. NIU now requires new employees to have a pre-employment criminal background check before beginning employment. There are very few exceptions.

D. University Council
   Did not meet.

E. APAC
   Met Wednesday, May 18, 2011.
   • APAC (in conjunction with Environmental Health & Safety) will be offering a First Aid session on Tuesday, June 21, 2011, and a CPR session on Wednesday, June 29, 2011, from 1:00-4:30 p.m. in the Human Resource Services building. If you are interested in registering for either of these sessions, please contact Nancy Schuneman at 753-1771 or at nschunem@niu.edu.

F. Vision 2020 Steering Committee
   Did not meet.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
   Met on June 1, 2011, with four APAC volunteers to discuss changes to evaluations. Reviewed evaluations from Western Illinois University, Eastern Illinois University, and private companies and discovered that all of them were much more simplified than what NIU is using. The committee will tweak the current evaluation and will put forth the suggested changes. Currently, there are 46 different performance factors and are redundant, so the plan is to pare them down and make the evaluation more appropriate and usable. It was last updated in 1995. The committee would like to get the evaluation online in the future, however, need to continue doing both online and paper as not all employees have computer access.
B. Elections and Appointments

Dates and room assignments for OSC meetings for the next two years were handed out.

Nomination forms for 2012 were handed out and nominations issued.

Nominations for President
Andy Small - Accepted
Michele Stieren – Declined
Carlos Raices – Declined
Jay Monteiro – Accepted
Karen Smith – Declined
Don Butler – Declined

Nominations for Vice President
Michele Stieren – Declined
Karen Smith – Accepted
Don Butler – Accepted
Carlos Raices – Accepted
Stacey Bivens – Accepted
Danell Nixon – Accepted
Gay Campbell – Accepted
Jay Monteiro – Accepted
Andy Small – Accepted
Linda Jennings – Accepted

Nominations for Secretary
Stacey Bivens – Accepted
Michele Stieren – Declined
Gay Campbell – Declined
Danell Nixon – Accepted
Karen Smith – Declined
Jay Monteiro – Declined
Susie Hill – Accepted

Nominations for Treasurer
Elizabeth Buck – Accepted
Carlos Raices – Declined

Nominations for Parliamentarian
Rachel Pierce – Accepted
Stacey Bivens – Accepted
Gay Campbell – Accepted
Andy Small – Accepted
Don Butler – Accepted
Linda Jennings – Accepted
Committee Interest Sheets were handed out for review and consideration.

Campus Parking Committee – 2 openings filled by David Long and Traci Cheeseman

Parking Appeals Committee – 2 openings filled by Avonne Wilson and Don Butler

Athletic Board – 1 opening filled by Peggy Simonds

University Benefits Committee – 1 opening filled by Gina Shannon

Campus Security and Environment Committee – 1 opening filled by David Long

Student Conduct Board – 1 opening filled by Heike Hofstetter

C. Public Relations

- Met on May 26, 2011, where they discussed insurance and benefits and their impact on employees.
- The posters for the Dependent Scholarship Award were shared. These will be displayed at StaffFest as will the table tents for the Red Cross.

D. Visiting Committees/Guests

- Deborah Haliczer from Human Resources came to talk about the health insurance issues that have been plaguing the State. Approximately 1200 faculty and staff are affected by the Health Alliance and Humana HMO drop by the State. All of these people have to have a medical benefit change by June 17, 2011. The Benefits Choice Period for Health Benefits and MCAP has been extended through June 17, 2011. The Insurance Office will be open that day to accept changes.

- Meetings to talk about the changes to the health options and to discuss the new OAP choices will be held on the following dates and times:
  - June 3 – 3:00 p.m. - 4:30 p.m. in the Illinois Room
  - June 8 – 10:30 a.m. – 12:00 p.m. in Diversions
  - June 8 – 3:00 p.m. – 4:30 p.m. in the Capitol Room

- Senate Bill 178 may restore Humana and Health Alliance. If it does, there will be a special enrollment period. The new choices are PersonalCare OAP, HealthLink OAP, and HMO Illinois. BlueAdvantage is part of HMO Illinois. Quality Care is the default plan if no other plan is selected. If an employee is with a provider that is no longer being offered, and they do not make a selection by June 17, 2011, they will automatically be defaulted to the Quality Care Plan.
• The Benefits Choice booklet is only available online. None will be printed by the State or NIU. The Insurance Office is urging people to make their computers available to those who do not have a computer at their workstation so they can review their benefits choice options.

• There were 1,822 respondents to the Benefits Committee survey, with 1,512 of those being current employees with health insurance and the remainder being annuitants. The majority of the respondents were harmed by the State’s slow reimbursement of medical claims.

• Senate Bill 512 has been tabled for now but will be looked at soon. There are possible changes to the pension plans, including a change to Tier 1, Tier 2, and Self-managed. There is talk of increasing the percentage of contribution by employees to 14%.

E. EAC

• The Merit Board met on May 18, 2011, at the Systems Office. Robert Marshall, the new NIU Board of Trustee member, was in attendance.

• The FY12 Systems Office budget was approved. They want to give their employees a 3% raise as they have not had an increase in five years. There is a new legal counsel, and they want to hire one other person.

• There were three discharge hearings, one from Illinois State University for excessive absences, one from University of Illinois at Urbana-Champaign, a painter with good evaluations up until one year prior, so the person was reinstated, and one from Northern Illinois University, a police officer who was discharged.

• On June 13, 2011, EAC will have a training session, and Sara Clayton can bring a few OSC members if they are interested in this position. There are a total of nineteen EAC members who meet quarterly for two days. Most members to the Merit Board meetings, but those are not required. Sara will be retiring so we will need someone to fill her position. Elections will be held in September, 2011, by Rhonda Wybourn.

F. UAC

Met Wednesday, May 11, 2011.

• UAC met to discuss why they hadn’t been meeting. The excerpt from the constitution was distributed so the committee could see what their charge was. The committee was created to be a liaison from their employee constituencies to the Board of Trustees by meeting with the President. It was decided that Dr. Rosenbaum would contact President Peters and set up a meeting with him.

Met Wednesday, June 2, 2011.

• UAC met with President Peters and Vice President Kathy Buettner. The President discussed how the Committees to the Board of Trustees, the Board of Trustees, and the Board meetings are designed and operate. He also discussed how agendas were created, explained how it is decided what
information is discussed on the agenda, and what items are put onto the consent agenda.

- It was decided at the meeting that calendars will be checked and a system of regular meetings of UAC will be scheduled. UAC meetings will take place a number of weeks prior to Board of Trustee Committee meetings to allow ample time for UAC members to discuss important topics with their constituents, or to bring forward topics, prior to agendas being set for the committee meetings. Thus, topics would follow the correct procedures to come to the quarterly Board of Trustees meetings.

G. Special Events Committee
- Met May 17, 2011, and worked on plans for StaffFest. Posters were discussed. The committee will work on getting advertisement items from the Red Cross and vendor donations from the community.
- A sign-up sheet for working at StaffFest was passed around, and members were reminded that they must work at the event that day.
- There are 320 current employee reservations and 50 retirees so far.
- Extra help employees didn’t get flyers. An email blast and a flyer will be sent informing them that they are invited.
- The flyer will also be given to Jay Monteiro to include in the new hire orientation packets.

H. FY12 Strategic Planning and Beyond
This committee will not meet again until the fall semester.

IX. Old Business
A. Council of Councils Contact
No update.

B. Concealed Weapons Law
Did not pass.

X. New Business
A. Discontinuance of Program Administrative Assistant Position
- The Civil Service System (CSS) made a concerted effort to consolidate positions that had the same job duties. It was decided that because hardly anyone in the State uses this classification, that it would be deleted, however, NIU does use this classification and has about 20 employees in it.
- The CSS didn’t say that the people in this position had to be moved to another classification. Instead, the position is flagged so when the person in that classification leaves or changes positions, that position will then be changed to a new classification.
- Discontinuance of new Program Administrative Assistants began on April 15, 2011, so no one can be hired into that classification any longer.
B. Overview of Council’s Directives

- Members wanted to understand what the purpose of the OSC is. The OSC is to be a liaison to administration for shared governance. Civil Service employees are to come to members of the Council to air their grievances and the Council members are to bring those issues and concerns to the general Council so employees don’t feel they are out there alone.
- Discussion ensued about the direction of the Council and what would like to see accomplished in the future.
- Ideas were to add a section to the newsletter stating that if you have a concern, to contact your OSC representative, to remind constituents that our meetings are open and that they can attend anytime, and to remind Council members to share information from our meeting with all constituents.
- An additional idea was to have the Public Relations Committee review all the differing committees to see if any can be combined.
- The overriding theme was that members want the OSC to help itself and become more tenacious and passionate and to bring issues to the forefront.

XI. Adjournment

The meeting was adjourned at 11:57 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary