Operating Staff Council
Minutes – October 6, 2011

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Susie Hill, Heike Hofstetter, Linda Jennings, Jay Monteiro, Danell Nixon, Rachel Pierce, Carlos Raices, Jennifer Ridge, Alan Smith, Karen Smith

Excused: Andy Small, Jesse Tellez

Guests: Sara Clayton, John Gordon, Todd Latham, Rose Miller, Kristin Mommsen, Kathy Smith, Rhonda Wybourn

I. Call to Order
Vice-President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Carlos Raices to accept the Agenda as amended. The motion was seconded by Linda Jennings and passed by vote.

IV. Approval of September 1, 2011, minutes
A motion was made by Gay Campbell to accept the minutes as amended. The motion was seconded by Karen Smith and passed by vote.

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

VI. Announcements/Correspondence
Karen Smith announced flu shots will be administered on Wednesday, October 12, 2011, from 11:00 am to 1:00 pm in the HSC Regency Room. Go to the Employee Assistance website to print out shot form.

Karen Smith also announced the annual Ethics Training will commence on Tuesday, October 18, 2011, and will be due by Wednesday, November 16, 2011.

The Special Health Insurance Enrollment will be held between Monday, October 10, 2011, and Friday, October 28, 2011. If employees change their health insurance, they will have to satisfy the deductible for the new carrier even if they have already satisfied the deductible with their current carrier.

Linda Jennings announced student flu shots will continue to be administered at Health Services for $20.00. Students can find a $2 off coupon in the paper.
Alan Smith announced the Mock DUI drill will be held on Thursday, October 13, 2011, from 5:15 p.m. to 7:00 p.m. in Lot C2 at the Convocation Center. They are looking for volunteers to participate.

Karen Smith announced a Pre-Retirement Planning Seminar is scheduled for Wednesday, October 19, 2011, in the Holmes Student Center Regency Room. Registration deadline is Tuesday, October 11, 2011.

Jay Monteiro announced a workshop will be held on Friday, October 14, 2011, at 1:30 p.m. at Founders 297 to discuss how to take a class for staff members and how to request tuition waivers.

VII. President’s Reports
A. Board of Trustees
   FY2012 budget was approved including maintenance funding.

   Elections were held as follows:
   Chairman – Cherilyn G. Murer
   Vice President – Robert T. Boey
   Secretary – Robert T. Marshall, Jr.
   4th Member – Marc J. Strauss

   Todd Latham led the discussion stating that some bylaw changes were approved.

B. Faculty Senate
   Academic misconduct was discussed and who would have the final decision on changing students’ grades.

C. University Council
   Discussion was held regarding simplifying the policy language regarding academic misconduct and was deferred to the Committees.

   President Peters announced the State currently owes NIU $30 million from FY2011 but anticipates will receive by December, 2011. NIU has received $19 million of the $79 million owed for FY2012. It is anticipated receiving $11 million for MAP funding.

   Performance Based Funding is what the State is wanting to do by institution. President Peters is not on the Committee but states it will be based on graduation numbers.

   The Pension fund is $8 billion in arrears. Everyone should go to the website to stay up-to-date on the status.

   President Peters’ Vision 2020’s costs are $2 million for research, $1 million initiative, and $3 million for Academic Enhancements.
Proposed holidays for 2012 calendar year were approved. The need for a decision regarding winter break was discussed.

VIII. Committee Reports
A. Personnel/Staff Development/Benefits
   Met Thursday, September 22, 2011. Gay Campbell announced the dates for the upcoming committee meetings.

   Discussions were held regarding the Annual Employee Evaluation form and changes to be made, the Annual Report from the University Council, and mandatory supervisor training being worked on by Deb Haliczer in conjunction with SPS Council. Karen Smith and Todd Latham to continue the discussion.

   The Committee is proposing changing its name to Work Place Issues. This has been tabled for the Committee to discuss further.

B. Elections and Appointments
   Jay Monteiro led the discussion regarding the need to get information out on how to join committees. The following committees currently have openings:

   - NIU Student Conduct Board – 1 opening
   - Community Standards and Student Conduct Advisory Board – 1 opening
   - Grievance Committee – 15 people – Pat Erickson maintains the list.

C. Public Relations
   Met Thursday, September 29, 2011. Donald Butler stated an Operating Staff Council member award recognition was discussed. It was determined that Andy Small would handle on an as needed basis.

   OSC group pictures will be distributed at the next Operating Staff Council meeting.

   The Bylaws and handbook are being reviewed by the committee to see if there should be any changes made.

   A motion was made by Don Butler to change Special Events Committee to StaffFest Committee and become a Public Relations sub-committee. Carlos Raices seconded the motion and was passed unanimously.

   Carlos Raices and Pam Roesner will become the webmasters for the OSC website. Danell Nixon will contact ITS to change the final authorization rights to the OSC President.

D. SPS Council
   Todd Latham led the discussion regarding evaluations and merit, Vision 2020, Rewards Recognition for SPS members, pension benefits, how to help with employee relations, promotion paths, time allocation recording on timesheets, and mandatory supervisory training.
Also discussed was the benefits accrual/carryover for temporary SPS as well as the employee workload should there be a mass retirement.

SPS Council is opposed to “double dipping” which limits promotions and payment into the pension fund.

A survey is being initiated regarding how the travel and training has been cut so are looking to get approval to do Webinars.

Also discussed was a salary survey on how to motivate staff due to the lack of salary increases.

Discussion was held regarding the cost to replace a staff members’ OneCard which is $5 if the card becomes unusable or $20 if the card is lost.

SPS Council voted to work with the OSC on the issues of Tiered Parking and automobile break-ins.

E. Visiting Committees/Guests
   See below under IX. B.

F. EAC
   The next EAC meeting is scheduled for Wednesday and Thursday, October 19 and 20, 2011, at University of Illinois Chicago. Council of Councils meeting will be held on Friday, October 21, 2011. Check with Andy Small on how to register.

Sara Clayton expressed the need for volunteers to be election judges and officials for the upcoming EAC elections to be held on Tuesday, October 18, 2011, from 8:00 a.m. to 4:30 p.m. A sign-up sheet was circulated. The two nominees are Andy Small and Fred Pugh.

G. UAC
   Did not meet.

H. Special Events Committee
   Did not meet. October 15, 2011, is the deadline to pick up door prizes from StaffFest 2011.

I. FY12 Strategic Planning and Beyond
   Did not meet.

J. APAC
   Rachel Pierce led the discussion regarding APAC. Keith Jackson and Barb Seldal, Controller’s Office, attended their meeting. Discussion ensued regarding responses to paperwork and a pilot through PeopleSoft.
IX. Old Business
A. Council of Councils Meeting
   Next Council of Councils meeting will be held on Friday, October 21, 2011, at UIC in Alsup. Andy Small will send out information with regards to registration and transportation.

B. Tiered Parking
   John Gordon, Director of the Convocation Center and Huskie Stadium and Parking Committee Chair, and Kristin Mommsen, Director of Campus Parking, led the discussion regarding Tiered Parking and Scholarships. John stated Campus Parking does not receive state funding and must use the revenue from the parking tags as well as parking fines.

   Discussion was held regarding the remote parking for a reduced fee of $40.00 in the green lot of C2 at the Convocation Center. Currently there is one staff member taking advantage of the reduced parking rate. Campus Parking is looking into having additional buses as well as a satellite bus tracking station. There are currently three bus routes. If you need to find out the route times or have questions, contact Josh Venaas, Director of Mass Transit, at 753-0308.

   Discussion was held regarding Tiered Parking. As it has been several years since discussion was held, Rose Miller, President of APAC, will resubmit the information to John Gordon prior to their December committee meeting for the Parking Committee to review and consider.

   It was mentioned there are job openings on the HR website and interested individuals should check it on a regular basis.

X. New Business
A. Committee Reports
   None presented.

XI. Adjournment
The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary