Operating Staff Council
Minutes – April 5, 2012

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

Excused: Jennifer Ridge, Jesse Tellez

Guests: Todd Latham, David Long, Alan Rosenbaum, Rhonda Wybourn

I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:50 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 presented. The motion was seconded by Linda Jennings and passed by vote.

IV. Approval of March 1, 2012, minutes
A motion was made by Gay Campbell to accept the minutes as presented. The motion was seconded by Rachel Pierce and passed by vote.

V. Treasurer’s Report
Elizabeth Buck presented the Treasurer’s report. A motion was made by Gay Campbell to accept the Treasurer’s Report as presented. The motion was seconded by Linda Jennings and passed by vote.

VI. Announcements/Correspondence
Rhonda Wybourn was asked about the number of staff and faculty to retire by the beginning of FY13 as well as succession planning for the open positions. She will work on getting the numbers and get back to the Council at the next scheduled meeting.

The May Operating Staff Council meeting will be held at the Yordon Center hosted by Coach Dave Doeren.

Discussion was held regarding the celebrations for Pat Siebrasse’s 50th anniversary as an NIU employee as well as for Tim Griffin who will be retiring from NIU.

The July Operating Staff Council meeting will be postponed to July 12, 2012, due to the 4th of July holiday.

The Wellness Fair collected $140.00 for the 50/50 scholarship fund raffle. The winner of $70.00 was Martha O’Gorman who in turn donated her winnings to the scholarship fund.

Carlos Raices asked to be notified if anyone sees any changes that need to be made to the Operating Staff Council website.
Alan Smith led the discussion regarding Public Safety’s focus on hiring the necessary number of officers including having officers 24 hours per day, 7 days per week at each dorm entrance. He also mentioned the blue “Call” boxes are checked every Tuesday to ensure they are functioning properly.

The Tuition Waiver legislation was turned down.

VII. President’s Reports
A. Board of Trustees
   Andy Small circulated the Board of Trustees’ meeting agenda and minutes. One item specifically mentioned was the change in student health insurance.

B. Faculty Senate
   Alan Rosenbaum led the discussion stating there would be one more Faculty Senate meeting this fiscal year. The Joint Senate Committee on Resources, Space and Budget will be submitting a statement to Administration and Eddie Williams regarding where spending should be focused. The other items discussed included the Faculty Senate is recommending the Ombudsman position should be filled upon Tim Griffin’s retirement and will determine if there is any value to the online assessment teaching effectiveness survey due to a low response. They are also looking into the student grievance process, +/- grading system, appeal process for the misconduct grading policy, the raise and salary equity committee, and the results of the Academic Profession gender and race inequity.

C. University Council
   No report

VIII. Committee Reports
A. Workplace Issues
   Gay Campbell reported the committee met in March to work on the new evaluation form for NIU Operating Staff as well as the Ethics Statement. Deb Haliczer was a guest and discussed the approval of increments. She also mentioned the Benefits Choice period will be unusual again this year due to possible changes in providers and that there will be no Benefits Fair. SURS will be visiting campus in May to meet with staff who may be interested in retiring.

B. Elections and Appointments
   Jay Monteiro led the discussion regarding the upcoming Council member elections with the deadline to apply being April 27, 2012, and the votes to be counted the end of May. Five current OSC members’ terms expire on June 30, 2012 – Stacey Bivens, Elizabeth Buck, Jay Monteiro, Andy Small and Jesse Tellez.

C. Public Relations
   Don Butler reported the committee met the week of March 26, 2012, and determined all four applicants for the Civil Service Dependent Scholarship would be awarded $500.00 each (Paige Lehman, daughter of Angela Lehman; Jacqueline Lorusso, daughter of Valerie Lorusso; Jaclyn Zimmerman, daughter of Stefanie Zimmerman; and Evan Wittke, son of Erwin Wittke). Discussion was also held
regarding honoring Tim Griffin at the May OSC meeting and Pat Siebrasse’s 50th anniversary at the June OSC meeting.

The final draft of the OSC Constitution was presented. A motion was made by Jay Monteiro and seconded by Gay Campbell to accept the changes as presented to the Constitution and passed by vote.

A motion was made by Don Butler and seconded by Carlos Raices to deposit the 50/50 money in the OSC expendable account and passed by vote.

D. SPS Council
Todd Latham led the discussion regarding petitioning Human Resources to add merit evaluation to future SPS increments. They are also questioning the nationwide search for a new Ombudsman and that they would like to see the position filled from internal candidates. Karen Smith stated the Office of Student Academic Success is broadening their services to students to include assistance similar to what is handled by the Ombudsman.

The University Council is proposing changes to the Bylaws. On April 17, 2012, from 2:00 pm to 4:00 pm, the SPS Council will hold an awards reception for the SPS Service Award recipients.

E. Visiting Committees/Guests
David Long, Holmes Student Center Guest Services Supervisor and Parking Appeals Committee Chair, led the discussion regarding signage being placed in the bus turnaround at the Holmes Student Center noting the fines for parking illegally is $100.00 which has led to a drop in parking appeals. A committee is also being formed to look into allowing only service vehicles and buses in the turnaround.

Other items presented were for the safety and environmental quality of the campus such as pedestrian right-of-way as well as a tobacco free campus, and issues with the trades parking on the grass and sidewalks. Five or six major lot improvements will be done and additional motorcycle parking spaces may be added. David stated the parking garage would be closed from May 19 – 24, 2012, for maintenance. Also, they are still waiting to receive information from Human Resources needed for the Tiered Parking proposal.

F. EAC
No report.

G. UAC
No report.

H. FY 12 Strategic Planning and Beyond
No report.

I. APAC
No report.
IX. Old Business
   A. SPS Position Violations
      Steve Cunningham has been invited to the May 3, 2012, OSC meeting to discuss
      this issue.

X. New Business
   A. MedCo Mail Order
      Discussion was led by Linda Jennings asking whether any of the other Council
      members had received information from MedCo regarding prescription mail order.

XI. Adjournment
    The meeting was adjourned at 11:55 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary