Operating Staff Council  
HSC – Sky Room  
Minutes – October 2, 2014  

Present: Barbara Andree, Stacey Bivens, Elizabeth Buck, Patricia Liberty-Baczek, David Long, Yvette Lubbers, Jay Monteiro, Victoria Nay, Carlos Raices, Pam Roesner, Andy Small, David Smith, Karen Smith  

Absent: John Hulseberg, Holly Nicholson, Gina Shannon  

Guests: Robin Andersen, Deborah Haliczer, Sabrina Hammond, Sarah Klaper, Matthew Parks, Andy Peccarelli, William Pitney, Rhonda Wybourn

I. Call to Order  
President Jay Monteiro called the regular meeting of the OSC to order at 9:07 AM.

II. Roll Call  
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda  
A motion was made by Carlos Raices to accept the Agenda with changes. The motion was seconded by Barbara Andree and passed by unanimous vote.

IV. Approval of September 4, 2014, Minutes  
A motion was made Patricia Liberty-Baczek to accept the Minutes with changes. The motion was seconded by Karen Smith and passed by unanimous vote.

V. Treasurer’s Report  
Treasurer Elizabeth Buck announced there was no report because she was not able to log into the report. Once that has been corrected, she will e-mail budget reports to all OSC members.

VI. Announcements/Correspondence  
OSC welcomed its newest member, David Smith, and also wished OSC Vice-President Carlos Raices a happy birthday.
Patricia Liberty-Baczek announced that October is LGBTQ History Month. There will be presentations on human trafficking.

Karen Smith announced that Ethics Training will take place between October 14 and November 12, 2014. Also, flu shots will be available on October 29 from 10:00 AM until 2:00 PM in the Duke Ellington Ballroom. The Human Resource Services workshop flyer went to the printer on October 1.

Deborah Haliczer, SPS Council President, and Robin Andersen from APAC shared news that the Chicago Tribune has been running a contest for fans to vote for their favorite sports mascot. NIU’s Victor E. Huskie was receiving the largest number of votes by far.

VII. President’s Report
A. Board of Trustees
   The Board’s meeting was short; it was mostly comprised of approving its internal budgets. Student Trustee Paul Julion was introduced.

B. Faculty Senate
   There is concern about the General Education program lacking Science classes with labs. Approval of upper division engaged learning. Campus morale issues were discussed, but no conclusions were reached. Faculty Senate also discussed STEM faculty. Women in STEM find themselves being more challenged and isolated than their peers out of STEM. They also find that they achieve tenure at different rates and that FMLA is applied differently to them.

C. University Council
   No report

VIII. Committee Reports
A. Workplace Issues
   Members of this committee are taking recent Civil Service employee survey sections and aligning them. The final findings of the survey will be ready to present in December.

B. Elections and Appointments
For several months OSC has had only 15 members instead of the 16 required. It was discovered that the committee had inadvertently not replaced Heike Hofstetter when she resigned from OSC. David Smith received the next highest number of votes in the last election, so he was asked to join the Council, and he accepted.

David Long has been looking for a sub for the Campus Parking Appeals Committee, since he cannot attend every meeting. Patricia Liberty-Baczek offered to sub for David, but now has schedule conflicts and can no longer serve as the substitute for David Long. David Smith volunteered to be the sub for the committee. Patricia Liberty-Baczek made a motion to accept David Smith as a sub for the Campus Parking Appeals Committee. The motion was seconded by Victoria Nay and passed by unanimous vote.

C. Public Relations

Patricia Liberty-Baczek, PR Committee chair, said that she’s been unable to access the OSC e-mail account. OSC President Jay Monteiro sent a test e-mail, but only one person responded. PR talked about adding a “contact us” button to the OSC website, but it was pointed out that there is a button there already. OSC Secretary Stacey Bivens was asked if OSC could get its meetings and events on the NIU calendar. She replied that she would find out how to do that. Special OSC thank you note cards are on their way to the printer. December’s issue of the “Northern Staff News” newsletter will be the last hard copy. In February the newsletter will be electronic, although hard copies will still be made available to employees in Housing & Dining, Building Services, the trades people in Materials Management, and a list of miscellaneous off-campus addresses. The idea to remove administrators from the newsletter mailing list was put forward. Andy Small disagreed with this. Deborah Haliczer pointed out that administrators value the information and there’s no additional cost for an e-newsletter. Jay Monteiro motioned that the OSC vote by a show of hands on whether to continue to send the newsletter to administrators. The committee voted yay or nay with a show of hands, with the result that the newsletter will continue to go to administrators.

D. SPS Council

Deborah Haliczer announced that nominations for the SPS Award for Excellence are being accepted from October until December.
The SPS BYOD (Bring your Own Device) day will be held on October 21, 2014, in the Duke Ellington Ballroom. SPS Council continues to discuss morale issues.

E. Visiting Committees/Guests
Matthew Parks and Sabrina Hammond from ITS visited the October OSC meeting to discuss the Cellular Service Stipend Policy. For ten years, NIU has had a centralized managed cell program with Verizon as NIU’s partner. This service, as it stands, is not aligned with best practices. Cellular equipment has been purchased one time, and is the responsibility of the department. The stipend policy eliminates assigned NIU cell phones. Employees would use their own cell phones and would move to a 3-tier monthly stipend at the discretion of the division or manager. The tiers would be:

<table>
<thead>
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<th>Tier</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Phone</td>
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</tr>
<tr>
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<td>$85.00</td>
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<tr>
<td>Exp w/data</td>
<td>$115.00</td>
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The benefits of the stipend policy are:
1. less complexity
2. one phone used for both business and personal calls
3. aligned with best practices
4. eliminates NIU-issued cell phone bills
5. no further audit burden

Employees must fill out forms annually:
1. Employee Cell Services Stipend Agreement Form
2. Additional Pay Form
3. Exception Process – Business travel expenses/restricted, private information

Currently, NIU pays $400,000 in cell phone bills to Verizon per year. Mr. Parks and Ms. Hammond have already presented the Cell Service Stipend Fund idea to the Senior Cabinet, who generally approved. However, shared governance requires that both SPS and Operating Staff councils and the Faculty Senate also see the presentation, so their feedback can be consolidated into a final policy. With cabinet approval, the policy will be implemented, and the documentation and website will go live.

Yvette Lubbers asked about the use of personal phones for
business purposes. That is permitted; the stipend will appear on the employee’s paycheck. The stipend is taxable income. On a stipend, a broken phone must be replaced by the employee or the division. Department cells will not be affected. The two-way radio structure which still exists will eventually fail. Replacing this equipment is extremely expensive. Karen Smith shared that there is a Freedom of Information Act issue with having a phone that blends business with personal use. NIU employees can opt to keep their NIU device and be in compliance with the Ethics Act.

F. EAC
Because OSC has a new member, Andy Small, who is currently Chair of EAC (Employee Advisory Committee), described the committee, specifically its role and relationship to the state’s Merit Board.

G. UAC
No report

H. APAC
APAC’s latest meeting was held in September. Robin Andersen admitted that the group feels like it’s at a loss with the upcoming retirement of Bill Nicklas. She feels as though everything that was discussed with Vice President Nicklas is now in limbo. Karen Smith shared that the graduated parking fee is not off the table, since parking is getting a new computer system. Robin advised everyone attending the OSC meeting to read the book, Prioritizing Academic Programs and Services, since this book is likely to play an important role in future administrative decisions here at NIU.

IX. Old Business
A. Student Retention: What Can We Do As a Council?
   This item will be tabled until the OSC’s November 6, 2014, meeting

B. Council of Councils
   This conference will take place on October 17 at SIU – Carbondale.

C. Adding New (Missing) Member
The Public Relations Committee will amend Bylaws so that a 17th position will exist on the Operating Staff Council for the 2015 election. A motion was made by Barbara Andree that the Operating Staff Council appoint three alternates from the next highest vote-getters. The motion was seconded by Victoria Nay.

X. New Business

XI. Adjournment
The meeting was adjourned at 11:15 AM.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary