
Absent:  Jay Monteiro, Holly Nicholson

Guests:  Candy Buie, Nikkita Carrington, John Kearsing, Andy Peccarelli, Kathy Smith, Rahul Thatte, Rhonda Wybourn

I.  Call to Order
   Vice-President Carlos Raices called the regular meeting of the OSC to order at 9:01 AM.

II. Roll Call
   Attendance was recorded by Stacey Bivens.

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

IV. Approval of October 2, 2014, Minutes
   A motion was made Gina Shannon to accept the Minutes with changes. The motion was seconded by Yvette Lubbers and passed by unanimous vote.

V.  Treasurer’s Report
   Treasurer Elizabeth Buck reported that $40 was spent on nametags for the new OSC members. Cristine Black is the new contact for the OSC’s accounts and for transferring funds between our accounts if needed. A motion was made by Andy Small to accept the Treasurer’s report. The motion was seconded by Gina Shannon.

VI. Announcements/Correspondence
   The NIU vs. Toledo football game on November 11 is a staff appreciation game. Staff and faculty have received an e-mail that can be turned in at the Convocation Center and the staff member will receive two complimentary tickets for the game.
The NIU Veterans Club will be taking part in the Veterans Day parade on November 11. The parade will end at Huskie Stadium.

There was discussion about local businesses like Great Clips, Texas Roadhouse and Applebee’s that were offering special deals to veterans.

VII. President’s Report
A. Board of Trustees
   No meeting

B. Faculty Senate
   Faculty Senate met October 29, 2014. Dr. Baker answered questions previously submitted by senate members. NIU Plus, a General Education program for undergraduates, was discussed at length and approved with some updates. It will be moved to University Council now for approval.

C. University Council
   Met November 5, 2014. NIU Plus was discussed. John Chaney was introduced and he talked about the new Athletics Master Plan. Lisa Freeman talked about the Prioritizing Academic Programming seminar that was held in Chicago.
   SA President Joe Frascello presented three issues concerning SA:
   1. Cost of using rooms and catering at HSC for student organizations is getting too high.
   2. It’s on Us campaign for safety on campus
   3. John Street development should not include any change to the lagoon.

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
   No meeting

C. Public Relations
   Patricia Liberty-Baczek, PR Committee Chair said that PR is still working on the wording of the OSC bylaws. The first reading will be ready for the OSC’s December 4 meeting.
D. SPS Council
Minutes for the SPS Council were passed around. They last met on October 9, 2014, and Sarah Klaper, the Ombudsperson, was the guest speaker. SPS Council is working on finding ways to address employee morale on campus.

E. Visiting Committees/Guests
Kathy Smith from Payroll attended the meeting to talk about the issue of time sheets lacking employee signatures being turned into Payroll. At the end of the October 16-31, 2014, pay period, 250 time sheets were submitted without signatures. The mandate for signatures goes back to the Board of Regents and NIU may soon be audited on this. The only exceptions to this are employees who are on Extended Illness Leave and FMLA; their time sheets will be accepted without a signature. Patricia Liberty-Baczek asked if hours marked on a calendar and initialed by the student worker would be acceptable. Kathy remarked that the auditor, Danielle Schultz, would be able to answer that. Kathy emphasized that this is a campus-wide issue, and not due to one department or classification. Rahul Thatte, another guest at the meeting asked if electronic signatures were acceptable. Kathy said that they hadn’t been approved yet. Karen Smith asked if OSC could anything to assist with this issue. Barbara Andree suggested that the information could be put in the OSC News newsletter to help with enforcement of the policy.

Also visiting the OSC meeting were John Kearsing and Rahul Thatte to talk about the migration to Microsoft Office 365 (O365). Rahul Thatte started out by saying the university’s computer acceptable use policy has been revised. The university’s webpage has been redesigned; department pages will be next. Microsoft Office 365 offers unlimited cloud storage, e-mail, and IM collaboration. VIBE will still exist, but will be changed. The e-mail client will be different, but e-mail addresses will remain the same. Archives will go into an archives server. Items that will not transfer over are: Rules; e-mail forwarding, vacation messages and signatures. John Kearsing explained that there will be two major migrations between January and May 2015. Groupwise will have to remain operational during this time. Phase two of the migration will include retirees. Once migrations are complete, Groupwise will be shut down. Pam Roesner asked about off-campus access to O365. John Kearsing showed what that looked like.
F. EAC
EAC met on October 15-16, 2014, at SIU-Carbondale, before the Council of Councils conference. Andy Small, who is Chair of EAC, discussed audit findings. SUCSS (State Universities Civil Service System) audits universities to ensure that positions that are labeled as SPS are, in fact, SPS, and not Civil Service. NIU was audited in September; results are expected in January. Also discussed was the Rule of Three. When hiring someone, a supervisor used to only interview the top three people. The rule has changed so now a supervisor can interview the top three scores, which is equivalent to the top six people. In addition, EAC talked about residency requirements. Right now, a new civil service employee must be an Illinois resident when accepting a position with a state university. A demonstration project which would affect around 1200 positions was discussed. In this situation, the new employee would have 90 days to become a resident of Illinois once taking a position.

G. UAC
Met on October 22nd with President Baker and his leadership team to discuss the agendas of the Board of Trustees committee meetings on November 5th. Afterwards UAC met separately to discuss the matter of the interim administrative appointments to fill the position being left vacant by Bill Nicklas’ retirement. They will be:
- Facilities – John Chaney
- Public Safety – report directly to President Baker
- Human Resource Services – Provost Lisa Freeman
- Community Relations – Jennifer Groce

H. APAC
No report

IX. Old Business
A. Student Retention: What Can We Do As a Council?
A motion was made by Karen Smith to send the issue of student retention to the Public Relations Subcommittee. The motion was seconded by Andy Small and passed by unanimous vote.

B. City of Chicago Evacuation Plan
OSC member Vicky Nay learned from watching Channel 2 News that NIU, along with Benedictine University, and Valparaiso University in Indiana, are “bug out” locations for Chicago in case of disaster. After
discussion, it was decided that Campus Safety and Environmental Quality would be the committee to contact with questions or concerns.

C. Council of Councils
Carlos Raices and Andy Small attended Council of Councils this year. It was held at SIU-Carbondale. There was a speaker there from the Annuitant’s Association, someone from SUCSS to answer questions about testing, and those in attendance could also ask questions about pensions. Next year’s event will be held at Illinois State University in Normal.

D. Civil Service Advisor
Andy Small began by describing a disciplinary situation in which a civil service employee is on one side of a table, while representatives from Human Resources and Administration are on the other side. There is currently no one to advise CS employees. However, the Civil Service Advisor Subcommittee, chaired by Andy Small, will work to find someone to fill this role. The Subcommittee plans to have a job description in place by spring 2015. It is felt that the Civil Service Advisor should be a civil service employee. The advisor will serve a two-year term and there will be a 25% increase in wage for this person. A July 1, 2015, start date is planned for the Civil Service Advisor.

X. New Business
A. Prioritizing Academic Programs and Services
Andy Small is part of an 11-member group which will be meeting once a month while university administration will be asking each department and academic unit to prioritize their programs. Employees will not be fired or laid off, they instead will be “retooled.” Outsourcing is included in the book, Prioritizing..., and numerous job types are mentioned. There is no shared governance in this exercise. This is a budgetary, financial, and administrative issue. By summer, possibly August, there will be some academic units or departments eliminated. Andy will do his best to keep us informed.

B. October 16, 2014, Town Hall Meeting
Patricia Liberty-Baczek shared her impressions of the meeting. She noticed that no one brought up the raise issue. Dr. Baker had already said there was no money in his opening remarks. Outsourcing was brought up, when it was pointed out there was mold on some food from an outside source.
C. Employee Morale
   John Hulseberg, who is a member of the University Benefits Committee, asked if we (OSC) are going to take a stance on promoting morale. It was decided to create an ad hoc committee on this issue. A motion was made by Karen Smith to create an ad hoc Workplace Issues Committee for a stance on morale to come up with some recommendations to be presented to the Council by January 31, 2015. The motion was seconded by Patricia Liberty-Baczek and passed by unanimous vote.

XI. Adjournment
The meeting was adjourned at 11:52 AM.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary