Operating Staff Council
HSC – University Suite
Minutes – December 4, 2014

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

Absent: Victoria Nay, Holly Nicholson, David Smith

Guests: Robin Andersen, Rose Miller, Andy Peccarelli, Rhonda Wybourn

I. Call to Order
President Jay Monteiro called the regular meeting of the OSC to order at 9:00 AM.

II. Roll Call
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda
A motion was made by Barb Andree to accept the Agenda. The motion was seconded by Patricia Liberty-Baczek and passed by unanimous vote.

IV. Approval of November 6, 2014, Minutes
A motion was made Carlos Raices to accept the Minutes as amended. The motion was seconded by John Hulseberg and passed by unanimous vote.

V. Treasurer’s Report
A motion was made by Patricia Liberty-Baczek to accept the Treasurer’s report. The motion was seconded by Barb Andree, and passed by unanimous vote.

VI. Announcements/Correspondence
Karen Smith announced that the Employee Assistance Program will be sponsoring RAD (Rape Aggression Defense) program, a women’s self-defense system.

Four candidates for the position of Vice President of Administration and Finance will be interviewing on campus the week of December 15, 2014.

The President’s Holiday Luncheon will be held from 11:30 AM until 1:30 PM in the Ballroom at the Holmes Student Center on Tuesday, December 9, 2014.

OSC President Jay Monteiro announced that there will be a search for the Vice President of Advancement and President, NIU Foundation.
Carlos Raices and Andy Small put their names forward for the search committee for the Associate Vice President of Human Resource Services.

VII. President’s Report

A. Board of Trustee
   No report

B. Faculty Senate
   Discussed the faculty salary report. Also talked about the push from the State Universities Civil Service System (SUCSS) to make SPS positions civil service positions. The stipend policy for cell phones was presented to the Senate. One member who’s an attorney stood up to say that the policy presents a problem because of the Freedom of Information Act. Additionally, the policy offers no cost savings to the University. Jay Monteiro will verify how the stipend program will be implemented. The Senate also talked about Outlook. This should be implemented across campus by May, and should eliminate junk mail.

C. University Council
   There were enough members present to vote on bylaw changes. Sarah Klaper, university Ombudsperson, presented her annual report. The Ombudsperson will attend the Operating Staff Council’s meeting in January 2015. University Council discussed implementation of the Gen Ed Plus Program. President Baker told the council that the word currently is “uncertainty.” The state of Illinois might request anywhere from 0 to 30% of our funding back. There will be a small increase in tuition and a small decrease in board for the 2015-2016 school year.

VIII. Committee Reports

A. Workplace Issues
   The committee is still working on the report of the survey.

B. Elections and Appointments
   No meeting

C. Public Relations
   No meeting
D. SPS Council
   No report

E. Visiting Committees/Guests
   Rose Miller from the Administrative Professionals Advisory Council (APAC) was a guest at the OSC meeting. She shared that APAC represents several classifications, and explained that market equity for those in clerical positions has stopped, and that morale, longevity and starting salaries are low. APAC asked for assistance from Bill Nicklas, former Vice President of Public Safety and Community Relations, who advised them to approach President Baker. Dr. Baker has already said that he could give raises, but would have to terminate employees to do so. Rose explained that a packet of information with a letter had just been delivered to President Baker. Jay Monteiro suggested that Rose next make an appointment. She said that Dr. Baker has been invited to APAC’s January 2015 meeting. Robin Andersen, also from APAC, explained that the letter was carefully worked on to perfect the wording. The APAC representatives asked if the OSC would support their group. John Hulseberg mentioned the OSC’s ad hoc subcommittee on employee morale, with this group’s goal to create a document and address President Baker regarding employee morale. This is a widely-discussed topic across campus. Andy Small recommended that all four groups, APAC, Benefits Committee, Operating Staff Council, and SPS Council schedule a meeting with President Baker in a room that fits around 200 people. It is important that we ask for a plan, and not come up with one ourselves. The SPS Council has been working on this topic for a while now. Karen Smith shared that the Faculty Senate has done a comparison of their salaries to those at other universities. State Representative Bob Pritchard and his Higher Education Caucus were also mentioned. Rhonda Wybourn asked if the president does attend APAC’s meeting can an Operating Staff Council member attend? The answer is yes.

F. EAC
   Andy Small reported that at its January 2015 meeting, EAC will continue its work on the rule of three and residency requirements.

G. UAC
   No meeting
H. APAC
   See VIII E.

IX.  Old Business
   A. Employee Morale
       John Hulseberg passed around a summary of Employee Morale ad hoc committee meeting.

X.  New Business
   A. Operating Staff Awards Banquet
       Should this remain an evening event or become a luncheon? In an attempt to streamline and cut down on the amount of time the event takes, should attendees still be recognized by year and division? Perhaps the Awards Banquet could become an Awards Breakfast or Brunch? Karen Smith presented these questions to the Awards Committee and all said this should remain an evening event.

   B. Proposal to Eliminate Typing Portion of Some Civil Service Exams
       This comes from the State Systems Office. There is a possibility that some classifications will be consolidated. There are approximately 15 classifications that use a typing test. Robin Andersen and Rose Miller from APAC said that there should be some kind of typing test. There should definitely be a typing test for positions in Telecommunications. Tom Morelock in SUCSS is leaning toward doing away with these tests. NIU would have to take responsibility for administering and keeping track of typing tests.

C. APAC Concerns: Salary, Wage and Compensation Issues; How Can the OSC Help?
   See VIII E.

XI. Adjournment
    The meeting was adjourned at 10:42 AM.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary