Operating Staff Council  
Thursday, September 3, 2015  
Holmes Student Center Sky Room – 9:00 a.m.

Present: Barbara Andree, Nancy Brown, Angie Gutierrez-Vargas, Jennifer Jeffries, Patricia Liberty-Baczek, Jay Monteiro, Vicky Nay, Holly Nicholson, Pam Roesner, Karen Smith

Absent: Zach Bohn, Stacey Bivens, Elizabeth Buck, John Hulseberg, Yvette Lubbers, Carlos Raices, David Smith

Guests: Brett Coryell, Drew Bjerken, Deborah Haliczer, Sarah Klaper, Greg Long, Rose Miller, Andy Peccarelli, Andy Small, Rhonda Wybourn, Nancy Robinson

I. Call to Order

President Holly Nicholson called the regular meeting of the OSC to order at 9:09 a.m.

II. Roll Call

Attendance was recorded by Jay Monteiro (acting secretary).

III. Approval of Agenda

A motion was made by Nay to accept the agenda. The motion was seconded by Liberty-Baczek and passed by unanimous vote.

IV. Approval of August 6, 2015, Minutes

A motion was made by Liberty-Baczek to accept the minutes. The motion was seconded by K. Smith and passed by unanimous vote.

V. Treasurer’s Report

No report

VI. Announcements/Correspondence – Nicholson reported on her meeting with Brett Coryell and Drew Bjerken from DoIT. Her meeting was a follow-up with questions from the OSC meeting Coryell and Bjerken had attended.
- What Is DoIT looking for (define anomaly)? Bad places on the Internet known for malware or bad ethics.
- Where does e-mail go? Data storage, eventually the goal is to get it into QRadar
- Does DoIT scan a personal computer if connected to the NIU system? They are not scanning your computer. All they can see is that you have connected, but nothing else.

VII. Visiting Committees/Guests – Brett Coryell and Drew Bjerken addressed more questions in regards to the Acceptable Use Policy.

- What is DoIT watching if personal computers are used on the network?
  o They do not look at details, they can only see the URL that you went to and the fact that you connected to the NIU network.
  o NIU cannot take your computer from you. Law enforcement would have to subpoena your computer (not NIU).
  o In regards to cellphones, even if you are being paid a stipend for NIU use, NIU cannot take it from you.
- Enforcement of the policy.
  o If there is an issue, the VP of the department would coordinate with General Counsel, HR, possibly the Ethics Officer, possibly the Police.
- DoIT’s biggest concern is “brand” damage.

Celeste Latham will be a visiting guest in October to discuss, among other topics, HR policies referenced in the Acceptable Use Policy

VIII. President’s Report

A. Board of Trustees

Nicholson reported on topics from two of the Committees to the Board of Trustees. At the Academic Affairs, Student Affairs, and Personnel Committee meeting they discussed the Affordable Care Act. A number of personnel actions will be taken to make NIU compliant including limiting Extra-Help and Student Employee hours to 25 per week, Graduate Assistants to 20 hours a week, and eliminating Affiliates. At the Finance, Facilities and Operations
Committee meeting, FY2016 budgets and FY2017 projected budgets were passed. Tuition waivers were discussed.

B. Faculty Senate

Faculty Senate President Long reported that Faculty Senate was working on reduction in report writing for the Senate. They are also working on getting to know each other. They are looking to renew collaborations with other councils of shared governance.

C. Supportive Professional Staff Council (SPSC)

SPSC President Haliczer welcomed OSC members to join their leadership workshops.

President Baker would be present at their next meeting

D. University Council

Did not meet

IX. Committee Reports

A. Workplace Issues

Did not meet. Their next meeting is scheduled for September 23, 2015.

Ad hoc Employee Morale

Did not meet. Their next meeting is scheduled for September 17, 2015.

B. Elections and Appointments

Vacancies for the University Council were elected. Liberty-Baczek was elected as the second representative. Jeffries was elected as the second alternate. It was moved to vote on other vacancies via e-mail when applications were provided for review.

C. Public Relations. Roesner reported the following things were discussed at their last meeting
- New ideas to be used in future Northern Staff News
- The newly revised welcome letter for new employees is done
- Thoughts of social activities were discussed including bowling, pool, going to the Davis Hall conservatory, Recreation Center volleyball, dress-up days
- OSC brochures and options were discussed – Liberty-Baczek moved to change current names in the old format and print 100. Nay seconded the motion and it was passed by unanimous vote. Liberty-Baczek moved to redesign the brochure by January using Jeffries’ information from Document Services to design it free. Brown seconded the motion and it was passed by unanimous vote.
- Discussion of purchasing a new camera was tabled.

D. Employee Advisory Committee (EAC)

Small reported the following items:

- Candidates for the Director of the State Universities Civil Service System Director has been narrowed to three.
- The Merit Board would like changes in the Civil Service system including correct classifications, specialty factors, updating the system.
- Council of Councils will be held at Illinois State this year.
- NIU’s Civil Service audit is back, but we have no information yet

E. University Advisory Committee (UAC)

Did not meet

F. Administrative Professionals Advisory Council (APAC)

Miller reported

- APAC is looking for someone to send welcome letters now that Robin Andersen has retired.
- APAC is working on a mentoring system for new employees in the clerical lines.
- There are three vacancies on APAC.
- APAC is working on how to create group e-mails in Outlook as GroupWise is going away.
- APAC is working on a letter concerning promotional opportunities and how to obtain them at NIU.

G. Legislative Committee – Did not meet

X. Old Business

Meeting refreshment were discussed but tabled.

XI. New Business

Nicholson suggested lobbying legislatures about the importance of higher education in Illinois. She emphasized not using NIU time, materials, or equipment. She suggested that OSC send a letter and or a joint letter from all four councils of shared governance.

XII. Adjournment

Nay moved to close the meeting at 12:00 p.m. K. Smith seconded the motion and it was passed unanimously.

Respectfully submitted,

Jay Monteiro

Acting Operating Staff Council Secretary