

**Operating Staff Council
Meeting Minutes 9/11/2008
Holmes Student Center Room 406 – 9:00 a.m.**

Present: Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Carlos Raices, Andy Small, Alan Smith, Brenda Smith, Karen Smith, Jesse Tellez

Guests: Jodi Tyrrell, Bobbie Cesarek

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

II. Roll Call

Roll call was given by Secretary Brenda Smith.

III. Approval of Agenda

A motion was made to accept the amended agenda. The motion was seconded and passed.

IV. Approval of Minutes of the August 14, 2008 meeting

A motion was made to accept the minutes as amended. The motion was seconded and passed.

V. Treasurer's Report

A motion was made to accept the Treasurer's report. The motion was seconded and passed.

VI. Announcements/Correspondence

Today is 9/11. We need to stop and remember the victims. The day is now called Patriots' Day.

Second Insurance Benefits Choice period will be October 27 - November 14, 2008. This will go into effect January 1, 2009, and will be subject to change.

Ethics training dates have been set for October 16 - November 14, 2008.

Flu shot dates have been announced:

- Wednesday, October 8, 2008, 10:00 a.m. – 2:00 p.m.
- Thursday, November 13, 2008, 2:00 p.m. – 4:00 p.m.

Dependents getting shots will cost \$35.00. No children under the age of 19 are eligible. The Health Department has stated vaccines have arrived and there are no shortages.

Minorities and Female Business Enterprise (MAFBE) Fair will be held October 12, 2008, 9:00 a.m. – 12:00 p.m. You can register by going online at BEP@niu.edu. Please register with your name and title. There is no deadline date to register.

Monteiro mentioned he has been involved with a few committees. He has been appointed to the NIU Athletics Reaccreditation Committee for the NCAA Conference. He has also been appointed to the February 14 Memorial Committee. That committee meets today at 2:30 p.m.

Register for emergency text alerts at www.niu.edu/alert/.

Karen Smith announced there is an Artists' reception to be held at the DeKalb Area Women's Center on September 14, 2008, 4:00 p.m. – 7:00 p.m. Invitations with future art showing dates were passed out.

Networking Luncheon will be held September 26, 2008, 12:00 p.m., in the Chandelier Room. Tickets will cost \$10.00 and students will be free.

Parade of Flags will be September 19, 2008, during noon lunch time. The parade will start on the east side of the Huskie Stadium and will end at the MLK Commons. There will be 185 flags represented and 400 fifth grade children involved.

Study Abroad Fair will be September 18, 2008, 10:00 a.m. – 3:00 p.m.

State park closings have been announced by the Governor's office. These State parks are being closed due to no funding. Included in these closings is Lowden State Park which is adjacent to the Lorado Taft campus. The expected closure date is October 15, 2008. Monteiro received an email petition yesterday and will send copies to everyone.

Operating Staff Council computer access is now functioning. Someone with questions for the OSC can email at osc@niu.edu. Danell Nixon and Karen Smith will be monitoring the mailbox.

VII. President's Reports

A. Board of Trustees

The Board of Trustees met August 28, 2008. As part of Illinois Government vetoes, NIU lost over one million dollars for its maintenance budget. To compensate for this, NIU was forced to approve a campus improvement fee of up to \$75.00 a semester.

B. Faculty Senate

Alan Smith attended in the absence of Monteiro. There is a 9 ½% increase for tuition for students spread over four years. Transportation was able to procure gas at \$3.22 a gallon for FY 2009.

C. Supportive Professional Staff Council (SPS Council)

Bobbie Cesarek talked about the February 14 Memorial Committee. She talked about SPS evaluations with only 70% response rate. HR is conducting an audit on job descriptions.

D. University Council

University Council had their meeting September 10, 2008. President Peters introduced the following: Bradley Bond, Acting Dean of Research and Graduate Studies; Patrick Dawson, Dean of Libraries; and Richard Holly, Interim Dean of College of Visual and Performing Arts.

State of University Address will be September 25, 2008, at 3:00 p.m.

It was mentioned about the upcoming February 14 anniversary and that Move-In Day was successful.

Some state agencies have been requested to save 3% of budget due to state cuts.

Provost Alden talked about new search for Deans: Dean for College of Law and Dean of Graduate School.

E. Administrative Professionals Advisory Council (APAC)

APAC is offering a first aid session Thursday, September 18, 2008, 1:00 p.m. – 4:00 p.m., in the Human Resource Services building. If interested, contact Dee Malm at dmalm@niu.edu.

The NIUConnect / MyNIU team wants to remind everyone the new student information system is up and running for the Fall, 2008.

APAC committee sent President Monteiro a memo. Some concerns were:

- Coping with rising gas prices by using the Rideshare Program
- Allowing departments four-day work week or opportunity to work at home when possible
- Extending the four-day work week to begin after classes end in May through the start of the Fall semester
- Incentives to employees for carpooling
- Offering express bus service for the DeKalb/Sycamore area
- Four tiers of parking permits based on salaries.

VIII. Committee Reports

A. Personnel/Staff Development/Benefits

No report.

B. Elections and Appointments

Sara Clayton received two Interest Sheet forms for openings from Don Butler and Alan Smith. They were approved and now will serve as follows:

Parking Appeals – Don Butler

Parking Committee – Alan Smith

Presidential Commission on the Status of Women – one opening

University Council alternates are: Linda Jennings and Alan Smith.

C. Public Relations

Talked about new OSC brochure and advertisement for Endowed Scholarship, both will go into orientation packets. Nancy Schuneman was reelected chair of Public Relations.

D. Visiting Committees/Guests

No report.

E. EAC

- Merit Board met August 20, 2008
- Two discharge hearings both from University of Illinois Chicago (UIC). The vote was to discharge both.
- Pilot Program has been extended until 2011
- Exemption procedures for 36e3
- NIU will be audited November 18-21, 2008
- Next meeting for EAC will be November 12, 2008.

F. UAC

No report.

G. Special Events Committee

No report.

IX. Old Business

A. Hosting of Council of Councils

There will be no Council of Councils held this year. Southern Illinois University Edwardsville (SIU-E) will host in 2009. There was a suggestion that a rotating of campuses for future Council of Council meetings.

B. Parking Garage letter

Parking Garage letter tabled.

C. FIT Program discontinuance

The FIT Program will continue and was able to recruit three new people. Cindy Schendel will be the Faculty Advisor for the program.

D. Holiday Break Work Schedule

There were three different options discussed for the upcoming holiday break. For all options, employees will have to use their own vacation time.

Option 1 – have only closure date of January 2, 2009 (one vacation day used).

Option 2 – December 22, 2008 and December 23, 2008 (two vacation days used).

Option 3 – December 22, 2008, December 23, 2008, and January 2, 2009 (three vacation days used). Break would be from December 20, 2008 – January 5, 2009.

Discussion followed. Option 3 was voted and unanimously passed.

X. New Business

A. Four-day work week extension

Discussion followed. Most people felt this was not feasible with some departments open five days a week all school year. Possibly the four-day work week could start the third week in May, right after graduation, until the week before school starts in August.

B. Increments

There will be a 2% raise, across-the-board. It was reported this is less than what locally was given out. The DeKalb Public School Teachers' Union received 3.2% each year for five years. The DeKalb County workers received 4% raise.

C. Council Meeting Time

There was a motion to change OSC meeting time and location, seconded and passed. The new OSC meeting time will be the first Thursday of the month and the new location will be the Sky Room of the Holmes Student Center. The next OSC meeting will be held October 2, 2008, at 9:00 a.m. in the Sky Room.

D. Constitutional Convention

The Constitutional Convention (Con Con) will be on the November ballot. Illinois Constitution could be opened up and part of the Constitution could be changed including our benefits.

E. Identification Cards

Carlos Raices mentioned Extra Help Building Service workers receive uniform shirts but no photo IDs. There is a problem when they no longer work at NIU. They are not required to turn in their uniforms. This can bring a security breach. They need some type of ID to prove they are employed at NIU. Extra Help should be required to turn in IDs and uniforms upon leaving NIU.

XI. **Adjournment**

Meeting was adjourned at 11:45 a.m.

Respectfully submitted,
Brenda Smith
OSC Secretary