

Operating Staff Council Minutes – July 1, 2010

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Andy Small, Karen Smith

Excused: Alan Smith, Michele Stieren, Jesse Tellez

Guests: Robin Anderson, Diana Grace, Tim Griffin, Todd Latham, Dee Malm, Carlos Raices, Pat Siebrasse, Clair Williams

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:03 a.m.

II. Roll Call

Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda

A motion was made by Gay Campbell to accept the Agenda as amended. The motion was seconded by Andy Small and passed by vote.

IV. Approval of June 3, 2010, minutes

A motion was made by Sara Clayton to accept the minutes as amended. The motion was seconded by Stacey Bivens and passed by vote.

V. Election of Officers

A motion was made by Andy Small to forgo the election for Treasurer, as Elizabeth Buck was the only person from the nominations left who was interested in serving for the position. The motion was seconded by Danell Nixon and passed by vote.

Election of the officers for 2010-2011 was then held. Results were as follows:

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|------------------|------------------|
| President: | Jay Monteiro |
| Vice President: | Sara Clayton |
| Secretary: | Pamela Rosenberg |
| Treasurer: | Elizabeth Buck |
| Parliamentarian: | Andy Small |

VI. Treasurer's Report

Elizabeth Buck reported on the June transactions. Sara Clayton moved to accept the Treasurer's report as written. The motion was seconded by Gay Campbell and passed by vote.

VII. Announcements/Correspondence

Academic Convocation 2010 will be held on August 20, 2010. Contact Mary Spring in Student Affairs for more information or if you want to order regalia.

The 2010 Council of Councils will be held on Friday, October 22, 2010, at Governors State University in University Park, IL.

Joyce Johnson, HSC Hotel, passed away. We will send a card.

If anyone would like a copy of the OSC photo, please contact Jay.

VIII. President's Reports

A. Board of Trustees

Met for a special meeting on Thursday, June 23, 2010

The following action items were presented and passed:

- Approval of a \$300 per credit hour MBA Fast Trak Double Degree Program. The program offers a double degree; an MBA from NIU and a Master's in International Management from IAE Bordeaux University, France.
- A ground lease agreement for two identified sites for the development of the First Year Residence Hall Project.
- Short-term borrowing authorization that will allow NIU to borrow funds, up to the amount of anticipated tuition revenue, to cover operational expenses. These monies must be repaid within 12 months of receipt of funds. To actually borrow the money would require board approval.
- Dr. Steve Cunningham was appointed Vice President for Human Resources and Compliance.

B. Faculty Senate

Did not meet.

C. SPS Council

Met Thursday, June 10, 2010

- It was announced that Todd Latham was elected President after the recent elections. The new representatives and alternates from the six divisions were also announced.
- SPS Survey update – Cynthia Nelson reported that they are reviewing and analyzing the results. There were 230 returns, about a 35% response rate. She noted that eight years ago those that were happy overall were at 79%, two years ago they were at 82%, and this time responses showed 74%.
- An amendment to their recently passed Grievance Procedure was discussed. They approved changing the wording in the procedure to say that paperwork regarding grievances would be stored in Human Resources rather than in the Office of the Executive Secretary of the University Council. This is more consistent compared to other employment categories.

D. University Council

Did not meet.

E. APAC

Met on Wednesday, June 9, 2010

- The APAC is pleased to announce that Cheri Kahle, Office Manager in Communication and Robin Anderson, Office Manager in Institutional Research, have been selected to fill the remaining two vacancies on the Council.
- If you did not get an opportunity to attend the Word and/or Excel training sessions for Microsoft Office 2007, the ERP Training Team is offering several sessions again this summer. Please visit the ERP Training website calendar at www.niu.edu/erptraining to register.

IX. Committee Reports

A. Personnel/Staff Development/Benefits

Members of APAC were on hand to discuss their proposal regarding Retirement Benefit Parity. They are proposing the following: “To bring parity in potential retirement benefits to all classes of employees eligible to earn vacation, the regulations of the Board of Trustees of Northern Illinois University should be amended/revised to allow non-exempt (hourly paid) civil service employees with more than 14 years of consecutive service to accumulate up to 56 days of vacation.”

This issue was passed to the Benefits subcommittee with a deadline of the August, 2010, OSC meeting. The subcommittee is charged with determining how the proposal should be phrased, and how and when the issue should be raised with Human Resources and subsequently, the Board of Trustees for approval. Andy Small agreed to assist with the writing of the proposal.

B. Elections and Appointments

Nominations for the second voting member of University Council were held. The following were nominated:

Karen Smith – Declined
Andy Small – Accepted
Gay Campbell – Accepted
Linda Jennings – Accepted
Stacey Bivens – Accepted
Elizabeth Buck – Declined
Don Butler – Declined
Marcia Dick – Accepted
Danell Nixon – Declined
Glenda Jones – Declined
Alan Smith – Accepted
Pamela Rosenberg – Accepted
Sara Clayton – Accepted

Committee sign-up sheets were passed around to all OSC members.

The Council voted on University Committee openings. James Berryhill was elected to serve on the Computing Facilities Advisory Committee and David Long was elected to service on the Parking Appeals Committee.

An interest form was received from a candidate for the Public Relations & Activities OSC Committee, however, it was decided that there is no need for new members on this committee at this time because there are so many current members. Nominee will be contacted to see if she would be interested in serving on the Personnel/Staff/Benefits Committee.

C. Public Relations

Karen Smith will be sending a link to use to sign up for the OSC listserv. She asked that we send wording to her on what we would want a reply email to say to someone who had recently signed up. It was decided that information about the OSC listserv would go out in the July OSC newsletter. Additionally, information will be put on the NIU Homepage.

D. Visiting Committees/Guests

None.

E. EAC

The next meeting will be held on July 22 and 23, 2010, at the University of Illinois at Springfield.

F. UAC

Did not meet

G. Special Events Committee

StaffFest will be held August 5, 2010, from 11:15 to 1:00. Because of this, the OSC meeting has been moved to August 4, 2010, at 9:00. An e-flyer has gone out to the campus informing them of the event and reminding operating staff to return their reservation form to LaRonda, as well as to remind them to bring a canned good or donation to the event. This e-flyer will go out each week before the event to remind people to bring that donation.

It was decided that we would donate all canned goods and monetary donations to the Northern Illinois Food Bank, as they distribute food to 13 counties in northern Illinois. The committee felt this would serve the NIU population, as not all employees live in DeKalb County.

We will be making magnets to give away to attendees at the event instead of doing any decorations. Additionally, we will have signs that encourage any kind of service to the community with a list of possible organizations that would accept volunteers.

Carlos Raices and Danell Nixon continue to work on door prizes. If you have any information concerning those, please contact Danell or Carlos directly.

H. Baccalaureate Review

Pamela Rosenberg shared insights from a meeting that was held on June 29, 2010, to discuss branding at NIU and the results of some of the surveys that have been done with potential students and parents, as well as with NIU faculty. The plan is to develop brand concepts this summer, including a position statement, value proposition, brand and messaging architecture, and university tagline. The concepts will then be tested throughout the fall 2010 semester, with a soft rollout in the spring 2011 with a benchmark, and then an effectiveness survey one year later to gauge impact.

I. Foundations of Excellence

Did not meet.

J. Enrollment Management Task Force

Did not meet.

K. Raise Equity Committee

Did not meet.

X. Old Business

None.

XI. New Business

A. Dependent Scholarship

The endowment scholarship balance is currently \$17,200. The deadline to reach the \$25,000 level is June 30, 2011. The committee is trying to move some of the current balance to an expendable fund.

The committee would like the Dependent Scholarship to be used for attendance at any state university in Illinois. Discussion of this idea ensued. It was felt by many on the committee that this is something that shows support of NIU and so the money should stay at NIU and should support a child attending NIU.

A motion was made by Marcia Dick to only award the OSC Dependent Scholarship to those students attending Northern Illinois University. The motion was seconded by Linda Jennings and passed by vote.

B. Ex-Officio Member

A motion was made by Sara Clayton to add Carlos Raices as an ex-officio member of the Operating Staff Council to serve as StaffFest Chair. The motion was seconded by Danell Nixon.

The motion was tabled until the next meeting. The bylaws will be checked to see if the StaffFest chair has to be a member of the Council.

XII. Adjournment

The meeting was adjourned at 10:57 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary