

Operating Staff Council Minutes – August 4, 2011

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Susie Hill, Heike Hofstetter, Linda Jennings, Jay Monteiro, Danell Nixon, Rachel Pierce, Carlos Raices, Andy Small, Karen Smith

Excused: Gay Campbell, Jennifer Ridge, Alan Smith, Jesse Tellez

Guests: Tim Griffin, Alan Rosenbaum

I. Call to Order

President Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:07 a.m.

II. Roll Call

Attendance was recorded by Danell Nixon.

III. Approval of Agenda

A motion was made by Carlos Raices to accept the Agenda as written. The motion was seconded by Linda Jennings and passed by vote.

IV. Approval of July 7, 2011, minutes

A motion was made by Jay Monteiro to accept the minutes as amended. The motion was seconded by Carlos Raices and passed by vote.

V. Treasurer's Report

Elizabeth Buck reported on the July transactions. Don Butler moved to accept the Treasurer's report as written. The motion was seconded by Susie Hill and passed by vote.

VI. Announcements/Correspondence

Representatives Sharon Rhoades and Brad Osborn of the American Red Cross attended the meeting and were presented with checks in the amount of \$831.00 plus several bags of donated toiletries received from the July 28, 2011, StaffFest by Co-Chairs Carlos Raices and Danell Nixon, OSC President Andy Small, and Executive VP Eddie Williams.

Jocelyn Cunz, HSC Housekeeping, was the winner of the 50/50 drawing and received a check for \$250.00.

Our appreciation was shown to Dr. Eddie Williams for his continued support of the Annual Employee Appreciation Day. Dr. Williams conveyed how it was important to all Administration to continue this event.

Dr. Williams conveyed the continued delay in payments from the state which still owes the University \$42 million from FY11. His recommendation is for everyone to contact their elected officials.

Andy Small announced the December 1, 2011, OSC meeting will be held at the Yordon Center with a meet and greet by Coach Dave Doeren followed by a tour of the facilities.

VII. President's Reports

A. Board of Trustees

Did not meet – They had a retreat in Naperville.

B. Faculty Senate

Alan Rosenbaum stated the items discussed were:

- Working on getting committees assigned and nominating chairs for each committee.
- +/- grading scale -- the Academic Council voted it down.
- Teacher Certification could be a problem.
- State funding is pushing towards being performance based.

C. University Council

- University Council and Faculty Senate are talking to student associations to present a report at each meeting.

VIII. Committee Reports

A. Personnel/Staff Development/Benefits

Scheduled to meet 8/24/11.

B. Elections and Appointments

The second voting representative to be elected to the University Council is Karen Smith.

Discussion was held regarding the procedures of elections to committees.

A replacement for the Great Expectations Committee is pending. Jay is waiting to hear back from Michelle Stieren.

Karen Smith, as a member of the FY12 Strategic Planning Committee, was unsure if a second Operating Staff Council representative was needed. They will resume meeting in the Fall.

A discussion was held regarding the possibility of the Operating Staff Council having alternate members which could possibly be the nominees who did not get elected. Don Butler will add this subject to the Public Relations agenda to look into how the SPS Council nominates their alternates.

C. Public Relations

Scheduled to meet later this month.

D. SPS Council

Elected new officers:

President: Todd Latham

Vice President: Donna Smith

Secretary: Leslie Gilbert

Treasurer: Dena Funkhouser

Alternate University Council: Deborah Haliczer

Discussion was held regarding Extra Help employees.

Orientation is held for the first hour of the meeting. Andy Small suggested the OSC may consider for our first meeting of the fiscal year.

E. Visiting Committees/Guests

See Announcements/Correspondence above.

F. EAC

Did not meet.

G. UAC

Did not meet.

H. Special Events Committee

Carlos Raices led the discussion stating there were 1,043 registered attendees with 816 actually attending. \$500.00 was collected for the 50/50 drawing. \$831.00 was collected for the American Red Cross.

A special Thank You to Jennifer Woolbright for all her assistance with StaffFest.

Discussion was held regarding the possibility of renaming the Special Events Committee to StaffFest Committee. Don Butler to discuss at Public Relations Committee meeting.

I. FY12 Strategic Planning and Beyond

See above under Elections and Appointments.

J. APAC

Meeting was rescheduled for the end of August. Rachel Pierce led the discussion regarding an invitation to be given to Rose Miller to attend the next OSC meeting to update the Council on APAC issues.

A formal invitation will be given to the President of the Parking Committee to attend our next meeting to give us an update on the Tier Parking issue.

A meeting will be scheduled with Steve Cunningham and Keith Jackson regarding the Retirement Benefit Parity 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.

IX. Old Business

A. Council of Councils Contact

No update or change.

B. Overview of Council's Directive

Discussion was held earlier. Item will be removed from next month's Agenda.

C. Ombudsman Report

Tim Griffin reported statistics of issues handled by the Ombudsman's Office can be found on their website.

Suggestions to add to the OSC Agenda were:

- Make constituents be aware of their rights and resources on where to go to get help
- Broader evaluations including collecting input from others as well as the supervisor
- Adding important links on the OSC website
- Adding a "Did You Know" box in the Northern Staff Newsletter

X. New Business

A. Committee Reports

Jay Monteiro will contact each Committee to schedule a committee member to come to an OSC meeting to give us an update on their issues.

B. OSC Alternate Members

Discussed earlier.

C. Committee for Representation

A sub-committee will be set up by the Public Relations Committee to discuss the system of alternates.

Pay close attention when Congress returns in September or October.

403b benefits information fair will be held on Friday, September 23, 2011, from 10:30 a.m. to 1:30 p.m. Two vendor contracts are not being renewed – ING and American Century. Discussion was held regarding whether or not to have the 50/50 drawing at the fair.

Carlos Raices to look into payroll deduction for Bookstore purchases.

XI. Adjournment

The meeting was adjourned at 11:40 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary