

Operating Staff Council Minutes – October 1, 2009

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

Excused: None

Guests: Tim Griffin and Robert Sorsby

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:04 a.m.

II. Roll Call

Roll Call was taken by Pamela Rosenberg.

III. Approval of Agenda

A motion was made by Gay Campbell to accept the Agenda. The motion was seconded by Glenda Jones and passed by vote.

IV. Approval of September 3, 2009 minutes

A motion was made by Sara Clayton to accept the minutes. The motion was seconded by Karen Smith and passed by vote.

V. Treasurer's Report

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

VI. Announcements/Correspondence

The Supplier Diversity Fair will be held on October 7, 2009, in the Holmes Student Center Regency Room from 9:00 am to 1:00 pm.

The SURS pre-retirement planning seminar will be held on October 21, 2009. Attendees should register by October 9, 2009.

Flu shots for employees and retirees will be available on October 14 from 11:00 am to 1:00 pm in the Holmes Student Center Ballroom. For H1N1 flu shots, an appointment should be made with a doctor or to the county health department. There should be a 3 week waiting period between receiving the regular flu shot and the H1N1 flu shot. Insurance will reimburse if an H1N1 shot is received from a doctor, but not if it is received at a clinic.

The NCAA Committee's site visit was held last week. Matt Streb was in attendance. It was recommended that NIU be certified without any conditions. NIU will know by April 2010 concerning the final certification decision.

The Faculty and Staff development campaign is underway. Unless otherwise noted, all Operating Staff donations will go to the OSC Dependent Scholarship Award.

Governor Pat Quinn was on campus on September 25, 2009, to address the MAP grant funding situation. NIU has the most MAP grant recipients in the State. Robert Sorsby, Student Association President, said that the students really appreciated that the governor came to NIU.

The OSC Meet and Greet will be held on October 7, 2009, from 11:30 to 1:30 in the Blackhawk Annex.

The NIU Bookstore has 30% off all NIU insignia items through the end of this week to celebrate Homecoming.

Online Ethics Training will begin on October 20 and will go through November 18, 2009. On November 18, 2009, the system will shut down at 7:00 pm so all employees should try to complete the ethics training by November 17, 2009. If employees are using shared computers for the training, the last person using that computer has to hit the log out button or the system will not have record that the person has completed the training.

The vision and mission statements of Student Affairs and Enrollment Management have been tweaked a bit.

VII. President's Reports

A. Board of Trustees

The Board of Trustees met September 17, 2009. Matt Venaas was sworn in as the new Student Trustee.

The \$150 million goal was met through the True North Campaign one year early. The next phase of giving is targeted to employees.

The new Student Advising Center is open and is housed in the old Wesley Foundation Building.

The Student Enrollment and Retention program was discussed by President Peters.

The 2011 capital budget was approved, as was the non-appropriated budget. Easements for access roads for the area west of campus were

approved. The Local 364 Electricians' Union contract was approved, as was the Local 790 Joiners' Union contract. Cole Hall renovations were approved. The 2010 fiscal budget was approved.

Outstanding Service Award recipients were recognized.

B. Faculty Senate

Faculty Senate met Wednesday, September 30, 2009.

Nancy Castle spoke about the True North campaign.

Earl Seaver discussed Enrollment and Retention.

A letter concerning funding for accessibility for employees with disabilities was discussed, as well as the issues surrounding the subject.

A letter for addressing the lack of MAP funding was discussed.

C. SPS Council

SPS Council met September 10, 2009.

D. University Council

University Council met September 9, 2009. H1N1 and NIU's preparations were discussed. The order of those who should attend the University Council meeting if President Monteiro cannot is: Andy Small, Sara Clayton, Marcia Dick, Pamela Rosenberg, and Danell Nixon.

E. APAC

APAC met on Wednesday, September 9, 2009. The Council will be offering a First Aid session on Tuesday, November 3, 2009, and a CPR session on Tuesday, November 10 from 1:00 to 4:30 pm in the Human Resources Building. Contact Dee Malm if you are interested in attending.

It was noted that the ERP Training team will offer classes this fall on MyNIU. The classes can be found on the MyNIU training calendar. Anyone interested in attending should email erptraining@niu.edu.

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits

None

B. Elections and Appointments

One position was open on the Unity and Diversity Steering Committee. One interest sheet was received from Carlos Raices. The Council voted and approved Carlos to be forwarded on to the President's Office for final approval and appointment.

Nathan Books asked to be added to the Campus Parking Services Committee even though there are no open positions on the committee. He wanted to be an extra because he has been on before. The Chair of the Committee asked that the Council vote to have him added so she could present him to the Committee. There was concern over adding an additional member to the Committee as it may skew the ratio, as well as concern relating to other Operating Staff who may be interested in serving on the Committee. The Committee did not approve the request. It was suggested to remind him that all Campus Parking Services Committee meetings are open, so he can attend and express his opinions openly there, rather than being a voting member.

C. Public Relations

The Committee met on Thursday, September 24, 2009. Susie Hill from TLRN is a new member. An OSC photo was selected.

Replacing the member badges to include the new logo was discussed. In the past they were replaced on an as needed basis. A quote for set up and creating of the badges has been requested. After discussion, it was determined that the badges will be replaced on an as needed basis, but if someone wants a new one, they can purchase it at their own cost.

D. Visiting Committees/Guests

Marcia Dick gave a report on the Athletic Board. Highlights from Marcia's report included the following.

Season ticket prices will remain the same as last year for Volleyball, Gymnastics, and Wrestling.

There is a new agreement with ISP for media connections. ISP is a sports network with more than 1000 radio affiliates and 100+ television outlets, which entails sponsorship opportunities. They are responsible for the game programs, so while we provide content, they handle the ads, etc.

The NCAA reaccreditation review is currently in process. It is an 18 month process from start to finish. This review is done every 10 years, with a final report likely being around 500 pages in length.

For the 8th consecutive semester the student athletes have earned impressive GPAs. In April 2009 it was reported that more than half of the student athletes had GPAs above 3.0 for the spring and fall 2008 semesters. For the first time ever they won a MAC conference wide Institutional Academic Achievement Award with the highest overall GPA of 3.04 for the fall 2007 and spring 2008 semesters.

- E. EAC
The next EAC meeting will be held October 21 and 22, 2009, at SIU-E.
 - F. UAC
Did not meet
 - G. Special Events Committee
There are still door prizes that have not been claimed. Danell Nixon will send an email giving winners until October 15, 2009 to pick them up.
 - H. Baccalaureate Review
Final document is complete. It will be disseminated to all campus in the fall and spring semesters.
 - I. Foundations of Excellence
The Committee is in the finalization process and hopes to have final reports posted to the website by November 1, 2009. The Foundations of Excellence Conference was held at NIU on September 25, 2009, and it was well attended with about 500 people from the midwest joining.
 - J. Enrollment Management Task Force
First meeting was held, and the Committee will be meeting over the next two years. Provost Alden gave a charge to address several areas of enrollment concern, including, but not limited to, addressing the number of high caliber students that attend NIU and what can be done to increase that base.
- IX. Old Business**
- A. Council of Councils
A final list of attendees is needed. President Monteiro will email those interested in order to work out the transportation and housing details. Sara Clayton will send the registration information via email to President Monteiro so he can share with the others.
 - B. Tiered Parking Fee Program
An updated draft was received from APAC. Having the Benefits Committee review the draft was discussed as many believe those under \$20,000 should pay less or nothing. The Council also discussed getting the Parking Committee representatives involved. Marcia Dick and Gay Campbell will attend the parking meeting and determine where to go from there.
 - C. Holiday Break
President Monteiro thanked the Council and the Operating Staff for their feedback. The main concerns that were brought up were for employees who are new and cannot accrue enough vacation time to use for those

three days and for those who have used their vacation time and do not have any left to use. It was also suggested that employees be allowed to use their sick time if they do not have any vacation time left.

The Council was concerned that employees need to be given notice if they need to accrue time to use for this purpose. President Monteiro will schedule a meeting with Steve Cunningham to express this concern, as well as the other concerns expressed.

X. New Business

None

XI. Adjournment

The meeting was adjourned at 10:20 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary