

## **Operating Staff Council Minutes – October 7, 2010**

**Present:** Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Alan Smith, Karen Smith, Michele Stieren, Jesse Tellez

**Excused:** Andy Small

**Guests:** Tim Griffin, Todd Latham, Carlos Raices, Jodi Tyrrell

**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 Danell Nixon to accept the Agenda as written. The motion was seconded by Stacey Bivens and passed by vote.

**IV. Approval of September 2, 2010, minutes**

A motion was made by Sara Clayton to accept the minutes as written. The motion was seconded by Michele Stieren and passed by vote.

**V. Treasurer's Report**

Elizabeth Buck gave the Treasurer's Report for September. A motion was made by Gay Campbell to accept the report as given. The motion was seconded by Sara Clayton and passed by vote.

**VI. Announcements/Correspondence**

The Division of International Program is accepting nominations for the International Educator Award, International Department Award, and International Student Award through October 15, 2010. Nominations should be given to Sara Clayton by this date.

Ethics on-line training starts on October 20, 2010, and continues through November 18, 2010.

Health Services is hosting a blood drive on November 30, 2010.

The Zeta Gamma Chapter of Phi Beta Delta, the international honor society, is selling 2011 calendars for \$15 each. Contact Pam Rosenberg or Sara Clayton in International Programs to purchase one.

Holmes Student Center has a new supervisor, Cindy Meeks, as of Monday, October 11, 2010.

The NIU Police Department will be hosting a “Mock DUI” on October 14, 2010, from 5:15 p.m. to 7:15 p.m. at the Convocation Center in Lot C3.

HR will host MyCIGNA.com training on December 1, 2010. This workshop will help employees understand how to navigate and understand what is on the MyCIGNA.com website. Please see the HR flyer for more information.

The electronic Advocate had a link to SURS where they have new video explaining different things about the pension plans. This information is very informative.

## **VII. President’s Reports**

### **A. Board of Trustees**

Met Thursday, September 16, 2010.

- Chair Strauss welcome everyone back and thanked all employees. He stressed the importance of student retention.
- Trustees gave their committee reports.
- The IBHE report was given by President Peters.
  - It was held at Northeastern on August 10, 2010.
  - Judy Berwin, Director, retired.
  - The NIU ground lease for the new dorm was approved.
  - Discharge of NIU Police Officer Rettig will be heard at the November meeting.
- NIU Foundation report was given by Mallory Simpson. True North finished its campaign for \$150 million at \$163,314,710.10.
- The President gave a presentation on his 20/20 Vision from his State of the University address.
- A number of action items were presented, seconded, and approved.
  - Fiscal Year 2012 Appropriated Budget
  - Fiscal Year 2012 Non-appropriated Capital Budget
  - Revenue Bond Underwriting Services Agreement – for bonds to fund renovations to existing residence halls and other infrastructure improvements (including returning Gilbert Hall to a dorm).
  - Phase III Stevenson Hall – Install fire sprinkler system.
  - First Year Residence Hall Project – Development, management, financing, and related project agreements.
  - Grant Towers Renovation – Phase I Living and Learning Initiatives – furniture, fixtures, and equipment.
- One information item was discussed: Senate Bill 3222 was enacted July, 2010, which amends Public Act 93-0228 Truth in Tuition Act which provided for fixed tuition rates for four continuous academic years. Beginning with the fall 2010 semester, tuition will be fixed for nine semesters. Beginning with the tenth semester, the tuition rate will increase to the rate paid by students who entered the university one fiscal year after

the date of the student's original entry. This revised rate will be effective through the twelfth semester.

- Two items from the President were presented, seconded, and approved:
  - Fiscal Year 2011 Internal Budget
  - Fiscal Year 2012 Budget Guidelines

#### B. Faculty Senate

Met Wednesday, September 29, 2010.

- It was announced that there is a Blackboard site for Faculty Senate members
- Jeff Compher gave a presentation on Athletic funding and athlete statistics
  - NIU's athletes have had a cumulative GPA of 3.0 for ten semesters.
  - NIU's athletes have a 93% graduation rate.
  - Of NIU's \$490,432,000 in revenue, Athletics received \$20,120,439, or 4%.
- George Slotsve, Economics, was elected Faculty Senate Vice President.
- David Wade was going to give a report on the Work Load Policy, but it was mentioned that the Provost had created a "Blue Ribbon" committee that was working on the same issues of workload equity, so he did not report.
- Earl Hansen gave a report on the IBHE.
- Todd Latham gave a report on the BoT meeting and the Resources, Space, and Budgets Committee meeting.
- Elections were held for the Unity in Diversity Steering Committee and Student Conduct Board.

#### C. SPS Council

Met Thursday, September 9, 2010

- The NIU notification systems were discussed. The alert and the advisory systems were discussed.
- SPS will have a tailgating booth at the October 23<sup>rd</sup> football game.
- SPSC will be adding photos of their members to their website.
- SPSC will be looking into the equity of regular SPS versus temporary SPS employees and the ability of regulars to carry over vacation days while temporary cannot.
- SPSC will be asking Finance and Facilities if there is really a cost savings to the four day summer work week. Many are working Fridays, and it ends so late that Housing has trouble getting the residence halls ready for move-in. Students are complaining that they cannot reach anyone for service.

#### D. University Council

Met Wednesday, September 8, 2010.

- The President welcomed Pat Eriksen as the new UC Administrative Assistant.
- The President discussed his new Vision 20/20, and explained that he came up with the plan based on higher education changing and how state funding is unstable and declining.
- Earl Hansen reported on the IBHE meeting from over the summer. The recurring theme was the financial demise of state funding.
- Todd Latham presented the proposed amendments to the faculty and staff grievance procedures. The proposal was referred to committee for discussion.
- Lisa Freeman, Vice President for Research, and LaVonne Neal, Dean for the College of Education, were introduced.
- It was announced that Ken Davidson would retire at the end of 2010.

#### Met Wednesday, October 6, 2010

- Provost Alden presided for President Peters.
- The Vision 20/20/ plan is underway.
- The “four year” program for getting NIU students out in four year is now online.
- General Counsel is starting a search to replace Ken Davidson.
- Earl Hansen reported on the IBHE meeting that met at IIT in Chicago. Their main topics were \$440 million cuts in state funding and \$4.7 billion in unpaid bills.
- Todd Latham reported on the September BoT meeting.
- Steve Cunningham presented the 2011 Holiday Calendar. It was approved.
- The Blue Ribbon Panel was described briefly.

#### E. APAC

##### Met on Wednesday, September 8, 2010

- Effective October 6, 2010, GroupWise 7 will no longer operate on computers. All computers should be upgraded to GroupWise 8.
- New passwords will be required beginning October 6, 2010, with the following requirements:
  - Minimum of eight characters
  - Contain, at a minimum, a character from at least three of the following four groups:
    - Uppercase letter
    - Lowercase letter
    - Special character
    - A number.
- If you are interested in receiving notices of changes in policy from Accounting, email “AccountingOffice” in GroupWise to request your name be added to their email distribution list.

**VIII. Committee Reports****A. Personnel/Staff Development/Benefits**

No meeting.

**B. Elections and Appointments**

Michele Stieren was elected to the Unity in Diversity Steering Committee.

Teresa Jacobson was elected to serve on the Library Advisory Council.

**C. Public Relations**

Met September 29, 2010 and discussed the possibility of the university closure early for holiday break.

**D. Visiting Committees/Guests**

Steve Cunningham presented the Holiday Schedule for 2011 that the University Council passed on October 6, 2010

He then moved on to discuss the proposed Salary Stabilization Plan that will be effective January 1, 2011. The proposed increment will be based on salary. Those earning less than \$100,000 will receive the highest across the board increase, those with a salary between \$100,000 and \$150,000 will receive the next level of across the board increase, and those with a salary over \$150,000 will receive the lowest level of across the board increase. There will be a merit component for faculty that will be a supplemental distribution. The across the board range that they are looking at is between 2.5% and 2.75%.

One hundred percent of hourly civil service employees would receive the highest across the board increment, while ninety-nine percent of exempt civil service will receive the highest across the board increment. The increment will be effective January 1, 2011, will not be retroactive to July 1, 2010, and is contingent on Board of Trustees approval.

Dr. Cunningham was asked where the funds are coming from, and he answered that NIU has worked with the available funds to implement employment stability and to fund payroll without state funding. NIU prepared for and implemented cuts to budgets so reserves were established and with those reserves, we can plan for expected budget cuts and implement a conservative salary increase. Additionally, this increase is necessary as we have high turnover and low replacement of position. We have lost about 10% of our work force per year, and about half of that is faculty.

The Executive Board of OSC said that they were thankful for any increase at this point, but that more is always better.

SPS would like the division to be broken down from three levels to four, adding in a new first level of salaries between \$0-\$50,000 receiving the highest across the

board increase, and those with salaries between \$50,000 and \$100,000 receiving the next, with the other levels remaining the same. They would like to do this to help those who earn the least receive a greater percentage to help offset the compression.

Dr. Cunningham then discussed hourly reporting for employees. Work time reporting in fifteen minute intervals is necessary based on a statutory requirement set in 2006. Initially, NIU felt they were in compliance because the forms that we use to report our time are in 10 minutes intervals. Recent audit findings across the state have changed that perception, making it mandatory for NIU employees to report their hours worked in fifteen minute intervals as of January 1, 2011, per the Board of Trustees.

Hourly employees are already complying because they complete an hourly time sheet. For exempt employees, this is a change. It will require exempt employees to keep their own calendar to know exactly how many hours were worked on a given day. A line will be added to the Benefits Usage Form so the total number of hours worked per month can be recorded, both regularly scheduled time, as well as time worked outside of that. Reporting for faculty will be done at a later date, and it may become part of their faculty reporting worksheets.

E. EAC

A meeting will be held in October. Mary ???, legal counsel, died on September 13, 2010 and will be greatly missed.

F. UAC

Did not meet

G. Special Events Committee

Only a few remaining door prizes from StaffFest have not been claimed.

H. Baccalaureate Review

There is a meeting schedule on October 8, 2010, as well as two more later in the semester.

I. Foundations of Excellence

A final report will be presented on October 8, 2010, at 3:00 in the Holmes Student Center Sky Room.

J. Enrollment Management Task Force

Did not meet.

K. Raise Equity Committee

Did not meet.

**IX. Old Business****A. Council of Councils**

Sara Clayton will be attending, as she will already be there for an EAC meeting. Andy Small's department has offered to fund the transportation to go to the meeting, so he will arrange rides. Stacey Bivens is interested in attending.

**B. Holiday Break**

A discussion about potential closure of NIU beginning on December 18, 2010 was discussed with Steve Cunningham and how that affects employees with respect to time off requirements. NIU is considering closing from December 20-22, 2010, which would require employees to use three additional benefit usage days in 2010.

Operating Staff Council members were asked to poll those they work with and know, and of the 386 responses, 353 said they would like to take those days with required benefit usage, 30 were opposed, and three had no opinion. Concerns that were raised surrounded concern about those who do not have adequate time off accrued to cover the required time off. People were worried about the potential impact to those who are planning to use those days toward retirement at the end of December. Additionally, it was emphatically stated that people want to know if this is necessary early so they can plan accordingly.

Dr. Cunningham addressed some of the issues. If a person does not have adequate benefit accruals, then they are allowed to go into the negative, with the understanding that they will accrue those days in the coming months. For those employees retiring on January 1, 2011, HR will work with them so they are not negatively affected by this requirement. Additionally, there is the option to take the days with no pay, even if employees have benefit accruals.

There are some employees who do have to work during that time, and this is a concern for those people, but it is part of their job requirements. He agreed that this decision does need to be made quickly, but he has to consult with SPS Council for their opinion, and then with President Peters about the situation.

The Operating Staff Council approved this closure with required benefit usage days.

**X. New Business**

None.

**XI. Adjournment**

The meeting was adjourned at 10:47 a.m.

Respectfully submitted,  
Pamela Rosenberg  
Operating Staff Council Secretary