

**Operating Staff Council Meeting
Minutes 12/11/2008
Holmes Student Center Sky Room**

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, Brenda Smith, Karen Smith and Jesse Tellez

Absent: Alan Smith

Guests: Tim Griffin, Jodi Tyrrell, Bobbie Cesarek and Nancy Schuneman

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:10 a.m.

II. Roll Call

Roll Call was given by Secretary Brenda Smith.

III. Approval of Agenda

A motion was called to accept the Agenda as amended. The motion was seconded and passed.

IV. Approval of November 6, 2008, minutes

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

President Monteiro appointed Pamela Rosenberg to the Baccalaureate Review Committee and Andy Small to the Foundations of Excellence Committee.

Monteiro met with Debra Bryant, Assistant to Associate Vice President, Finance & Facilities, Operations to discuss several issues:

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- * Extra Help/Temporary Building Service Workers receiving identification badges
- * Extra Help/Temporary Workers turning in uniform shirts upon leaving NIU
- * Outside workers or vendors giving a warning when they are scheduled to do work in the different departments or offices
- * Mail delivery and posting of e-mails and correspondence

Jodi Tyrrell mentioned that the State University System Audit Team will be here December 15 – December 18, 2008. While on the NIU campus, there will be a random selection of those to be audited.

Linda Jennings made a statement that Health Service workers have settled their contract after eighteen months.

Marcia Dick mentioned the NIU Bowl bid. NIU will be facing Louisiana Tech near Shreveport Louisiana. The Bowl Game will be December 28, 2008, at 7:00 p.m., it will be shown on ESPN. There is more information on the NIU Athletic website and the Alumni website.

Glenda Jones stated the Presidential Commission on the Status of Women has a couple of events coming up:

January 14, 2009, Nicki Giovanni will be speaking
February 24, 2009, Pink Zone Women's Basketball Fundraiser
February 20, 2009, (PCSW) Working Luncheon will be held in the Chandelier Room at Adams Hall; topic is Academic Portfolios.

VII. President's Reports

A. Board of Trustees

Chairman Muir made the following comments:

1. Economy
2. Mallory Simpson gave a report on the NIU Foundation and the True North campaign. This campaign has a 150

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million dollar goal for the endowment and has already received 137 million dollars

3. Huskie Advantage Program: This will pay the difference between the out -of -pocket expenses and the Pell Grant.

Action Items:

- * Materials Management going green with bio-degradable silverware and recycled paper products
- * College of Engineering Rock Program
- * Motorcycle Safety Program will be receiving more motorcycles
- * Operating Engineers and Health Services Collective Bargaining Agreement approval
- * One appointment with tenure was approved

B. Faculty Senate

Faculty discussed MyNIU and grades. It was thought that faculty who did not fill in a blank on the form properly, students would then get an “F.” This is untrue.

C. SPS Council

Monteiro stated at the SPS Council discussed weather issues, the Status Alert, the budget, and graduation changes. Graduation changes are that NIU will be going to two graduation dates, one for undergraduates and one for graduates.

February 14 Remembrance Service will be held on February 14, 2009, at 10:30 a.m. at the Convocation Center. There will be a candlelight vigil at 6:30 p.m. at MLK Commons. There are a number of events being held that day:

- * Video Montage played all day near the TSF Bank at HSC
- * Art Exhibit
- * Peace Room
- * Concert in the Sandburg Auditorium

* Lunch for victim's families, Forward Together Forward

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scholarship winners, students who were involved in classroom, and first responders

* Hospitality room

D. University Council

President Peters discussed:

*Weather and closures. Decisions on closures will be made by 6:00 a.m.

* Budget

* Hiring freeze

* Limited travel

* Possible consolidation of the five Illinois retirement funds administrative boards

* Commencement changes

E. APAC

No report.

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits

No report.

B. Elections and Appointments

No report.

C. Public Relations

Nancy Schuneman presented Kaitlin Kubasiak with one of two OSC Dependant Award Scholarships.

Endowment Scholarship standings

Gifts of \$1,000 – one (met goal)

\$500.00 – one (met goal)

\$100.00 – six (goal was ten)

\$50.00 - one (goal was twenty five)

\$25.00 – three (goal was seventy five)

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Payroll Deductions \$1.00 – eleven (goal was 116)

\$2.00 – two (goal was 50)

\$5.00 – one

As of December 5, 2008, Endowment Scholarship received \$2,705 after three months. We have two years to reach the goal of \$25,000.

D. Visiting Committees/Guests

No report.

E. EAC

No report.

F. UAC

No report.

G. Special Events Committee

No report.

IX. Old Business

A. Parking Garage Letter

Parking Garage letter is now complete and a draft was handed out at the OSC meeting. Changes were discussed and the item will be placed on the Agenda for the January 2009 meeting. Further suggestions for changes should be sent to Karen Smith.

X. New Business

A. Ethics Training

Karen Smith led discussion regarding Ethics Training and the possibility of how to help cut the budget for this item such as letters, petitions, and lobbying Illinois legislators. Smith

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reported that all departments at NIU have been asked to cut the budget by 2 ½ %.

B. History of Council

Andy Small brought literature found in his office from former OSC events and Council of Councils. Any one interested was able to browse, ask questions and reminisce.

XI. Adjournment

Meeting was adjourned at 10:52 a.m.

Respectfully submitted,
Brenda Smith
OSC Secretary