

Operating Staff Council Minutes – March 3, 2011

Present: Stacey Bivens, Elizabeth Buck, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Danell Nixon, Pamela Rosenberg, Andy Small, Karen Smith, Michele Stieren, Jesse Tellez

Excused: Donald Butler, Jay Monteiro, Alan Smith

Guests: Tim Griffin, Todd Latham, Carlos Raices, Rhonda Wybourn

I. Call to Order

Vice-President Sara Clayton called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 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 amended. The motion was seconded by Stacey Bivens and passed by vote.

IV. Approval of January 6, 2011, minutes

A motion was made by Michele Stieren to accept the minutes as amended. The motion was seconded by Gay Campbell and passed by vote.

V. Treasurer's Report

Elizabeth Buck reported that there were no expenses, so there was no Treasurer's Report.

VI. Announcements/Correspondence

The Council welcomed Rhonda Wybourn who will now be attending for Human Resources since the retirement of Jodi Tyrell.

The Women's Basketball team will be in the first round of the NCAA tournament, and they will play on March 6 at 7:00 p.m.

A thank you note was sent to President Peters thanking him for meeting with us concerning Vision 2020.

Take note of the new "State Pension and Budget Update" button that has been added to our OSC website. There is much new legislation that could possibly affect us in the near future. You may want to contact your representatives about any or all of these bills. Remember that all communication should be sent as a concerned citizen and do not use university equipment, resources, or letterhead to contact them. A reminder that joining the Annuitants Association is another way to get our voices heard

concerning pension reform. Next month Steve Cunningham will be joining us to give us a pension update.

Jay Monteiro met with Kathy Buettner, Ken Zehnder, Todd Latham, and Alan Rosenbaum on February 15, 2011, for an update on the senate and house bills that are being introduced.

On January 26 and 27, and February 9, 2011, as part of the shared governance systems, Jay Monteiro participated in the three interviews for the position of Vice President and General Counsel. Jerry Blakemore was chosen, and you can read his biography on-line at <http://today.niu.edu/2011/02/28/jerry-d-blakemore-named-vp-general-counsel/>

President Peters has created seven committees of his Vision 2020. Below is a list of Operating Staff members who graciously agreed to serve on the committees:

- Academic Programming – Anne Seitzinger, Director of Study Abroad, International Programs
- Facilities and Environment – Robert Poggensee, Maintenance Equipment Supervisor, Grounds
- Faculty Work, Excellence, and Rewards – Fred Pugh, Admissions/Records Supervisor, Division of Research and Graduate Studies
- Regional Impact, Outreach, Engagement, and Graduate Education – Lynn Slater, Program Administrative Assistant, Music
- Sustainability – Tom Wroblewski, Architect II, Architecture and Engineering
- Student Experience – Melissa Folowell-Vargas, Office Manager, Student Involvement and Leadership Development
- Student Recruitment, Retention, and Success – Michele Stieren, IT Technical Associate, Division of Research and Graduate Studies

VII. President's Reports

A. Board of Trustees

Did not meet.

B. Faculty Senate

Met Wednesday, January 19, 2011.

- An update was given on deleted periodicals from the Library. To date, the Mathematics Department is the only department to have retrieved their materials.
- The plus/minus grading system proposal had a first reading. This new system would allow for the following: A+ = 4.33, A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, no D-, F = 0.0. Student average GPA would be capped at 4.00 to conform to the standard grade range of 0.00 to 4.00. They felt this would give the faculty more freedom in grading their students. All universities in

NIU's peer group, the MAC conference and nearly all Big Ten universities, use some form of +/- . Faculty would not be required to use this system as current grading systems could still use straight letter grades.

- It was announced that the final draft of the Workload Policy is done. It will be presented at a later meeting.

Met Wednesday, February 9, 2011

- Austin Quick from the Student Association had it announced that Huskie buses are paid for out of student funds, and they are generally available to faculty without fee, but there are two routes for which faculty are charged \$.75. Those routes are the one that serves Wal-Mart and Kishwaukee Community Hospital, and the one that serves Taylor Street and Schnucks. He has asked for staff to pay that \$.75. He said that staff who fail to do this are in violation of the agreement with Student Services.
- Nancy Castle talked about her new role as Service Learning Coordinator.
- It was announced that salary data has been received and has been sent to the Raise Equity Committee.
- After a lengthy discussion, the plus/minus grading system was approved. This will now go to the Academic Planning Council, and then to University Council for final approval.

Met Wednesday, March 2, 2011

- It was announced that Brian Hemphill will be doing a presentation on Enrollment Management/Strategic Task Force. It will be held Friday, March 25, 2011, at 2:00 p.m. in Altgeld Hall 315.
- Steve Cunningham presented a PowerPoint on pension reform. His presentation included a history of pension funding, descriptions of some of the new legislation and what impact it could have on employees and/or retirees in the future.

C. SPS Council

Met Thursday, January 13, 2011

- SPSC voted to not participate in the Wellness Fair this year.
- Donna Smith reported that the new baccalaureate goals and learning outcomes were approved by the Committee on Undergraduate Curriculum and the Undergraduate Coordinating Council last fall. A retreat was held on January 12, 2011, to strategize on how to inform the university about the goals, how to implement them, and how to incorporate them into all programs.
- Todd Latham reported that he finalized the letter to the Board of Trustees Chair Strauss regarding the Council's statement of support for domestic partner benefits passed at the December, 2010, Council meeting.
- There was discussion as to how the Council can better inform its constituents.

Met Thursday, February 10, 2011

- It was announced that four people had been chosen for the SPS Presidential Awards.
- There will be a number of spring luncheons planned with guest speakers.

D. University Council

Met Wednesday, January 26, 2011.

- President Peters announced that the Illinois Appellate Court struck down the State's Capital Construction Program and all of its funding sources. The good news is Cole Hall funding remains safe and intact. In fact, the University has already received the funds for this renovation. NIU's funding for Steven's renovation, \$22.5 million, and the planning funds for the technology building, the Computer Science Building, \$2 million planning money, have been nullified through this ruling, as well as most of the millions of dollars in capital renewal funds for general infrastructure upgrade and for ongoing projects not yet completed. The Governor intends to appeal the Appellate Court's decision and capital projects already in progress will continue as scheduled anyway.
- President Peters talked about Senate Bill 2505 that increased the personal income tax from 3% to 5% along with the corresponding increase of 7% in the corporate income tax, not including the personal property replacement tax. It's estimated that that increase will generate up to \$6 billion annually.
- President Peters reported that we have received, so far, \$9.1 million from the state for this fiscal year. We are still owed \$77 million. No MAP funds have been received for fiscal 2011. We are owed \$12.2 million from the fall semester (As of last week, we received a check for over \$11 million of this money).
- President Peters gave an update on Vision 2020.
- The new Collegiality Policy was discussed and approved. It was also decided that it should be placed in the Academic Policies and Procedure Manual and on the HR website in the Employee Conduct and Accountability Guide. It will be called Professional Behavior of Employees.

Met Wednesday, February 16, 2011

- President Peters talked about the 2/14 activities and thanked everyone involved
- President Peters recapped Governor Quinn's budget speech. The speech focused mostly on reduced funding levels and emphasized the importance of restructuring the State's unpaid bills backlog by borrowing approximately \$8.75 billion to pay off most of the outstanding debt owed to hundreds of service providers throughout the State, including NIU and all the State universities. The spending plan he presented calls for level funding for public universities.
- The first reading of Article 11: Grievance Procedures for Faculty and Staff was read. A number of issues with the document were discussed and it was sent

back to the Rules and Governance Committee for further review. Dr. Steve Cunningham said he wanted to give the committee some feedback to help the document.

- The academic calendar for FY2012 was presented and approved.

E. APAC

Met Wednesday, January 19, 2011

- **Save the Date...** The 14th Annual Administrative Professionals' Day Breakfast will be held on Wednesday, April 27, 2011 from 7:45 a.m. – 10:00 a.m. in the Altgeld Auditorium.
- First Aid and CPR sessions will be offered again in the summer. There have been some changes implemented in how to perform CPR (www.handsonlycpr.org) so if you are interested in placing your name on a waiting list for either of these sessions, please contact Dee Malm at 753-2515 or dmalm@niu.edu
- If you need to have something notarized, please visit our website for a partial list of campus notaries. You may also contact any member of the Administrative Professionals Advisory Council and we would be glad to locate a notary near you. If you have recently become a notary and would be willing to have your name added to our list, please contact Linda Odom at 753-1508.

Met Wednesday, February 9, 2011

No information available.

VIII. Committee Reports

A. Personnel/Staff Development/Benefits

Met on March 1, 2011 where the evaluation form updates were discussed. A meeting will be called with APAC to tweak the factors on which employees are rated, and then on with Human Resources to discuss proposed changes. Currently there are 46 factors and those need to be reevaluated. This has not been done since 1995. The committee will be looking at other universities and what their evaluation forms look like. They are also considering putting the evaluation form on-line and would like to offer the option of doing a 360 degree evaluation. All faculty and those in Anne Kaplan's division are evaluated using a 360 degree concept. The committee would also like the new supervisors to attend training or read a document on-line that details how to evaluate employees effectively.

Jay Monteiro contacted Steve Cunningham about the parity in vacation issue. Currently they are focusing on pension issues so this situation will be dealt with in 2012. The email from Steve will be forwarded to Deborah Halizcer as president of University Benefits Committee.

B. Elections and Appointments

The election forms and committee interest sheets were reviewed for updates. Sara Clayton will send to Document Services on March 7 with all updates.

It was suggested that the elections committee review the last paragraph of the Committee Interest Sheet and decide on how to handle attending Council meetings for reports, as well as submissions for the minutes.

C. Public Relations

Met February 24, 2011 where the Dependent Scholarship Award was discussed. Two applications have been received but have not yet been reviewed. The committee is considering sending an eflyer or paper flyer to people who have children at NIU in the fall to let them know that this scholarship is available. Extending the deadline was discussed but it was decided to continue with the applications received so those who applied and followed the directions correctly are not hindered.

Discussion concerning allowing the Dependent Scholarship to be used for students who attend other Illinois state universities, and the majority of members wanted the scholarship to only be used for those students who attend NIU. It was noted that a large number of students of NIU employees attend other state schools, but it was also noted that the purpose of the scholarship is to keep NIU students at NIU and to promote an NIU education.

D. Visiting Committees/Guests

None.

E. EAC

There are three new members, one each from Western Illinois University, University of Illinois-Springfield, and Eastern Illinois University. Elections were held.

There was a request for teleconferencing from one university, but no decision was made.

There was discussion on the University of Illinois-Chicago audit, and it was reported that they are going department by department reviewing documents.

The July meeting will be held at Southern Illinois University School of Medicine while the October meeting will be held at University of Illinois-Chicago along with the Council of Councils.

The Southern Illinois University-Edwardsville union is making a proposal to Senate Chair Cullerton.

There were thirty discharges written, of which 14 resigned and 3 asked for review. There was one discharge for a person who was discharged for taking scrap metal from a building after hours. Another was discharged by the Merit Board for tardiness and unexcused absences.

The EAC elections will be held around October 20 or 21, 2011, with the term of four years beginning January 1, 2012. Petitions must be complete by September. Rhonda Wybourn will put together a timeline for application.

F. UAC

Did not meet

G. Special Events Committee

A meeting will be scheduled soon. An email will be sent to Finance and Facilities to determine if we have funding support for this event this year.

H. Baccalaureate Review

The new goals and learning outcomes were approved by the Committee on Undergraduate Curriculum and the Undergraduate Coordinating Council last fall. A retreat was held on January 12, 2011, to strategize how to inform the university about new goals and how to implement them and incorporate them into all programs.

I. Foundations of Excellence

Did not meet.

J. Enrollment Management Task Force

Did not meet.

K. Raise Equity Committee

Did not meet.

L. Vice Provost Search Committee

Will meet on March 4, 2011, at 1:00 p.m. Michele Stieren is the OSC representative.

M. Vice Provost for Resource Planning Search Committee

Will meet on March 8, 2011. Pam Rosenberg is the OSC representative.

IX. Old Business

None.

X. New Business

A. There is a proposal from SPS Council to work in collaboration to set up a Brown Bag series which will host people coming in to discuss state issues. The cost per person is usually between \$6 and \$8 and is held in the Chandelier Room. The purpose is to be educated on issues so we can become an organized voice so we can approach our legislators if all the proposed state bills pass. It was decided that we did want to work in collaboration with SPS to do this.

- B. Provost Alden is in the process of establishing a campus-wide working group to advise him on the continuation of strategic planning beginning in FY12 as June 30, 2011, represents the end of the first three phases of the implementation of the *Great Journeys Strategic Plan*. Therefore, we need two representatives from OSC, one the nominee and one an alternate. Michele Stieren will represent the OSC and Karen Smith will be the alternate.
- C. The Benefits Choice Fair will be held May 4, 2011, from 10:00 a.m. to 2:00 p.m. Sara will get the sign-up sheet together and will pass it around at the next meeting for people to sign-up to help.
- D. The Wellness Fair will be held on March 23, 2011, from 10:00 a.m. to 3:00 p.m. Danell Nixon will chair this event. She will send out an email with a sign-up sheet to help at the event.
- E. It was suggested that we create a committee so we are ready with information to send out an email tree if/when any proposed bills are passed that has an effect on our constituents. SPS is looking into doing so with other groups at other universities. It was decided to do an adhoc committee of interested parties. Andy Small will send out an email to use to find information and will coordinate with SPS on this endeavor. It was also suggested that we have a guest speaker at the April meeting to have the proposed legislation and its effects explained.

XI. Adjournment

The meeting was adjourned at 10:37 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary