

Operating Staff Council Minutes – April 7, 2011

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

Excused: Alan Smith

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

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

Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda

A motion was made by Glenda Jones to accept the Agenda as amended. The motion was seconded by Sara Clayton and passed by vote.

IV. Approval of March 3, 2011, minutes

A motion was made by Don Butler to accept the minutes as amended. The motion was seconded by Glenda Jones and passed by vote.

V. Treasurer's Report

Elizabeth Buck gave the Treasurer's Report for March. A motion was made by Andy Small to accept the report as given. The motion was seconded by Karen Smith and passed by vote.

VI. Announcements/Correspondence

Brown bags that OSC and SPSC hosted were attended by 25 to 30 people for each of the four speakers.

The Operating Staff Outstanding Service Award recipients were notified on Monday, April 4, 2011. They are:

Mary Kain, Nursing
Jill Draves, Teaching and Learning
Renee Page, College of Visual and Performing Arts
Sophia Varcados, Media Services

Rhonda Wybourn announced the Civil Service System Auditors will be at Human Resources 4/18/11 – 4/21/11

VII. President's Reports**A. Board of Trustees**

Met Thursday, March 24, 2011.

- The President began his remarks telling of the NIU testimony at the recent Senate appropriations hearings in Springfield. He reported that the governor's budget would maintain funding at last year's level. The state is behind in payments to NIU by more than \$65 million. The last payment from the state was on March 4, 2011. He then discussed pension reform and state that the next 60 to 90 days will be critical to every employee and annuitant of NIU. All options under consideration will result in decreased future benefits and increased costs to employees. He announced that he is appointing an ad hoc pension advisory committee of faculty, staff, and annuitant experts to help develop proposals for consideration by the legislature.
- Twenty-six action items were approved including:
 - Student fee recommendations for FY2012 average increase of 2.73%
 - FY2012 room and board rates – an average of 5.2% increase. There was zero percent increase in board rates. These increases represent increases in utility costs and unfunded state mandates (i.e. sprinklers installed in every residence room).
 - FY2012 NIU Foundation Professional Services Contract.
 - FY2012 student health insurance contract renewal.
 - Phase I of the campus-wide electrical infrastructure improvements.
 - 2011-12 sabbatical leaves for faculty and SPS
 - New emphases in Sustainable Energy, Environment and Health, and Health Promotions and minors in International Marketing, and Deafness Rehabilitation.
 - Deletion of a specialization in Comparative and Developmental Administration
 - Jerry Blakemore was appointed Vice-President of University Legal Services and General Counsel
 - Honorary doctorates will be awarded in May to Eric D. Isaacs, a prominent UIC physicist and Director of Argonne National Laboratory and to Leland Strom, Chairman and CEO of the Farm Credit Administration
- There were 10 informational items.

B. Faculty Senate

Met Wednesday, March 30, 2011.

- The pros and cons of on-line student evaluations of instructors were discussed. Some pros were ease of on-line use and less class time and supplies wasted. Some cons included low response rate and the effect this could have on tenure as well as time spent typing up responses. The issue was sent to the Academic Affairs Committee for further review.

- Joint appointment policy was discussed. There is concern when one department does not want to continue an appointment but the other department does and how this affects continued employment, funding of position, and tenure. This was sent to the Faculty Rights and Responsibilities Committee for further review.
- Earl Hansen gave a report from the IBHE that was held at Kennedy-King College in Chicago. The intent of the meeting was to make some headway with policies, procedures, and protocol with tenure and promotion. There was some discussion of the learning process going on and with higher education funding being cut drastically, there are a lot more online programs developing.
- George Slotsve from the Faculty Rights and Responsibilities Committee presented a proposal for a “Guests in Class Policy.” It reads that only instructors have the right to allow guests in their classroom. When deciding whether a guest is appropriate, the instructor should take into consideration the effect the guest will have on the learning environment. The individuals present in the classroom should be limited to the instructor of record, students registered for the class and individuals invited by the instructor. The policy was approved and will be forwarded to University Council for approval.
- David Goldblum gave the Resources, Space and Budgets report. At the meeting Dr. Williams discussed many budget and pension issue discussed in other meetings.
- Alan Rosenbaum’s letter of acceptance of nomination for another term of President of Faculty Senate and Executive Secretary of the University Council was pointed out in the meeting packet.

C. SPS Council

Met Thursday, March 10, 2011

- SPSC voted to not participate in the Wellness Fair this year.
- President Latham announced that there is discussion of a new parking permit being developed. It will be purple. The parking will be at the Convocation Center with a shuttle. The permit will be at a reduced rate from the annual \$100 blue permit.
- It was announced that the Library now has iPads that can be checked out at the Reference Desk.
- The list of Presidential Awards recipients was given. They are: Patricia ~~Sievers~~ Sievert, Dan Nichols, Abby Chemers, and Kate Braser. Todd Latham will receive the SPSC Service Award. They will be honored at a reception on April 19, 2011, in the HSC Ballroom.
- There was discussion of the SPS Reward and Recognition system. It currently is like the Faculty system that begins receiving awards after 25 years of service. It will be looked into to see if these can begin with earlier service plateaus.

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D. University Council

Met Wednesday, March 9, 2011.

- Dean Denise Schoenbachler conducted the meeting in the President's and Provost's absence as they were at the Appropriations Hearings in Springfield.
- The College of Law academic calendars through 2014 were approved
- Earl Hansen gave a report from the IBHE that was held at National Lewis University
- Laurie Elish-Piper gave the Resources, Space and Budgets report. (see Goldblum under Faculty Senate Report)
- M Cecil Smith presented the NIU Nepotism Policy Statement corrections from the University Affairs Committee. It was the opinion of the committee that the policy appeared to be adequate as stated. However, there were some minor edits to wording. The committee looked at the policies of other institutions, and NIU's policy seemed to be comparable, if not better in some cases, to the policies of other institutions. After much discussion it was recommended that the policy revisions be taken to the President to take to the Board of Trustees.

Met Wednesday, April 6, 2011

- The President talked about the shooting that occurred off campus on Wednesday morning. The victim was Devon Butler one of NIU's football players. DeKalb and NIU authorities were thanked for their quick response and efficiency. Devon came out of surgery and is expected to make a full recovery. He discussed the dismal budget. He congratulated the Honors Program on their 40th anniversary. He announced the ground breaking for the new residence hall will be on April 18, 2011. He introduced the new General Counsel Jerry Blakemore.
- Alan Rosenbaum gave the Board of Trustees Report.
- Pat Henry gave the Academic Policy Committee Report. She presented the proposal of a common question that should be on teacher evaluations. After much discussion of wording it was decided that the wording of the proposal should read: My overall rating of the instructors' effectiveness to present the courses objectives and goals is:
 - Outstanding = 5
 - Very good = 4
 - Average = 3
 - Below Average = 2
 - Inadequate = 1It was encouraged that this be the final question on all instructor evaluations in all departments. The proposal was approved.
- Laurie Elish-Piper gave the Resources, Space and Budgets report from their March 25, 2011 meeting. Dr Williams presented an update on the current budget situation. He shared a recommendation for Phase I of the campus wide replacement of the Electrical Distribution System in response to recent campus power outages. The RSB will be preparing a memo regarding NIU's budget priorities. The campus community is asked to share their input as soon

as possible regarding budget priorities, proposed pension changes, tuition waivers, or health care benefits. Please e-mail the RSB Co-Chairs: Laurie Elish-Piper laurieep@niu.edu or David Goldblum dgoldblum@niu.edu. ~~They~~ they will present their memo to Faculty Senate on April 20, 2011, and to University Council on April 27, 2011.

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- It was mentioned from the University Affairs Committee that the Ombudsman review had been completed according to university by-laws.
- The second reading of the Grievance Procedures for Faculty and Staff was discussed.
- The Guests in Class Policy was discussed.
- Walk-in item – Student Conduct Board (formerly known as Class II Judicial Board). It was noted that the composition of the Board included Faculty and SPS members, but not Operating Staff. Andy Small and Jay Monteiro will look into the Student Conduct Board to include a member from the Operating Staff on the committee.

E. APAC

Met Wednesday, April 6, 2011.

- The 14th Annual Administrative Professionals' Day Breakfast will be held on Wednesday, April 27, 2011 from 7:45 a.m. to 10:00 a.m. in the Altgeld Ballroom. This year's speaker will be Judy Marcus who will present "Where Are My Keys"...a fun, interactive memory training session. Seminar and registration materials will be distributed to Administrative Professionals and supervisors only. APAC will be soliciting door prizes for the Administrative Professionals' Day Breakfast. If you know of a business or organization that may be willing to donate a door prize or goodie bag items, please contact Rose Miller at 753-6033.
- Effective January 1, 2011, the State of Illinois mileage reimbursement rate for the use of personal vehicles on official NIU business has increased from 50 cents per mile to 51 cents per mile. The rate applies to travel on or after January 1, 2011. Please make sure the correct mileage rate is reflected on reimbursement requests. The NIU travel voucher form was updated to reflect the change. If you have any questions, please contact Travel Accounting at 753-6127.

F. Vision 2020 Steering Committee

Met March 28, 2011.

- An update was given from each of the seven committees with their progress.
- A final meeting will be held later this spring to finalize all committee work.

VIII. Committee Reports

A. Personnel/Staff Development/Benefits

Did not meet.

B. Elections and Appointments

Ballots will be sent out Tuesday, 4/12/11, with a due date to be returned of Tuesday, 5/3/11. Ballots will be counted on Thursday, 5/5/11. There are 11 candidates for six positions.

C. Public Relations

Met Thursday, March 31, 2011, and reviewed the Dependent Scholarship Awards applications. ~~The two recipients are Kenneth Wiggins and Evan Wittke.~~ Delete this because of the recent information obtained

Responsibility and procedures for the PR committee were discussed with a review of the handbook and bylaws.

Andy Small will work on updating the OSC archives with current information. The last update was done in 2006.

Discussion was held regarding the SPS Service Award recognizing one of its current serving members for extraordinary service to the SPS Council and to the Supportive Professional Staff as well as the recipient's contribution to shared governance at NIU. It was discussed whether the OSC should have such a Service Award.

D. Visiting Committees/Guests

Steve Cunningham gave a presentation on the SURS Pension Update. A copy of his presentation can be found on the Pension and Budget Update page of the NIU website.

E. EAC

Next meeting is scheduled for April 14-15, 2011 at ~~UIC~~. UIUC

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F. UAC

Did not meet

G. Special Events Committee

Did not meet.

H. Vice Provost Search Committee

Will meet Friday, April 8, 2011.

I. Vice Provost for Resource Planning Search Committee

Will meet Monday, April 11, 2011.

J. FY12 Strategic Planning and Beyond

No report.

IX. Old Business

A. SPS Brown Bag Luncheon

The brown bags that OSC and SPSC hosted were attended by 25 to 30 people for each of the four speakers.

B. Benefits Choice Fair

The event has been cancelled. In May, there may be Brown Bag Informational Sessions. More information will be forthcoming.

C. Council of Councils Contact

Jay will be contacting other Council of Council members from other Universities to obtain what information they have received from their administration regarding the State situation.

X. New Business

A. Summer Hours

Discussion was held with Steve Cunningham regarding the need to notify staff in the very near future if the University is going to change to summer hours again this year.

B. Snow Day Closure

Discussion was held regarding a letter that APAC received from a staff member regarding their requirement to have to work on the day NIU was closed due to snow.

C. Health Insurance

Karen Smith announced that Health Alliance and Humana would no longer be available as a health benefit beginning July 1, 2011. The four health insurance choices available during the Benefits Choice Period will be Blue Cross/Blue Shield HMO, Blue Cross/Blue Shield Blue Advantage, Health Link OAP, and Personal Care OAP.

XI. Adjournment

The meeting was adjourned at 11:30 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary