

## **Operating Staff Council Minutes – July 7, 2011**

**Present:** Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Susie Hill, Heike Hofstetter, Jay Monteiro, Danell Nixon, Rachel Pierce, Carlos Raices, Jennifer Ridge, Andy Small, Karen Smith, Jesse Tellez

**Excused:** Linda Jennings, Alan Smith

**Guests:** Sara Clayton, Tim Griffin, Pamela Rosenberg, Rhonda Wybourn

**I. Call to Order**

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 a.m. Welcome to new OSC member Heike Hofstetter who replaced Michelle Stieren (due to her resignation on the Council). Introduction made by each continuing OSC members and guests.

**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 June 2, 2011, minutes**

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

**V. Treasurer's Report**

Elizabeth Buck reported on the June transactions. Further discussions need to be held on how to replenish the funds. Gay Campbell moved to accept the Treasurer's report as written. The motion was seconded by Jay Monteiro and passed by vote.

**VI. Announcements/Correspondence**

A special welcome to the new Operating Staff Council members was held at the beginning of the meeting.

**VII. President's Reports**

A. Board of Trustees

Met Thursday, June 9, 2011. No report was given. The meeting agenda and minutes book was circulated.

B. Faculty Senate

Did not meet.

**C. SPS Council**

Met Thursday, June 9, 2011

- Election results were announced.
- Proposal for change in Status and Benefits for Temporary Supportive Professional Staff was presented:
  1. Three years will be the breaking point for the next level of SPS
  2. After three years, Temporary SPS would be allowed to carry over and accrue vacation and sick benefits the same as Regular SPS.
  3. Sick and vacation time to be paid out if they leave NIU.
  4. Use sick and vacation time towards retirement.
  5. Allowing Temporary SPS to receive regular salary increments as many are not currently eligible now.

**D. University Council**

Did not meet.

**E. APAC**

- Alpha Phi Omega (a co-ed service fraternity at NIU) is collecting bags (through the summer) which will be crocheted into mats and then distributed to the homeless community in DeKalb and Chicago. Donations can either be dropped by Room 150 in the Campus Life Building or arranged for pick-up by contacting Becky Harlow via Groupwise or at 753-6703.
- The APAC has established a list of employees who would be willing to be a resource for others who may need assistance in completing certain software tasks. Please feel free to contact Judy Fisher at 753-1417 to see if there is someone on our list who may be able to assist you. Also, we are looking to increase the number of people on the list, so if you feel you could provide guidance, please contact the APAC at [apac@niu.edu](mailto:apac@niu.edu) with your specific area of expertise and we will include you in the list.

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

Did not meet.

The committee is needing to elect a new chair as Marcia Dick retired. Gay Campbell will call a meeting of the committee in order to elect a new chair.

**B. Elections and Appointments**

Election of Officers for 2011-2012 was held following the approval of minutes as follows:

President: Andy Small  
Vice President: Jay Monteiro  
Secretary: Danell Nixon  
Treasurer: Elizabeth Buck  
Parliamentarian: Stacey Bivens

The first OSC voting representative on the University Council is the President, Andy Small, with the second OSC voting representative to be elected at the next regular OSC meeting on August 4, 2011.

Candidates are:

Stacey Bivens - accepted

Don Butler – accepted

Gay Campbell - declined

Jay Monteiro – accepted

Karen Smith – accepted

The EAC member election is to be held in October with petitions needing to be received by Rhonda Wybourn by the end of September.

Sara Clayton explained the committee elections process and the requirement that all OSC members must sign up on the StaffFest committee. A committee sign-up sheet was passed around.

Michelle Stieren resigned from the Operating Staff Council. She is on the Great Expectations Committee.

#### C. Public Relations

Met on Thursday, June 30, 2011.

- Discussion was held regarding the different committees.
- The Operating Staff Outstanding Service Award committee needs to have a representative to update the OSC
- It was discussed the possibility of having the Special Events committee be a part of the Public Relations committee.
- Considering updating Constitution and Bylaws to rename the committee to possibly “Workplace Issues”.
- The Dependent Scholarship Award winner to be included in the newsletter.

#### D. Visiting Committees/Guests

- Tim Griffin discussed a new policy regarding background searches for Extra Help after each time on their 30-day leave.
- Sara Clayton stated the next UAC meeting will be held at SIU School of Medicine in Springfield July 21-22, 2011.

#### E. EAC

Did not meet.

#### F. UAC

Did not meet.

**G. Special Events Committee**

Met Wednesday, July 6, 2011

- Will be notifying Extra Help that the deadline to sign up to attend StaffFest has been extended to July 14, 2011. They would be able to pick up their tickets at the door. Contact either Carlos Raices or Karen Smith.
- The committee will meet Monday, July 11, 2011, at 3:00 pm in Lowden 201 to adhere the labels to the meal tickets.
- The committee will meet Monday, July 25, 2011, to pull the names for the door prizes in the Blackhawk West.
- Thursday, July 28, 2011, all OSC members will meet at 9:00 a.m. to help with setup. Guest servers are to arrive at 11:00 a.m.
- Kathy Buettner would like to roll out the new NIU logo during StaffFest. The new logo will be provided by Brian Thompson to be incorporated into the PowerPoint presentation of the door prize winners.

**H. FY12 Strategic Planning and Beyond**

This committee will not meet again until the Fall semester. Karen Smith is on the committee and stated they need an additional OSC member.

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

University of Illinois – Chicago will be hosting the next meeting in October. Andy Small gave an overview of what the Council of Council does.

**B. Overview of Council's Directive**

Karen Smith explained what was discussed.

- Setting goals
- Make it a working council
- Maybe a survey of constituents (Facebook or Twitter)
- Looking into all outstanding items

**C. Tim Griffin asked to be added to the August 4, 2011, agenda to provide an Ombudsman's report.****X. New Business****A. Outstanding Council Items**

- Discussion was held with regards to requiring Committees to provide reports to the OSC on a monthly basis. It was discussed we may need to rotate committees throughout the year.
- Sara Clayton recommended each OSC member attend a Board of Trustees and a University Council meeting.
- Susie Hill led the discussion on the new Health Disparity Reform Act to be in place by 2012 which requires an individual to provide race and other personal information. Comments regarding this new Act can be given until August 1, 2011.

**XI. Adjournment**

The meeting was adjourned at 10:40 a.m.

Respectfully submitted,  
Danell Nixon  
Operating Staff Council Secretary