

Operating Staff Council Minutes – August 5, 2009

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Sara Clayton, Marcia Dick, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Andy Small, Karen Smith, and Jesse Tellez

Excused: Gay Campbell, Glenda Jones, Linda Jennings, Carlos Raices, and Alan Smith

Guests: None

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

Roll Call was taken 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 Karen Smith and passed by vote.

IV. Approval of July 1, 2009 minutes

A motion was made by Andy Small to accept the minutes. The motion was seconded by Stacey Bivens and passed by vote.

V. Treasurer's Report

Elizabeth Buck reported on the July transactions. K. Smith moved to accept the Treasurer's report as written. The motion was seconded by Nixon and passed by vote.

VI. Announcements/Correspondence

President Monteiro routed the Illinois State University council newsletter around to the Council members for review.

The Supplier Diversity Fair will be held on October 7, 2009, in the Holmes Student Center Regency Room. Further details will be forthcoming.

Monteiro gave a follow-up report on the grant funding loss from the Department of Child and Family Services (DCFS). The funding has been restored through October, but there is no information on what will happen after that point.

VII. President's Reports

- A. Board of Trustees
 - Did not meet

B. Faculty Senate
Did not meet

C. SPS Council
SPS Council met July 9, 2009. New officers were elected. Bobbie Cesarek will continue as President, as this is her last year of a three-year term. Todd Latham was re-elected as Vice-President, Abby Chemers was re-elected as Treasurer, and Donna Smith was re-elected as Secretary.

They reviewed their retreat from June 11, 2009, and continued to discuss SPS sabbaticals.

D. University Council
Did not meet

E. APAC
Did not meet

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits
No meeting

B. Elections and Appointments
A vote for the second voting member of University Council was held, and Andy Small was elected.

One person is still needed for the Campus Security and Environmental Committee. This is a two-year term. If anyone knows anyone interested, please let Sara Clayton know. Otherwise, if this is not filled by the time the next newsletter is printed, it will be included in the newsletter as an open position.

C. Public Relations
Next meeting will be held on August 27, 2009.

D. Visiting Committees
No report

E. EAC
Sara Clayton reported that the meeting was held on July 16 and 17, 2009, at Chicago State University. The Systems Office is looking for new space as they have outgrown their current location. Their budget has been put back to what it was for 2009 by the legislature.

The next Merit Board meeting will be held on August 19, 2009.

F. UAC

Did not meet

G. Special Events Committee

StaffFest is tomorrow, August 6, 2009. Pamela Rosenberg asked that Council members be at the Holmes Student Center Ballroom at 9:00 a.m. to help decorate. The event begins at 11:00 a.m. There have been 1,250 RSVP's returned, and there have been over 100 donations received for door prizes.

H. Baccalaureate Review

The draft of the final report was sent to members of the review team on August 4, 2009 for review. The final document will be released this fall.

I. Foundations of Excellence

No report

IX. Old Business

A. Council of Councils

No new information has been received. The Council of Councils will be held at Southern Illinois University-Edwardsville this year on October 23, 2009.

A poll was taken to see how many Council members would be interested in attending the event, and 6-8 people would like to go. Monteiro will look into transportation costs and will look into the Council covering those costs for members to attend.

B. Parking Fee Structure

Monteiro passed out a draft of a memorandum co-written by Rose Miller, of APAC and Monteiro, concerning the payment structure of parking passes at NIU. Discussion concerning the memo ensued. Monteiro asked the Council to review the memo, and come back to the next meeting with any thoughts or changes to the draft.

X. New Business

Flu Shots

Karen Smith reported that flu shots will be administered earlier this year. The first round will be on September 22, 2009 from 10:00 a.m. to 2:00 p.m. The second date will be October 14, 2009 from 11:00 a.m. to 1:00 p.m. On November 12, 2009, a round of H1N1 flu shots will be offered from 2:00 p.m. to 4:00 p.m. All flu shots will be administered in the Holmes Student Center Capitol Room.

A photo ID and insurance card will be required. Dependents are eligible for a flu shot, however, there will be a fee assessed (has been \$30-\$35 in the past). NIU student should go to the NIU Health Services for their flu shot. Retirees are eligible for a flu shot, as long as they are on the state insurance.

Thank You Cards

We need to develop new thank you cards that include the new OSC logo. A motion was made by Marcia Dick to approve the expense of having new thank you cards with the OSC logo made. The motion was seconded by Sara Clayton and passed by vote. Carlos Raices and Monteiro will work on this project.

Name Tag

New member, Stacey Bivens, needs an OSC name tag. Elizabeth Buck will research how much it will be to have the new logo put on her name tag so the Council can decide if the new logo on the name tag is an acceptable expense.

XI. Adjournment

The meeting was adjourned at 9:52 a.m. with Clayton making the motion to adjourn, Smith seconding, and the Council passing by vote.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary