

## **Operating Staff Council Minutes – September 1, 2011**

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

**Guests:** Sara Clayton, Tim Griffin, Todd Latham, Rhonda Wybourn

**I. Call to Order**

President Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

**II. Roll Call**

Attendance was recorded by Danell Nixon.

**III. Approval of Agenda**

A motion was made by Gay Campbell to accept the Agenda as written. The motion was seconded by Karen Smith and passed by vote.

**IV. Approval of August 4, 2011, minutes**

A motion was made by Linda Jennings to accept the minutes. The motion was seconded by Gay Campbell and passed by vote.

**V. Treasurer's Report**

Elizabeth Buck reported on the August transactions. Carlos Raices moved to accept the Treasurer's report as written. The motion was seconded by Susie Hill and passed by vote.

**VI. Announcements/Correspondence**

Karen Smith announced flu shots will be administered on Tuesday, September 20, 2011, from 10:00 am to 2:00 pm in the HSC Regency Room. Go to the Employee Assistance website to print out shot form. Flu shots will also be administered on Wednesday, October 12, 2011, from 11:00 am to 1:00 pm in the HSC Regency Room. A flyer will be distributed with links and email notifications.

Linda Jennings announced student flu shots will be administered beginning on Monday, September 12, 2011, at Health Services for \$20.00. Students can find a \$2 off coupon in the paper.

Carlos Raices announced a veterans database is being set up in order to give military students a current veteran contact. Contact Carlos Raices or Megan Gerken for additional information.

Sara Clayton announced Health Alliance will remain an insurance provider through the end of the fiscal year. Karen Smith circulated the notification.

The next meeting of the Operating Staff Council on October 6, 2011, will be held at the Convocation Center and hosted by John Gordon. John is the President of the Parking Committee and will update us on the tiered parking issue as well as give us a tour of the Convocation Center.

Rose Miller, APAC President, is invited to attend the meeting to discuss APAC's issues being focused on.

The December 1, 2011, OSC meeting will be held at the Yordon Center and hosted by Coach Doeren.

## **VII. President's Reports**

### **A. Board of Trustees**

A report from the Finance and Facilities Operations Committee was circulated.

The Academic Affairs, Student Affairs and Personnel Committee (AASAPC) submitted a report to the University Council. Andy Small circulated a copy of the report. Grants being awarded -- \$68 million for network to link 500 cities, schools and hospitals; Department of Defense grant of \$9.4 million for ecological golf tees.

Todd Latham led the discussion regarding upcoming items of interest, NIU Civil Union Compliance, SURS, pensions, benefits, and retiree benefits which may still come up.

Todd mentioned there was not much legislative activity at this time. He stated everyone should join the Annuitants Association.

### **B. Faculty Senate**

Lisa Freeman, Vice President of Research and Grad Studies, talked about her department and how her office operates.

University Advisory reports were given. Check the website for details.

The Ombudsman's Annual Report can be found on their website.

### **C. University Council**

Scheduled to meet Wednesday, September 7, 2011. Andy Small circulated a report from the University Council Steering Committee. The Student Association, Supportive Professional Staff Council and Operating Staff Council will be added to their agenda to present a report at each meeting.

Andy Small explained his first report will include who the Operating Staff Council is, what we do and our history.

## VIII. Committee Reports

### A. Personnel/Staff Development/Benefits

Met Wednesday, August 31, 2011. Gay Campbell was elected Chair of the committee. Discussions were held regarding tiered parking, vacation accrual, and health insurance plans. The main focus of the committee will be to revise the Annual Employee Evaluation form. Gay will be setting up meeting dates for the entire year.

### B. Elections and Appointments

Alan Smith volunteered to be the OSC representative of the FY12 Strategic Planning Committee. Karen Smith is the alternate.

Jennifer Ridge volunteered to be the OSC representative on the Great Expectations Committee. No date has been set for the next meeting.

Yvonne Wilson was elected to the Parking Appeals Committee. Alan Smith volunteered to be the OSC representative.

Two applications were received for one position on the Unity and Diversity Committee. Susie Hill was nominated.

Heike Hofstetter volunteered to be the OSC representative on the Institutional Animal Care and Use Committee. Our current representative is Michelle Crase who is no longer eligible as an Operating Staff employee as her position has changed to SPS.

### C. Public Relations

Met Thursday, August 25, 2011 with ten members present. Donald Butler was elected Chair of the committee.

Deb Haliczzer was a guest and explained SPS use of alternates. Discussion was held regarding whether or not the OSC would like to use alternates.

Discussion was held regarding who will maintain the OSC website. Currently Sara Clayton will continue to handle. Carlos Raices and Pam Roesner are interested in maintaining the website.

Discussion was held regarding changing the OSC Bylaws and Constitution. The Executive Committee must submit to the Council any proposed amendments or changes.

Carlos Raices recommended renaming the Special Events Committee to StaffFest Committee. Discussion was held and if the committee name is changed, it would need to be changed in the handbook as well. He also stated he would be sending out the Thank You cards for the donors of door prizes from StaffFest.

Discussion was held regarding the “Did you Know” section to be included in the newsletter.

Don Butler will check into whether or not he can be an ex-officio member of the Outstanding Service Award Committee.

#### D. SPS Council

Todd Latham led the discussion regarding Brown Bag and Information Meetings, as well as lunch meetings and extended an open invitation to all OSC members to attend. Jim Lockard, SURS representative, will be the guest at the October meeting. Andy Small and Todd Latham will keep the members informed of upcoming dates for the meetings.

The main focus of the SPS Council this year will be:

- Benefits
- Rewards and Retention
- Newsletter
- Website
- Committee Reports
- Sabbaticals
- Temporary employees (similar to Extra Help) and how they are handled with regards to benefits

Rhonda Wybourn discussed the hiring process and the Civil Service System. Andy stated OSC and SPS need to look into and combine efforts.

#### E. Visiting Committees/Guests

None.

#### F. EAC

One voting position is needed to be filled on the Employee Advisory Committee. On Friday, September 9, 2011, the notices will be posted with the election being held on Tuesday, October 18, 2011, with voting at the Holmes Student Center as well as the Human Resources Building. Petitions are available beginning Friday, September 16, 2011. Candidates must also submit a Statement of Candidacy.

The Committee meets quarterly in January, April, July, and October. The next meeting will be held at UIUC. Finance and Facilities provides funding for an NIU car and accommodations for the one and one-half day event. NIU will host a meeting in 2012.

Guest Linda Brookhart, Executive Director for SUAA, advised everyone to carefully watch SB512 (Pensions) in the veto session (October 25-27) and SB175 (State Health Insurance Premiums for university and state retirees) as it affects everyone and to contact your legislators and representatives.

They have a proposed pilot program called “Custom Classification”.

Discussion was held regarding HB1150 (now SB1150) regarding duties of the SUCSS Merit Board.

SURS report shows assets of \$14 billion and year-to-date investment return (reported in March 2011) was 21.8%.

The new actuarial table that goes into effect July 2, 2012, will cause “lost revenue” which means employees will need to work 10 months longer to regain funds.

There are two NIU police officers up for discharge hearings.

The next EAC meeting is scheduled for Wednesday and Thursday, October 19 and 20, 2011, at University of Illinois Chicago. Council of Councils meeting will be held on Friday, October 21, 2011.

Sara Clayton expressed her pleasure with being the EAC representative for 11 years.

**G. UAC**

Did not meet.

**H. Special Events Committee**

Did not meet.

**I. FY12 Strategic Planning and Beyond**

Did not meet.

**J. APAC**

Meeting was held Wednesday, August 24, 2011. Steve Cunningham and Keith Jackson were unable to attend the meeting but hope to attend the next meeting.

The Fall CPR and First Aid training sessions dates have not been set yet.

Piloting training sessions for Powerpoint to be held in September.

Accounting practices are changing without notification which will be APAC's first priority.

If anyone has any issues to bring up with APAC, email Rachel Pierce.

**IX. Old Business**

**A. Council of Councils Contact**

Next Council of Councils meeting will be held on Friday, October 21, 2011, at UIC in Alsup.

**X. New Business**

A. Committee Reports

Don Butler stated the Parking Appeals Committee has changed to where all members meet each week but has had low number of attendees.

Jay Monteiro will put each of the Committees on a rotating schedule to give a report at the OSC meeting.

B. OSC Alternate Members

Discussion was held regarding alternate members and that SPS elects their alternates by the next highest votes. Each member has an alternate.

The OSC turned down by vote the need to have alternate members.

C. Committee for Representation

No longer to be discussed. See above.

**XI. Adjournment**

The meeting was adjourned at 11:07 a.m.

Respectfully submitted,  
Danell Nixon  
Operating Staff Council Secretary