

Operating Staff Council Minutes – September 3, 2009

Present: Stacey Bivens, Donald Butler, Sara Clayton, Marcia Dick, Linda Jennings, Jay Monteiro, Danell Nixon, Carlos Raices, Pamela Rosenberg, Andy Small, Alan Smith, Karen Smith, and Jesse Tellez

Excused: Elizabeth Buck, Gay Campbell, and Glenda Jones

Guests: Bobbie Cesarek, Tim Griffin, Robert Sorsby, and Jodi Tyrrell

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:02 a.m.

II. Roll Call

Roll Call was taken by Pamela Rosenberg.

III. Approval of Agenda

A motion was made by Linda Jennings to accept the Agenda. The motion was seconded by Danell Nixon and passed by vote.

IV. Approval of August 5, 2009 minutes

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

V. Treasurer's Report

None.

VI. Announcements/Correspondence

President Monteiro noted that the State of the University address will take place on Thursday, September 10, 2009, at 3:00 p.m. in the Altgeld Auditorium. An Ice Cream Social will follow President Peters' speech.

The Presidential Commission on the Status of Women Networking Luncheon will be held on Friday, September 25, 2009, from 11:30 a.m. to 1:00 p.m. in the Chandelier Room. Mary Crocker will be giving a lecture entitled "ReThink Recycling: The NIU Approach". Reservations are due by Tuesday, September 15, 2009.

The Supplier Diversity Fair will be held on October 7, 2009, in the Holmes Student Center Regency Room. Interested participants should contact Roselyn Snell in Human Resources.

The SURS pre-retirement planning seminar will be held on October 21, 2009. More information will be forthcoming.

Kishwaukee Hall and the adjoining radio tower have been torn down and removed.

Academic Counseling has moved to the former Wesley Foundation Building. There may be an open house soon.

Monteiro noted that there probably will be no salary increases this year. President Peters is not giving up hope, and he would like to do some sort of increase. If a raise did happen, it would be a flat 1% across the board. MAP funding has been fully funded for the fall semester by the legislature, but it has not been funded at all for the spring semester, and that will affect 5,000 NIU students. We do not know if they will be able to come back to NIU, so that affects enrollment and income, which then affects raise potential.

Monteiro reported that new veteran's benefits are also affecting the NIU budget. Through a state mandate, NIU will be responsible for covering between \$1 million and \$2 million of these benefits, so this is a cut to our budget of that amount.

Monteiro shared a flyer on H1N1 flu that the Division of Student Affairs and Enrollment Management have been posting on campus. It encourages students, faculty, and staff to remember the 3 Cs: Clean, Cover, and Contain to deal with the possible flu outbreak.

Health Services will start seasonal flu shots for students on Tuesday, September 8, 2009. They will be \$20 per student, and all college students are encouraged to have one. H1N1 flu shots will be available for students in mid-October, and the cost is not yet known. All college students should have an H1N1 flu shot as they are at the top of the list for risk of developing the virus.

VII. President's Reports

A. Board of Trustees

Did not meet. There will be a full board meeting report next month.

B. Faculty Senate

Faculty Senate met Wednesday, September 2, 2009.

Concerns about H1N1 and the policy regarding class absences was discussed. Student Affairs has issued a statement saying that if a student has the flu that they will be asked to stay home and not go to Health Services. They are asking that students not go to Health Services because if there is an epidemic, they will be overrun. Students will not be required to obtain a doctor's note to return to class. There will be leniency given for students not attending class to reduce the amount of contamination from the flu. Senate members wanted to be sure that it was clear that the

faculty still have final say as to whether or not a student has completed the requirements of the enrolled course.

Concerns about the Higher Education Reauthorization Act were discussed. Course instructors have to list all books and cost of each book and/or material for all courses. This information has to be available by the beginning of the enrollment period, so for fall 2010, it would have to be ready around the March/April time period, so any publications after that date would be unavailable to be used in class. It was discussed how this could limit the instructor from using the most recent edition of the book, and that it could hinder the students from having the most up to date information.

The Senate decided to issue a statement that agreed in theory with the Act; that it would initially help students because they would know the costs up front, but that, in the end, it would actually hurt students because they would not have the most up to date texts.

The compliance with this Act has to start for the fall 2010 semester, but NIU plans to implement for the spring 2010 semester.

C. SPS Council

SPS Council met August 12, 2009. SPS sabbaticals were discussed. They talked about the possibility of an intermittent sabbatical if the job does not allow leave for an entire semester, i.e. a reduced schedule.

D. University Council

Did not meet

E. APAC

APAC met on August 12, 2009. The Council is concerned about the new Microsoft 2007 software. They are considering doing some training sessions. If you are interested in this training, send an email to apac@niu.edu.

They also discussed the rules regarding minimum and maximum temperatures at NIU. NIU does not have a policy on the minimum or maximum degrees it has to be in a work environment. If an employee decides it is too cold or hot to work and the temperature is making them physically ill, then that person has to take sick time. If an employee is not ill, then vacation benefits must be used.

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits

A meeting was held on September 2, 2009. Dental benefits for retirees are going up to \$11.00 per month and will begin coming out of the October check.

Also discussed having a OSC Brown Bag luncheon this fall to “Meet the OSC”. This will be held on October 7, 2009 in the Blackhawk Annex from 11:30 a.m. to 1:00 p.m.

B. Elections and Appointments

All committee appointments are filled. A reminder was given that if you are a Council member, you must be on at least one committee.

C. Public Relations

A meeting was held August 27, 2009. Meetings are held the last Thursday of the month for this committee. The committee reviewed the changes made to the brochure. Donald Butler was re-elected chair of the committee. The committee discussed having Brianna Caldwell, winner of the OSC Dependent Scholarship Award, coming to today’s Council meeting.

The brochure was passed around the meeting so the Council members could review their information and be sure all contact details were correct. These brochures are handed out at all Monday morning orientation session for new Civil Service employees.

D. Visiting Committees/Guests

President Monteiro introduced and welcomed Student Association President Robert Sorsby.

Brianna Caldwell, daughter of Angie Flournory, was announced as the OSC Dependent Scholarship Award winner. Brianna is an organizational biology major and wants to become a wolf biologist after graduation. This is Brianna’s second time to win this award. Angie works in Building Services in the Rec Center and has been with NIU for 3 years.

E. EAC

Sara Clayton reported that Merit Board meeting was held on August 19, 2009. Barbara Giorgi Vella was introduced as the new NIU representative. Illinois State University and NIU both had a discharge hearing, and both employees were issued a discharge.

The Systems Office is asking for an increase in their budget for FY11. They are requesting a 7.5% increase in budget, with 5% of that for

personnel, as they can no longer rely on funding from UIUC for two doctoral student interns.

A compliance audit will be conducted by the Auditor General's Office for fiscal years 2008-2009. The final report for NIU's audit is ready.

The next Merit Board meeting will be held November 18, 2009. The next EAC meeting will be held October 21 and 22, 2009, at SIU-E. The Council of Councils will be held on October 23, 2009, at SIU-E

F. UAC

Did not meet

G. Special Events Committee

StaffFest was a success. There were 1005 attendees. Thanks to all the Council members, as well as the faculty, staff, and administrators who helped to make StaffFest a success. Pamela Rosenberg issued special thanks to Danell Nixon and Carlos Raices for all their hard work in obtaining donations for door prizes.

H. Baccalaureate Review

The final document will be released this fall.

I. Foundations of Excellence

NIU will host the second Strengthening the First Year of College Drive-In Conference on Friday, September 25, 2009. John Gardner is expected to spend an hour with just the steering committee. The midterm report is available on the web.

IX. Old Business

A. Council of Councils

The Council of Councils will be held at Southern Illinois University-Edwardsville this year on October 23, 2009.

President Monteiro received transportation cost estimates. For 16 people, a bus it would cost \$750 to drive down and back in one day, while it would cost \$720 to drive down and stay over night, but the Council would have to pay for the driver's hotel bill for the overnight stay.

Monteiro needs a list of those who want to attend so he can determine if a bus or car should be taken. Once he knows who is attending, then the overnight stay can be determined. Please email him with your interest.

B. Parking Fee Structure

Monteiro presented the letter to the SPS Council and Faculty Senate presidents. Both presidents had concerns that Parking Services would

make more money. They were also thought that it would be beneficial if those who made under \$20,000 paid nothing for their parking. Suggestions were made to make some changes that would reduce the amount of money that Parking Services would make. The discussion was deferred to the Council Benefits Committee. The letter will be reviewed and brought back with changes and suggestions.

X. New Business

A. Enrollment Management Task Force

A Council representative is needed by September 10, 2009, for this committee. The first meeting is on September 21, 2009.

Sara Clayton nominated Andy Small for the position. Linda Jennings also had interest in the position. Monteiro will submit the names of those interested to Brian Hemphill so he can choose the person who will be on the committee.

B. Holiday Break

The Administration is looking at the possibility of closing NIU from December 21-23, 2009, the days before holiday break. Employees would be asked to use vacation time to cover those days. This would save the university money by not opening the offices from December 19, 2009 through January 3, 2010.

The Council discussed the issue of forcing employees to use vacation time. The Council determined that if this is something that the administration decides to do, it needs to be announced very soon to give employees ample time to save up vacation days so they don't have to use deduct and not be paid. There was also concern about how this would affect union contracts. This may be written into the contracts, as it has been done before. These are not furlough days, as employees are being paid for them, just though benefits, i.e. vacation, comp time, or deduct.

Monteiro asked that Council members poll those worked with for their feedback on this issue and email him with those comments from constituents.

XI. Adjournment

The meeting was adjourned at 10:36 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary