

Operating Staff Council Minutes – February 4, 2010

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

Excused: Jay Monteiro

Guest: Greg Barker, Tim Griffin, Julia Spears, Jodi Tyrrell

I. Call to Order

Vice President Sara Clayton called the regular meeting of the Operating Staff Council (OSC) to order at 9:03 a.m.

II. Roll Call

Attendance was recorded by Pamela Rosenberg.

III. Approval of Agenda

A motion was made by Karen Smith to accept the Agenda. The motion was seconded by Glenda Jones and passed by vote.

IV. Approval of January 7, 2010 minutes

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

V. Treasurer's Report

Elizabeth Buck reported on the January transactions. Linda Jennings moved to accept the Treasurer's report as written. The motion was seconded by Danell Nixon and passed by vote.

VI. Announcements/Correspondence

Deadline for nominations for the Outstanding Service Award is Friday, February 26, 2010.

When Governor Quinn was at NIU on January 27, 2010, he released \$10.3 million in funds to begin the "Cole-Stevens Complex". This will be the re-purposing of Cole Hall and the upgrade to Stevens Hall, which includes the addition of a theater, scene shop, and a 400 seat lecture hall. Construction is to begin late summer of 2010, and the project is scheduled to be open for fall 2011.

February 14, 2010 will be a "Day of Reflection" for the events of February 14, 2008. At 3:00 p.m. there will be a Presentation of the Memorial Wreaths in the MLK Commons with a reception to follow in the Holmes Student Center Regency Room. At 6:00 p.m. there will be a Candlelight Vigil & Reception in the MLK Commons with a reception to follow in the Holmes Student Center Regency Room. President Monteiro will attend the Forward, Together Forward Scholarship Luncheon at 12:30 p.m. on behalf of OSC.

A card was sent to the family of Sandra Scott on behalf of OSC in sympathy of her passing.

Sara Clayton announced that the International Women's Day Luncheon will be held on March 3, 2010, in the Chandelier Room from 11:30 a.m. to 1:00 p.m.. Cost is \$15 per person. Pam Rosenberg will email the invitation to everyone on the OSC.

Marcia Dick announced that Huskie Athletics Support Fund kickoff is Saturday, February 6, 2010, at 2:00 p.m. Interested parties can renew or join.

Glenda Jones announced that February is Black History Month. She will email the information to OSC members.

VII. President's Reports

A. Board of Trustees

Did not meet.

B. Faculty Senate

Met Wednesday, January 20, 2010.

House Bill 4706 was mentioned. This is the bill that has to do with dependent tuition waivers.

President Rosenbaum called for Faculty Senate members to bring any concerns to him for future discussions, i.e. a new grading system adding +'s and -'s to grades, and having Faculty Senate more involved in budgetary decisions were suggested topics for future agendas.

It was announced that the President wanted to form a Salary Committee. Alan Smith will be representing OSC on this committee.

C. SPS Council

Met Thursday, January 14, 2010. Steve Cunningham was their guest speaker. The discussion included the following topics:

- SPS evaluations and how to seek missing evaluations from supervisors
- SPS job descriptions and keeping them updated
- Supervisor training
- Preserving SPS jobs
- SPS responsiveness to student needs
- House Bill 4706 and the number of NIU employees it would affect
 - Fall 2009
 - NIU to NIU 122
 - NIU to other 65
 - other to NIU 64

D. University Council

Met Wednesday, January 27, 2010. President Peters discussed the budget.

The state owes NIU \$60 million. The university presidents met at Chicago State, and they are working on a letter to deliver to our legislative leaders stating the case of the repercussions of the state not paying their portion to the universities and the long term effects on FY2011. The state will start next year with a \$13 billion deficit.

NIU will not be instituting furlough days for FY 2010. A hard hiring freeze is in place, except in crucial areas, which will require VP approval. There was a release of \$10.3 million for the Cole-Stevens Complex.

E. APAC

Met on Wednesday, January 13, 2010.

APAC is looking for members. Submit a letter of interest indicating why you would like to serve and what you would like to see accomplished by APAC. Meetings are the second Wednesday of the month. Supervisory approval will be required for release time. For more information contact Rose Miller 753-6034.

APAC will be offering First Aid Sessions on Thursday, March 4, 2010, and CPR on Thursday, March 11, 2010, from 1:00 until 4:00 pm in HR. For more information contact Dee Malm at 753-6033.

The 13th Annual Administrative Professionals Day Breakfast will be held on Wednesday, April 21, 2010, from 7:45 to 10:00 am in the Altgeld Auditorium.

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

Did not meet.

B. Elections and Appointments

There are 5 members whose terms expire in 2010. They are: Linda Jennings, Danell Nixon, Carlos Raices, Alan Smith, and Karen Smith. University Council will have an opening, as will the Computing Facilities Advisory Committee and the Parking Appeals Committee.

C. Public Relations

Met on January 28, 2010. We now have the OK to go forward with our OSC logo. Carlos Raices made a motion to buy a table drape with the new OSC logo on it at a cost of approximately \$300. Andy Small seconded the motion, and it passed via vote.

There are currently 6 applications for the Dependent Scholarship Award.

D. Visiting Committees/Guests

Julia Spears and Greg Barker gave a presentation at the beginning of the meeting on the National Survey of Student Engagement – Preliminary Findings – Fall 2009.

NIU students who took this survey feel relatively challenged academically and have good student/faculty interactions. NIU's benchmark was higher than other Great Lakes schools, Carnegie, and NSSE schools for academics and faculty/staff interactions. It was the same for supportive environment for seniors and active and collaborative learning environment but freshmen do not feel the same way. NIU is lagging behind others in enriching educational experiences with both seniors and freshmen.

Julia and Greg are going across campus to inform people of the results, raise awareness, and to deliver the recommendations developed from these results. These results will also be helpful when looking at ways to engage NIU students and determining ways to continue their careers at NIU. The website for this survey is: www.niu.edu/nsse.

E. EAC

There was a discussion on the wording for the proposed SURS furlough amendment. Sara passed around the proposed changes for review.

The University of Illinois-Urbana/Champaign is offering a Voluntary Separation Incentive Program for Academic Professionals and Civil Service employees where they must separate on or before August 15, 2010, but their department has to pay 50% of their salary as a lump sum with no SURS implication and cannot fill the position for one year. The person can then not work for one year for the University of Illinois. They also offer a Voluntary Retirement Program for Retirement-Eligible Tenured Faculty and other Academic Staff.

The next meeting is May 19, 2010.

F. UAC

Did not meet

G. Special Events Committee

No meeting was held. A discussion on this year's StaffFest and its implications ensued. It was decided that Pam Rosenberg would reserve the room for StaffFest for the day of the event and the day before. In addition, it was determined that it would be best to keep the event going in order to boost morale for the Operating Staff employees in this time of budget restrictions. It was also suggested to see where we can cut costs for the event while still making it a fun and worthy time for everyone.

H. Baccalaureate Review

Pam Rosenberg reported that the Task Force is breaking into three subcommittees this semester. Pam is on the Critical Thinking subcommittee. These subcommittees will be charged with developing a list of meaningful and measureable student learning objectives. More information will be forthcoming in the next few months.

I. Foundations of Excellence

No report.

J. Enrollment Management Task Force

Andy Small reported that this Task Force is breaking into five subcommittees. Andy is on the Media Marketing subcommittee with 45 other people.

K. Salary Committee

The first meeting was held Tuesday, February 2, 2010, and will meet again on Friday, February 5, 2010. Alan Smith, OSC representative for this committee, discussed the role of the committee and future meetings. At the February 5, 2010, meeting in Alan Smith's absence, Marcia Dick will represent the OSC.

IX. Old Business

None

X. New Business

A. An OSC member brought up the issue of operating staff evaluations, especially concerning the box at the top indicating if an employee is absent excessively where you mark yes or no. The member wanted to know if other offices have a policy or guidelines on "excessive absences" in their departments. There was a discussion on this topic and other items pertaining to the current evaluation form.

B. An OSC members suggested that an article be written in the *Northern Staff News* concerning benefits for employees, i.e. FMLA, sick days, vacation days, etc.

C. Update on campaign to endow the Operating Staff Scholarship. As of December 31, 2009, \$15,652.50 has been deposited into the growing to endowment account with the NIU Foundation. Individual donations account for \$14,370 of this amount, while \$1,282.50 is from payroll deductions. This 62.6% of the goal achieved.

The Committee has not been publicly soliciting contributions so as to not compete with the Faculty/Staff Campaign. They have supported this campaign through articles written for the *Northern Staff News*.

The Committee hopes to conclude the campaign at the end of December, 2010 when they expect contributions to the growing to endowment account will have reached or exceeded \$25,000.

XI. Adjournment

The meeting was adjourned at 11:00 a.m.

Respectfully submitted,
Pamela Rosenberg
Operating Staff Council Secretary