

**Operating Staff Council Meeting
Minutes 02/5/2009
Holmes Student Center Sky Room**

Present: Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick,
Linda Jennings, Jay Monteiro, Danell Nixon, Carlos Raices, Andy Small,
Brenda Smith, Karen Smith and Jesse Tellez.

Unexcused: Alan Smith

Excused: Elizabeth Buck, Glenda Jones, Pamela Rosenberg

Guests: Tim Griffin, Jodi Tyrrell, Bobbie Cesarek, Karen Baker, Angie Gutierrez-Vargas

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:07 a.m.

II. Roll Call

Roll Call was given by Brenda Smith.

III. Approval of Agenda

A motion was made to accept the agenda as amended. The motion was seconded and passed.

IV. Approval of January 8, 2009, minutes

A motion was made to accept the minutes as amended. The motion was seconded and passed.

V. Treasurer's Report

No report

VI. Announcements/Correspondence

Marcia Dick stated that the future accountants that have been helping students with taxes in the past will not be available this year. Students needing help should be advised to go to the Sycamore or DeKalb Public Libraries.

VII. President's Reports

A. Board of Trustees

No report

B. Faculty Senate

* President Paul Stoddard announced NCAA reaccreditation update will

OSC meeting – February 5, 2009
Page 2

be available for public comment soon.

- * Foundations of Excellence first -year experience survey coming out in March 2009.
- * Executive Secretary of University Council and President of Faculty Senate Paul Stoddard is serving his last year due to term limits.
- * IBHE report given by Stoddard: he discussed electronic textbooks as a possible cost -savings measure and the economy.

C. SPS Council

It was reported that Debbie Haliczzer spoke about safety on campus and the Campus Security Enhancement Act of 2008. The University is required to have a Violence Prevention Committee.

The nominees for the SPS Presidential Award for Excellence 2009 were discussed. There is a formal presentation in April.

There was a discussion on grievance procedures and a draft is being looked at. The draft will introduce termination for cause. This will be taken to the University Council for consideration.

Sabbatical leaves and the use of sabbaticals were discussed. One of the problems is having the time to be able to take a sabbatical. A survey is upcoming.

Steve Cunningham was the guest for the SPS Council. He spoke about:

- * Hiring procedures for the online programs
- * SPS evaluations
- * Job descriptions and the process of updating
- * New HR website will be on the internet second quarter
- * Salary Surveys
- * HR will be hiring a Compensation Analyst
- * Temporary SPS and benefits
- * Mandatory Supervisory training
- * Workload definition
- * Preservation of jobs

OSC meeting – February 5, 2009

Page 3

D. University Council

President Peters mentioned:

- Inauguration of President Obama
- Current budget
- Fiscal year 2010 budget
- SURS has a \$250 million dollar payment due
- IBHE importability
- New Governor of Illinois will be asking for a one- month delay in budget planning
- Still waiting for a capital budget to be passed
- Day of Remembrance
- Federal Stimulus package
- Pell Grants and possibility of raise to \$500 more each year
- \$490 million dollars going into the work-study program
- Limit of Student Loans
- University Faculty Salary Study
- Class changes
- Student evaluations

E. Remembrance Service

The February 14 Remembrance Service will be Saturday February 14, 2009. The kick-off of the day will be at 10:30 a.m. at the Convocation Center. The doors will open at 9:00 a.m. This will be called NIU Remembers: A Legacy of Character. Schedule of events can be found on the NIU website.

There will be a 3:00 p.m. presentation of a memorial wreath at the Martin Luther King Jr. Commons at the HSC.

Architectural drawings released of the Memorial Wall to be located east of Cole Hall.

The day will conclude with a Candlelight Vigil at 6:00p.m. at the MLK commons. Reception follows in the Duke Ellington Ballroom of the Holmes Student Center.

Volunteers are needed for the morning event; the hours you'll be needed are from 8:30 a.m. to 11:45 a.m. You will meet at the Convocation Center north entrance.

F. APAC

The APAC meeting was held Wednesday January 7, 2009.

* The APAC will be offering a First-Aid session on Thursday,

OSC meeting – February 5, 2009

Page 4

February 19, 2009, from 1:00 p.m. – 4:30 p.m. For more information contact Dee Malm at 815-753-2515.

- * There will be a CPR session on Thursday, February 26, 2009, contact Dee Malm at 815-753-2515 if interested.
- * The 12th Annual Administrative Professionals' Day Breakfast will be held on Tuesday, April 21, 2009, from 7:45 a.m. – 10:00 a.m. at the Altgeld Auditorium. For more information contact Rose Miller at 815-753-6033.

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits

No report

B. Elections and Appointments

The OSC Candidate Data Sheet was distributed to members by Chair Sara Clayton. After checking the sheet for changes and/or corrections, the form was unanimously approved as stands. The current OSC members whose terms end this year are:

Elizabeth Buck
Jesse Tellez
Jay Monteiro
Andy Small
Brenda Smith

C. Public Relations

At the January 29, 2009, meeting of this committee, Donald Butler was elected Chair. Committee discussed such items as: getting a new OSC logo, progress of Operating Staff handbook, and a number of scholarships that were submitted. The next meeting will be February 10, 2009, in the Blackhawk Cafeteria of the HSC.

D. Visiting Committees/ Guests

Karen Baker of Human Resources came with Angie Gutierrez-Vargas, to fill the OSC in on the latest advances in Affirmative Action:

1. What we are and what we do in Affirmative action.

The Affirmative Action Office is a place where you can file a formal complaint against discrimination in the work place. Discrimination can be against race, gender, marital status, sexual orientation or age.

OSC meeting - February 5, 2009

Page 5

2. Confidential Investigation

Affirmative Action will check into any problem an employee has. If the employee files a complaint, a confidential investigation will continue in order to see what other, if any, appropriate actions need to be taken. Sometime in the course of the investigation it may be found that there is no discrimination but inappropriate behavior has occurred. This will be dealt with appropriately. Alternatives to filing a complaint will be studied.

3. Retaliation

Some people may fear filing a formal complaint or talking to the Affirmative Action office because of retaliation or they may fear the findings may not be in their favor. The complainant will have a year to readdress complaint with the department. Retaliation will not be tolerated.

4. False Allegations

False allegations with the department will be dealt with disciplinary actions.

E. EAC

The EAC meeting was held at UIUC Campus, on January 21 – 22, 2009. They discussed the present financial situation at various campuses.

Barney Bryson was reelected as chair; Sara Clayton was reelected as vice-chair; and Julie Benedict was reelected as secretary.

Report of Director: Update of Rule Revisions, Eligible registers, Leaves of Absence, Merit Board Orders for Discharge, and Learner/Trainee Appointments.

Updating classifications: Administrative Assistants; Accountancy, Customer Service; Admissions and Records.

Legal Update: FY09—24 written up for discharge, 8 requests for hearings, and 1 pending (ISU).

The next Merit Board meeting will be February 18, 2009, at the System Office with teleconference sites as UIC, Western, and SIU-C. The next EAC meeting will be at NIU on April 16 – 17, 2009, at Barsema Alumni Center.

OSC meeting- February 5, 2009
Page 6

F. UAC
No report

G. Special Events
There is a strong possibility that StaffFest will not be held due to budgetary reasons.

H. Baccalaureate Review
No report

I. Foundations of Excellence
The Foundations of Excellence Committee has met and will divide up into nine sub-committees. There will be opportunities for volunteers to fill these committees. A ten- question computer survey will be coming out to all Faculty and Staff.

IX. Old Business

A. Parking Garage Letter

No action will be taken on the Parking Garage draft letter at this time. OSC will continue to look into parking expansion possibilities and will ask members of the Parking Committee to return to a scheduled meeting for dialog. President Monteiro asked the PR sub-committee to come up with new idea and/or suggestions and bring report back to the full Council.

X. New Business

Linda Jennings mentioned that there is no more Psychiatric Hospital service in DeKalb County.

XI. Adjournment

Meeting was adjourned at 11:07 a.m.

Respectfully submitted,
Brenda Smith
OSC Secretary

