

**Operating Staff Council Meeting
Minutes 11/06/2008
Holmes Student Center Sky Room**

Present: Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Linda Jennings, Jay Monteiro, Danell Nixon, Carlos Raices, Brenda Smith, Karen Smith, Jesse Tellez

Excused Absence: Marcia Dick, Pamela Rosenberg, Glenda Jones

Absent: Andy Small, Alan Smith

Guests: Tim Griffin, Jodi Tyrrell, Judy Burgess, Fran Pugh, Diana Grace, Nancy Schuneman

I. Call to Order

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 a.m.

II. Roll Call

Roll Call was given by Secretary 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 Minutes of the October 2, 2008, meeting

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

V. Treasurer's Report

A motion was made to accept the Treasurer's report. The motion was seconded and passed.

VI. Announcements/Correspondence

The Constitutional Convention (Con-Con) was voted down. There is some controversy about a separate ballot for the Con-Con and a lawsuit has been filed.

Human Resources Services has opened a satellite office in Swen Parson, room 110.

Networking Luncheon will be held Wednesday, November 19, 2008, from 11:30 a.m. to 1:00 p.m. in the Chandelier Room at Adams Hall. There will be a presentation that will begin at 12:05 p.m. It will describe a 3-D world called Second Life and how it is being used around the world to deliver online

OSC meeting – November 6, 2008
Page 2

courses or to enhance collaboration, networking and education. Make your reservation by November 11, 2008, by calling 815-753-0320.

There are nominations now being taken for Honorary Doctoral Degrees to be awarded from Northern Illinois University. Any person affiliated with NIU may submit a nomination. This year's nominations with the required supporting information should be submitted by Friday, December 19, 2008. The submissions need to be presented to Dean James Erman, Division of Research and Graduate Studies.

VII. President's Reports:

A. Board of Trustees
No report

B. Faculty Senate
Deborah Haliczzer talked about the Ethics Training deadline of November 14, 2008. In 2009 NIU will be responsible for developing their own Ethics Training.

Second Insurance Benefits Choice Period will be ending November 14, 2008.

Campus parking issue was discussed and they would like more blue parking at Anderson Hall.

Illinois Board of Higher Education (IBHE) has reported that Community Colleges want to be able to award four year degrees. Due to the controversy surrounding this issue, no decision has been made

C. SPS Council
Ken Zender gave an update on Legislature items and upcoming elections.

Retirement seminar was held Wednesday, November 5, 2008.

The Second Flu Shot date will be November 13, 2008, from 2:00 p.m. to 4:00 p.m. in the Capitol Room at HSC.

Founders Library has changed some rules and regulations for patrons; cell phones are now allowed and group work areas have been expanded.

D. University Council
Paul Stoddard was re-elected to the County Board.

OSC meeting – November 6, 2008
Page 3

While applications for admission were up, student attendance was down for the Fall 2008 semester at NIU. It is believed the current state of the economy is a large part of the reason for this.

Student evaluations of instructors and professors were discussed. It was agreed that the evaluations should be standardized.

- E. Administrative Professionals Advisory Council (APAC)
APAC met on Wednesday, October 8, 2008. They are offering First Aid and CPR sessions associated with the office of Environmental Health & Safety. If you're interested in these classes contact Dee Malm at 753-2515 or dmalm@niu.edu. They will resume in the New Year.

If you're replacing old computers you need to call Property Control to come and pick up the old computers.

At the APAC meeting there were suggestions discussed in coping with high gas prices. Fran Pugh and Diana Grace presented suggestions. Some of these suggestions are:

- * Allowing departments four-day work weeks or an opportunity to work at home when possible. Have one half of staff work Monday thru Thursday and have the other half work Tuesday thru Friday.
- * Extending the four-day work week to begin after classes end in May through the start of the fall semester.
- * Incentives to employees for carpooling called Rideshare. Monteiro said he could put this idea into the OSC newsletter.
- * Offering express bus service for the DeKalb/Sycamore area.
- * Four tiers of parking permits based on salaries.

- F. Remembrance Service Planning Committee
There will be a day of remembrance Saturday February 14, 2009. The committee has picked a theme "NIU Remembers-a Day of Reflection". There will be a Candlelight Vigil at 5:00 p.m. The Remembrance will start at 2:45 p.m. so that it can incorporate the 3:06 p.m. time frame. This will be held at the Convocation Center. Some of the events are:
- Art exhibit
 - Peace Room
 - Concert in the Sandburg Auditorium
 - Lunch for victim's families, Forward Together Forward Scholarship winners, students who were involved in classroom and first responders
 - Hospitality Room
 - Virginia Tech video montage

OSC meeting – November 6, 2008

Page 4

The next Remembrance Service Committee meeting is November 7, 2008.

VIII. Committee Reports

A. Personnel/Staff Developments/Benefits

No report

B. Elections & Appointments

No report

C. Public Relations

OSC Dependant Award Scholarship winners were announced and a presentation ceremony took place at the OSC meeting. This year's Scholarship winners are Briana Caldwell and Kaitlin Kubasiak. Ms. Kubasiak was unable to attend the ceremony and will receive her award at a later date.

The OSC New Members Handbook is in the process of being copied to be able to be distributed to new members.

D. Visiting Committees/Guests

Judy Burgess delivered a State University Retirement System Members Advisory Committee (SURSMAC) report. The Governor just signed a bill having a provision that says [for] any unclaimed property, a portion of the sales will go to SURS.

Con-Con has an impairment clause giving SURS a Tax exemption.

E. EAC

EAC meeting was held October 9 – 10, 2008, at Western Illinois University, Macomb, Illinois.

There was a discussion on the Learner/Trainee proposal changes.

NIU will be audited December 15 – 18, 2008. The new Auditor is Cindy Nietzel.

Legal updates: FY08 discharges procedures – 63 written discharges: 18 requested hearings; 14 settled before the hearings; three were discharged; one pending. NIU's case was settled.

OSC meeting – November 6, 2008
Page 5

NIU will host the EAC meeting on April 16-17, 2009.

F. UAC

No report.

G. Special Events Committee

No report.

IX. Old Business

A. Council of Councils

There was a question that was asked, should EAC plan the next Council of Councils? The general consensus was no.

A motion was made and seconded to have individual schools do the planning and completion of Council of Councils.

B. ID cards

Carlos Raices met with Angie Blevin and found out that there are two types of badges available. It is up to individual departments to decide on ID cards. [Set up] costs are \$35.00 and \$5.00 for loss of cards. There should be a letter sent to departments to implement the cards if it is made a university wide policy. Monteiro will write a letter to Building Services regarding concern of people who wear uniforms after they no longer work for NIU. Extra-Help need to turn in ID cards and uniform shirts after 900 hours are completed.

C. Parking Garage letter

Tabled until next month's meeting

IX. Adjournment

Meeting was adjourned at 11:02 a.m.

Respectfully submitted,
Brenda Smith
OSC Secretary

