

Operating Staff Council Minutes – November 3, 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, Karen Smith, Jesse Tellez

Excused: Alan Smith

Guests: Louise Calderone, Glenda Jones, Todd Latham, Pam Roesner, 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 Don Butler to accept the Agenda as presented. The motion was seconded by Jay Monteiro and passed by vote.

IV. Approval of October 6, 2011, minutes

A motion was made by Carlos Raices to accept the minutes as presented. The motion was seconded by Stacey Bivens and passed by vote.

V. Treasurer's Report

Elizabeth Buck reported on the October transactions. Gay Campbell moved to accept the Treasurer's report as submitted. The motion was seconded by Jennifer Ridge and passed by vote.

VI. Announcements/Correspondence

Karen Smith reminded everyone the annual Ethics Training will be due by 5:00 pm on Wednesday, November 16, 2011.

The Presidential Commission on the Status of Women will be holding a dessert reception on Friday, November 11, 2011, in the Chandelier Room of Adams Hall from 11:30 am to 1:00 pm.

Glenda Jones announced the Bursar office will close at 12:00 pm today and will be closed on Friday, November 4, 2011, to prepare to move back to Swen Parson on Monday, November 7, 2011.

VII. President's Reports

A. Board of Trustees

Meeting is upcoming.

University Benefits Committee minutes were distributed for review.

B. Faculty Senate

Susie Hill gave a report regarding their discussion of House Bill 512 as well as the grading policy issue. They are creating a new university and new faculty brochure.

C. University Council

Met Wednesday, October 5, 2011. Minutes were distributed for review.

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

Met Thursday, October, 20, 2011. The Committee discussed changing its name to Work Place Issues. A motion was made by Gay Campbell and seconded by Don Butler and was passed unanimously.

Discussion was held regarding the existing policy for differential pay for employees working nights and weekend shifts. The last policy issued by Human Resources was dated August 2, 1996. The policy will be forwarded to Joanne O'Donnell who notified the committee of her request for clarification.

Discussion was held regarding the revision to Performance Evaluations. Celeste Latham attended the meeting and stated there were certain items that were required to be included in the evaluations. The Committee will continue to work on the revisions.

Discussion continues with regards to mandatory supervisory training.

The next meeting of the Work Place Issues committee will be Thursday, November 17, 2011.

B. Elections and Appointments

A search committee is being formed for the Vice Provost position. Carlos Raices has been elected to the committee.

Jay Monteiro presented the list of 15 operating staff who will serve on the Grievance Committee List and will be forwarded to the University Council.

Heike Hofstetter was elected to the Community Standards and Student Conduct Advisory Board.

Jennifer Ridge was elected to the Student Conduct Board.

C. Public Relations

Met Thursday, October 27, 2011. Discussion was held regarding racism and prejudice on campus.

Discussion was held regarding the revisions to the OSC handbook and bylaws. Recommended changes will be presented at the next OSC meeting.

OSC group pictures were distributed.

The committee will further research and work with APAC on the tiered parking issue and get the revised details to the Parking Committee for either their December or January meeting for consideration.

Carlos Raices and Pam Roesner will present recommended changes to the OSC website at the next OSC meeting.

D. SPS Council

Todd Latham led the discussion regarding a complaint that was presented to the council regarding the charges by the OneCard office of a \$5 fee for inoperable OneCard ID as well as \$20 fee for a lost ID. The council is looking into the question as to what is done when a person leaves the university.

Work Place Issues committee discussed the rehiring of retired employees. During their 2010 employee survey of 233 people, 14% felt there was no internal promotion possibilities and possible gender discrimination. There were also issues raised regarding retirees coming back and not paying into SURS, and which also limits the possibility of bringing in new and creative people.

Todd led the discussion regarding how SPS employees must record on their timesheets what they do each day.

SPS Council holds an “after hours” tailgate of about 50 people to network.

E. Visiting Committees/Guests

F. EAC

Met October 19-20, 2011, at the University of Illinois, Chicago.

A report by Sara Clayton was distributed. Andy Small was elected as the NIU representative to replace Sara Clayton who retired.

G. UAC

Met Friday, October 21, 2011.

A report was distributed by Jay Monteiro regarding a presentation by Kathy Buettner regarding the Brand Image Survey. Kathy also displayed the NIU website that shows the Clery Act showing NIU has a safer environment than other state universities. Kathy Buettner also demonstrated the new “Rankings and Recognition” links on NIU’s website. President Peters distributed a handout of the Board of Trustee committee appointments, and led the discussion regarding the Fall Veto session.

H. FY12 Strategic Planning and Beyond

On October 13, 2011, Provost Alden sent out a memo asking for proposals to be considered for implementation in FY12 and beyond.

Glenda Jones is on the Affirmative Action Committee and stated they will have a brochure and handbook which will be a big part of the Strategic Planning.

I. APAC

Discussion was held regarding the tiered parking recommendation and the request to have the minutes of the University Council reflect APAC initiated the idea.

IX. Old Business

A. Council of Councils Meeting

The Council of Councils met on Friday, October 21, 2011, at UIC in Alsup. Five members of the NIU OSC attended.

B. Winter Holiday Schedule

A poll of OSC constituents was conducted and 85% were in favor vs. 15% opposed to two scheduled closure days Wednesday, 12/21/11 and Thursday, 12/22/11 requiring vacation utilization or taken off without pay. Andy Small will present the information to Steve Cunningham.

X. New Business

A. Committee Reports

None presented.

At our January meeting on Thursday, January 5, 2012, the OSC will be inviting Pat Siebrasse to honor her on her 50th year as an employee of NIU.

XI. Adjournment

The meeting was adjourned at 9:50 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary