

## **Operating Staff Council Minutes – December 1, 2011**

**Present:** Stacey Bivens, Donald Butler, Gay Campbell, Susie Hill, Heike Hofstetter, Linda Jennings, Danell Nixon, Rachel Pierce, Carlos Raices, Jennifer Ridge, Andy Small, Alan Smith, Karen Smith

**Excused:** Elizabeth Buck, Jay Monteiro, Jesse Tellez

**Guests:** Tim Griffin, 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 Gay Campbell to accept the Agenda as presented. The motion was seconded by Stacey Bivens and passed by vote.

**IV. Approval of November 3, 2011, minutes**

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

**V. Treasurer's Report**

No report. Discussion was held regarding renewing the OSC food and beverage contract with the Holmes Student Center for 2012. Recommendations were given to include hot tea and reduce the amount of decaf coffee. A suggestion to possibly have one full breakfast per calendar year was discussed. Carlos Raices will discuss this with the Holmes Student Center catering department.

**VI. Announcements/Correspondence**

Andy Small circulated the agenda from the Committee on Resources, Space, and Budgets which met November 8, 2011. Discussion was held regarding the pension bill and if passed, the number of retirements would increase significantly and whether there was a plan in place to fill faculty and staff positions. Also distributed was information regarding pensions and retirement.

Discussion was held regarding how many administrators, faculty, and staff are employed at NIU, how have those numbers changed over the last two decades, and how decisions are made about adding/reducing the number of positions.

Jay Monteiro will be working with the different campus committees to schedule reports from each committee at a future OSC meeting.

The Huskies Den will be closed starting December 2, 2011, until after winter break for renovations and asbestos removal.

Carlos Raices stated the Vice Provost search committee will meet on December 6, 2011, in Altgeld.

Karen Smith led the discussion regarding the Ethics Training and stated there were numerous faculty members who did not complete the on-line training. The process for those not completing the training is a disciplinary letter in their personnel file followed by possible fines or termination.

Alan Smith led the discussion concerning campus safety and the fact recent events have been isolated between a few people. Public Safety is also increasing their police force by four additional officers which brings the total to 72 squad personnel plus the four new employees being sent to the academy. He requests anyone seeing or hearing anything suspicious should contact Public Safety immediately.

## **VII. President's Reports**

### **A. Board of Trustees**

Meeting is currently being held. Andy Small distributed minutes from the Board of Trustees Academic Affairs and Finance and Facility meeting held on November 10, 2011.

### **B. Faculty Senate**

Andy Small read the Faculty Senate meeting report from November 16, 2011, prepared by Jay Monteiro. The report included the amount of funds still owed to NIU by the State of \$23.8 million for FY11 and \$36 million for FY2012 as well as \$11 million for MAP for the fall of 2011.

Also included was a report by the Student Association and their concerns regarding the lack of a student grievance policy as well as the \$35 per credit hour Bond Fee applied to all students.

### **C. University Council**

Met November 3, 2011. Minutes were distributed for review which included a report from the OSC, SPS Council and Faculty Senate. A University Council meeting was held on November 30, 2011.

## **VIII. Committee Reports**

### **A. Workplace Issues**

Met November 17, 2011. Guest JoAnne O'Donnell, with ITS, led the discussion regarding two staff members who should be entitled to shift differential pay. Rhonda Wybourn will talk with ITS management regarding the issue. The current policy will be reviewed at a future date.

The committee will continue to work on the revisions to the Performance Evaluation form. Discussion was held regarding the two-day holiday extension and the policy to be able to borrow from future vacation if necessary. The next

meeting of the Workplace Issues committee will be held on Thursday, January 19, 2011.

B. Elections and Appointments

No report.

C. Public Relations

Met November 17, 2011. Discussion was held regarding the OSC Constitution and Bylaws. A copy of the proposed changes were distributed for discussion. The committee will continue to work on the recommended changes. The next scheduled meeting will be held on Thursday, December 15, 2011, at 9:00 a.m.

D. SPS Council

Supportive Professional Staff minutes from the October 13, 2011, meeting were distributed. Some of the items discussed included updating their website, news publication similar to the Northern Staff News, mandatory supervisor training, and tiered parking. Also distributed was the pilot e-marketing program information by Kathy Buettner.

E. Visiting Committees/Guests

None.

F. EAC

No report.

G. UAC

Discussion was held regarding pension reform and the need for staff to continue to write letters.

H. FY12 Strategic Planning and Beyond

Jennifer Ridge led the discussion regarding \$6 million for strategic planning and the decision there were too many criteria which is being presented to the Council of Deans to have the criteria reduced down to three rankings – Impact, Benefit, and Return on Investment.

I. APAC

Rachel Pierce led the discussion regarding being short two members due to retirement. Individuals interested in being on the committee should send a letter to Rose Miller. Also discussed were the issues regarding communication and Accounting policies. A follow-up letter is being sent to Keith Jackson and Barb Seldal.

**IX. Old Business**

A. Winter Holiday Schedule

Andy Small discussed with Steve Cunningham the need to have more advance notification. Andy Small was requested to talk with Steve Cunningham regarding early notification on whether or not there will be summer hours in 2012.

**X. New Business**

**A. Committee Reports**

Susie Hill presented a report on the Unity and Diversity Committee and the fact there is low attendance to committee meetings. The Committee is requesting proposals from organizations asking for \$250 that is available to assist with projects, etc. The next meeting will be held on Thursday, December 8, 2011.

Andy Small led the discussion regarding Pat Siebrasse's 50<sup>th</sup> year with NIU in 2012. Andy will discuss with APAC and possibly collaborate with them for a special recognition.

Andy Small will continue to work with Coach Doeren on scheduling a future OSC meeting at the Yordon Center.

Andy Small will talk with the SPS Council regarding their Code of Ethics and bring it up for discussion at the next OSC meeting in January.

**XI. Adjournment**

The meeting was adjourned at 11:20 a.m.

Respectfully submitted,  
Danell Nixon  
Operating Staff Council Secretary