

**Operating Staff Council Meeting  
Minutes 03/05/2009  
Holmes Student Center Sky Room**

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

**Guests:** Tim Griffin, Jodi Tyrrell, Karen Villano, and Clair Williams

**I. Call to Order**

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 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 February 5, 2009, minutes**

A motion was made to accept the minutes as written. 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**

Monteiro mentioned that on Wednesday March 11, 2009, from 9:00 a.m. to 12:00 p.m. NIU Central Stores will be holding their 10<sup>th</sup> Annual Office Supplies Expo. This will be held at the Capitol Room at the Holmes Student Center.

The OSC Candidate Data Sheet has been distributed. The Council has been asked to encourage our co-workers to run for the OSC Council.

Andy Small mentioned an e-mail sent by LaRonda Thuestad to the OSC, she mentioned storage space for StaffFest. The Council decided to store all StaffFest items at Pamela Rosenberg's office at Williston Hall.

**VII. President's Reports**

**A. Board of Trustees**

No report.

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**B. Faculty Senate**

- \* University Council meeting will meet Wednesday, March 25, 2009, in the Heritage Room at the HSC
- \* National Collegiate Athletic Association (NCAA) reaccreditation rough draft is being finalized. There will be forums held the beginning of April; nothing formally has been set up yet.
- \* Report given on new grading system and the deadline of turning in grades. The Faculty Senate is concerned about documenting student attendance dates and getting in grades before the deadline.
- \* Nominations for President of Faculty/Senate and Executive Secretary University Council were taken; Alan Rosenbaum and Kendall Thu were nominated, elections will take place in April.
- \* Nominations for the Faculty/ SPS Advisor position are being taken.

**C. SPS Council**

- \* Sabbatical issues for SPS people
- \* SPS elections.

**D. University Council**

University Council meeting was held February 18, 2009, at this meeting President Peters mentioned:

- \* 2/14 Remembrance Service
- \* Budget
- \* Federal Stimulus Bill
- \* Student financial Aid increase
- \* Pell Grants increase
- \* Amended academic calendars
- \* Middle-class tax credits
- \* Research Grants
- \* 400 million going for infrastructure.

**E. Remembrance Service**

The 2/14 service titled NIU Remembers: A Legacy of Character, was held and was described as a very touching tribute. Many events were held throughout the day including a video montage, art gallery display and candlelight vigil. A luncheon was held where the Forward, Together

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Forward Scholarship winners were announced and the therapy dogs were on campus again this year.

F. APAC

APAC meeting was held February 11, 2009. Steve Cunningham and Al Mueller were present and they talked about recent issues dealing with:

- \* Purchase and reimbursements
- \* Procurement cards
- \* 12<sup>th</sup> Annual Administrative Professionals' Day breakfast on Tuesday, April 21, 2009, in Altgeld Auditorium from 7:46 to 10:00 a.m.

**VIII. Committee Reports**

A. Personnel/Staff Developments/Benefits

Committee met March 4, 2009. They discussed:

- \* The Quality Care insurance letter, dealing with the slowness of insurance companies paying their bills. In some cases doctors and dentists are requiring patients to prepay.
- \* Annuitants' Associations contributions to State Universities Annuitants Association (SUAA) Action
- \* AFSCME Council 31 is asking for donations for their Political Action Committee.

B. Elections

There are five OSC positions that will be up for election this year. The deadline is March 31, 2009.

C. Public Relations

The Public Relations Committee met February 10, 2009. They went over the eight applications for the 2009 OSC Dependant Scholarship Awards. The winners are Brittany Tody and Briana Caldwell. The scholarships will be awarded at a later date.

The regular monthly meeting was held February 26, 2009. They discussed their goals, procedures, and clarifications for the future of the committee. Some plans are for the OSC handbook update and a logo change for the OSC.

D. Visiting Committees/Guests

Karen Villano from HSC Catering came to discuss the upcoming "How Green Really Works" Conference. The conference will be held Wednesday, July 29, 2009, from 8:00 a.m. to 4:00 p.m. at the HSC. Deborah Popely is the keynote speaker. There will be green menu planning with Greg Christian. Tours of three organic local farms;

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The HO- KA Turkey Farm in Waterman, Waterman Winery and the Heritage Prairie Market will be included in the conference. For more information contact Karen Villano at kvillano@niu.edu.

Clair Williams gave an Endowment Scholarship update. 31% of the goal of NIU employees giving one dollar a pay period has been met. Between July 1, 2008 and January 31, 2009, there were seventeen gifts given for a total of \$3,750.00. So far the following fundraising activities have been held:

- \* PowerPoint presentation at StaffFest in August of 2008
- \* Article appeared in Northern Today in September of 2008
- \* Mass mailing in October 2008 to all Operating Staff
- \* Personal solicitations
- \* Article appeared in the December 2008, OSC newsletter
- \* Link on OSC website.

Future fund raising activities will include:

- \* Personal letters to likely donors
- \* Article will appear in the March 2009, OSC newsletter
- \* PowerPoint slide presentation with handouts at the OSC Booth at the Wellness Fair on March 25, 2009
- \* Blast e-mail to all operating staff employees
- \* Foundation will be mentioning the Endowment Scholarship fundraising at the Annuitants' meeting this coming June 2009

Currently there is an estimated \$7,000 in the Endowment Fund with a goal of \$28,000. We have until June 28, 2011, to meet this goal.

#### E. EAC

The next EAC meeting will be held at NIU on April 16 – 17, 2009, at the Barsema Alumni Center.

#### F. UAC

No report

#### G. Special Events Committee

No report

#### H. Baccalaureate Review

No report

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I. **Foundation of Excellence**

A survey was sent to all faculty and staff February 23, 2009, that will be finished by March 27, 2009

**IX. Old Business**

No report

**X. New Business**

The Wellness Fair will be held Wednesday, March 25, 2009, from 10:00 a.m. to 3:00 p.m. at the Duke Ellington Ballroom at the HSC. There will be the OSC booth with drawing gifts and a 50/50 raffle.

**XI. Adjournment**

The meeting was adjourned at 10:15 a.m.

Respectfully submitted,  
Brenda Smith  
OSC Secretary