

**Operating Staff Council Meeting  
Minutes 04/02/2009  
Holmes Student Center Sky Room**

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

**Excused Absence:** Gay Campbell, Danell Nixon and Pamela Rosenberg

**Guests:** Tim Griffin, Jodi Tyrrell, Al Mueller, and Tom Krepel

**I. Call to Order**

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:08 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 written. The motion was seconded and passed.

**IV. Approval of March 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 as written. The motion was seconded and passed.

**VI. Announcements/Correspondence**

NIU Art Museum newsletter was received and passed around.

Latino Law Student Association is having a collection for Easter baskets for twenty nine children. Latino Law Student Association collections will be at different campus locations until April 7, 2009.

CHANCE Ice Cream Social is April 14, 2009

Networking Luncheon will be held April 24, 2009, from 11:30 a.m. to 1:00 p.m. in the Chandelier Room, Adams Hall. Debbie Haliczzer and Sharon Howard will be speaking.

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Friendship Abloom Luncheon will be April 15, 2009, at the Regency Room in the HSC from 11:30 a.m. to 1:00 p.m.

Founders Library is doing a focus group on use of the library. A forum will be held sometime in April 2009. Marcia Dick will email OSC members with more information.

April 19, 2009, Outstanding Women Student Awards will be given out and invitations to this event have been sent out.

**VII. President's Reports:**

There are concerns with the budget issue in State of Illinois. There is \$12.4 billion in deficit. Governor Quinn's proposed budget includes:

- \* Contributions to SURS: Governor proposes bumping up amount that employees contribute to SURS 2%. This would be from 8% to 10%
- \* Retirement age change to match Social Security age
- \* Retirement to be averaged over the last eight years worked, rather than the last four years.
- \* Pension payable only if you're alive. No survivor benefits to be paid
- \* Cost of living for retirees 3% based on original retirement amount not compounded or ½ of inflation whichever is smaller

Rally Day in Springfield will be Wednesday, April 22, 2009, starting at 10:30 a.m. There is a possibility of a bus traveling to Springfield. There will be more information to follow.

Monteiro mentioned that another way we can fight these changes is to contact our State Representatives. He reminded members to not use NIU resources.

A Sub-Committee was created and volunteers agreed to meet and strategize on the best method to use in order to get the word out about the proposed changes to SURS. The volunteers are:

Andy Small	Karen Smith
Sara Clayton	Jodi Tyrrell
Marcia Dick	Jay Monteiro

**A. Board of Trustees**

President Peters discussed:

- \* Budget
- \* University Foundation
- \* True North \$150 million goal. There are fifteen months left of campaign with \$141 million already raised

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Action items:

- \* Increase of student fees by 5%
- \* Room and board up by 12%
- \* Updating Grant North dormitory
- \* Renovation to MLK Commons at HSC
- \* Easement for Peace Garden at Cole Hall
- \* New degree programs
- \* Amendment to FMLA leaves

B. Faculty Senate

- \* Budget issues
- \* Jan Rintala announced GPA for student athletes have gone up past 3.0
- \* Possibility of Spring Break at NIU to coincide with DeKalb area schools

C. SPS Council

- \* Budget issues
- \* Discussion about required signatures on SPS tuition waivers
- \* Parking fees 2009 – 2010 will stay the same
- \* Working titles vs. HR titles in the PeopleSoft systems needs to be the same

D. University Council

- \* Budget issues
- \* The subject of online evaluations for instructors was tabled

E. APAC

12<sup>th</sup> Annual Administrative Professionals' Day breakfast will be on Tuesday, April 21, 2009, in Altgeld Auditorium from 7:45a.m. to 10:00 a.m. Registration is open until April 10, 2009.

**VIII. Committee Reports**

A. Personnel/Staff Developments/Benefits

No report

B. Elections and Appointments

Currently there are five openings with eight people running.

C. Public Relations

No Public Relations report. OSC Dependent Award Scholarship winner Brittany Tody, received scholarship at OSC meeting.

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- D. Visiting Committees/Guests – Al Mueller and Tom Krepel  
Tom Krepel, Assistant to President Peters spoke to OSC about participation and assistance in the athletics certification process for the institutional reaccreditation for intercollegiate athletics. Krepel suggested that people visit the NIU homepage and then log onto Intercollegiate Athletics and look for the NCAA logo. This link will allow the NIU community to give suggestions, ask questions, and give feedback. This self study is based on three Operating Principles (OP):
- \* Government rules and compliances
  - \* Academic integrity
  - \* Gender diversity and general student well being

There will be three different forums on campus:

1. Wednesday, April 8, 2009, at the HSC Illinois Room from 11:30 a.m to 1:30 p.m.
2. Thursday, April 9, 2009, at Barsema Alumni and Visitor Center from 4:00 p.m. to 5:30 p.m.
3. Thursday April 9, 2009, at Barsema Alumni and Visitor Center from 6:00 p.m. to 9:00 p.m.

The deadline for this self study will be May 1, 2009. All feedback needs to be in by April 22, 2009, to meet this goal.

Al Mueller came to the OSC to talk about the NIU Procurement (P- Card) Program. It is a Visa purchasing card through Bank of America.

#### Purpose

- \* To assist purchasing small items
- \* Necessary and appropriate for university work

#### Who has a card

- \* Chief Procurement Officer and designees
- \* Faculty or staff
- \* Authorized people by department head
- \* Vice President
- \* Someone who has had P-Card Training
- \* Be trustworthy

P-Card cannot be used if it benefits cardholder or has an appearance of being used for a personal purchase.

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Reviews cardholder by P-Card Liaison

- \* Monthly review
- \* Signs off monthly transaction fee
- \* Responsible for Transaction file

P-Card Administrators

- \* Approve applications and limits
- \* Trains and advises cardholders
- \* Reviews

Card Limits

- \* \$5,000 single transaction
- \* \$10,000 multiple purchases monthly
- \* Limits may be changed

Sample types of purchases

- \* Airfare
- \* Conference registration
- \* Equipment
- \* Membership dues
- \* Office furniture
- \* Office supplies not in storage
- \* On-line purchases
- \* Limousines
- \* Reference material
- \* Software

Prohibited P-Card usage

- \* Alcohol
- \* Back order items
- \* Weapons and ammunition
- \* Cash advances
- \* Food
- \* Fines or late fees or penalties
- \* Gift cards
- \* Personal items
- \* Contractual issues such as leases, rentals, contracts, and service agreements

Information is on NIU website for obtaining P-Card.

E. EAC  
No report

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F. UAC

No report

G. Special Events Committee

No report

H. Baccalaureate Review

Focus group will meet directly after next month's OSC meeting May 7, 2009.

I. Foundations of Excellence

No report

**IX. Old Business**

No information has been released on four day workweek for the summer.

**X. New Business**

Benefits Choice Fair will be held Thursday, April 30, 2009 at the HSC Regency Room from 10:30 a.m. to 2:00 p.m. OSC will have a booth. Special events committee will work on this.

**XI. Adjournment**

Meeting was adjourned at 11:00 a.m.

Respectfully submitted,  
Brenda Smith  
OSC Secretary