Minutes  
Operating Staff Council  
July 2, 2015  
Sky Room – 9:00 a.m.


Absent: Nancy Brown, Angie Gutierrez-Vargas, John Hulseberg, Yvette Lubbers, David Smith

Guests: Robin Andersen, Brian Berchtold, Andrew Bjerken, Brett Coryell, Deborah Haliczer, Sarah Klaper, Jessi Lorang, Andy Peccarelli, Andy Small, Rhonda Wybourn

I. Call to Order  
President Jay Monteiro called the regular meeting of the OSC to order at 9:10 a.m.

II. Roll Call  
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda  
A motion was made by Carlos Raices to accept the agenda. The motion was seconded by Patricia Liberty-Baczek and passed by unanimous vote.

IV. Approval of June 4, 2015, Minutes  
A motion was made by Holly Nicholson to accept the minutes as amended. The motion was seconded by Victoria Nay and passed by unanimous vote.

V. Treasurer’s Report  
The treasurer’s report was given by Elizabeth Buck. It was noted there was an ad hoc checking account at the NIU Credit Union with a balance of $1,144.84 listed on the report. Andy Small explained that this money had been donated by employees to be used to fund transportation for people to go to Springfield to lobby for state employee benefits. Victoria Nay felt that the money should not be moved to an NIU account because NIU could take it. It was suggested that a Foundation account would be much better so the money could not be touched. The funds will be put into the appropriate type of account.
VI. Visiting Committees/Guests
Vice-President for Information Technology and Chief Information Officer Brett Coryell and Chief Information Security Officer Andrew Bjerken attended the OSC meeting. Bjerken started out with a brief mention of the controversy that enveloped NIU in August 2014, of filtering students’ access to online materials. He then gave a presentation about the proposed Acceptable Use Policy of the NIU network regarding information, computing, and computing resources. The policy applies to all staff, students and faculty. He mentioned numerous principles: academic freedom applies; network resources should be used in a legal, ethical, responsible manner; using the network resources must not cause loss of service or risk the university’s reputation; all members of the NIU community are aware of this policy and are subject to consequences. Bjerken also covered what is considered authorized use of the NIU network by clarifying that use should be consistent with NIU’s mission. He also explained that his office does not usually screen employees’ network use. However, if a security risk or degradation to the network has been discovered via routine monitoring, the Information Security Office may investigate an employee’s network use. In the event that a supervisor or department head would like disclosure of an employee’s messages and files, they may do so provided they follow the proper channels.

VII. Announcements/Correspondence
President Jay Monteiro announced that Barbara Andree is not retiring and will be staying on OSC.

Andy Peccarelli passed around information sheets regarding Governor Rauner’s push for cuts to health care benefits which would apply to all state employees. These cuts would amount to making the Affordable Care Act into a Bronze Plan, forcing employees to pay for 40% of their premiums.

VIII. President’s Report
A. Board of Trustees
   The Board met June 18, 2015. A number of items were approved by the Board including tenure and promotion for several faculty members, approval of annual expenses and approval of interim deans.

B. Faculty Senate
   Did not meet

C. Supportive Professional Staff Council (SPSC)
   Deborah Haliczer reported that the newly elected SPS Council representatives started at the July 1, 2015, meeting. The council is planning for a leadership seminar.
D. University Council
Did not meet

IX. Committee Reports
A. Workplace Issues
Will continue to look at surveys gathered after the “Steer Your Career” workshops. They were quite successful and it is very likely they will be offered again.

Ad hoc Employee Morale
The next meeting will be held July 30, 2015, in room 303 in the Holmes Student Center.

B. Elections and Appointments
Elections for Operating Staff Council officers were held. Secretary Stacey Bivens ran the election since Vice-President Carlos Raices was called away from the meeting. The results were:
President          Holly Nicholson
Vice-President    John Hulseberg
Secretary          Stacey Bivens
Treasurer          Zach Bohn
Parliamentarian   Jay Monteiro
The Council still needs to elect an extra voting member to attend University Council meetings. Also, the sign-up sheet for OSC subcommittees was passed around the room. Every OSC member is required to serve on at least one subcommittee.

C. Public Relations
Did not meet

D. Employee Advisory Committee (EAC)
EAC’s next meeting will be held July 16-17 at the University of Illinois in Chicago. A search committee has been formed to find a new director for the State Universities Civil Service System since the retirement of Tom Morelock. Three of the seven members of the search committee are from the University of Illinois.
Andy Small gave some background information about EAC, and some of the issues that the Merit Board has been working on currently. These include: Limiting language: The current accepted view is that all positions are Civil Service until determined to be SPS. There is a proposal to remove this limiting language so universities can classify jobs however they wish.
Rule of Three: Employers can interview applicants with the top three scores rather than just the top three applicants. This would result in a larger applicant pool. This is being voted on in Springfield.

Out of State Recruiting: There is a proposal to allow out of state recruiting for some job classifications to increase the applicant pool, affecting some 600 job titles.

Specialty Factors: Some job descriptions could be revised to include a specialty factor. For example, on some campuses a job might require foreign language fluency, which would be included in the job description as a specialty factor.

Two-year Audit Cycle: There is a proposal to change the job classification audit cycle from a two-year to a three-year cycle.

Andy was reelected as Chair to the EAC and did not seek reelection to OSC.

E. University Advisory Committee (UAC)
   Did not meet

F. Administrative Professionals Advisory Council (APAC)
   Robin Andersen announced that Diana Grace, a former recipient of the Outstanding Service Award, has retired. Robin also shared that APAC attended a Program Prioritization presentation.

X. Old Business
   A. Civil Service Advisor Position
      Andy Small shared a draft of the Operating Staff Personnel Advisor position. He has been working on it with Karen Baker, but she was unable to attend the OSC meeting. Several people at the meeting suggested that Celeste Latham would be a good source of information.

XI. New Business
   A. Legislative Committee
      It has become increasingly clear to members of the Public Relations subcommittee that another subcommittee needs to be formed to handle all the editing needed for the OSC constitution and bylaws. The committee was finding that most of the PR meeting time was being taken up with editing, leaving little time for public relations work. The OSC Legislative Committee would be concerned about the constitution and bylaws of the OSC. A motion was made by Holly Nicholson to create a Legislative Subcommittee. The motion was seconded by Pam Roesner and passed by unanimous vote.
B. StaffFest
   Takes place Thursday, August 6. Karen Smith estimates that approximately 900 people will attend StaffFest, which will cost around $8100. Invitations will go out via e-mail.

XII. Adjournment
   The meeting was adjourned at 12:47 p.m.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary