

3-20-2007

LOSAC Minutes 2007-03-20

Library Operating Staff Advisory Committee

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Minutes of the regular meeting of the LOSAC committee

Tuesday, March 20, 2007

1:30 p.m.

Room 409

Present: Stacey Bivens (Chair), Mona Strausberger (Vice-Chair), Susan Kapost (Secretary), Angie Schroeder (LAC rep), Joan Metzger (Historian), Pat Arne, Sherry Lee Patterson, Marcia Dick, guest – Operating Staff Council representative

Old Business:

Approval of Minutes

The minutes of 2/20/07 were approved.

Archival Review

The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:

2/20/07 Agenda

2/20/07 Minutes

New Staff Email Updates

The personnel list was updated.

Dean Search Committee Update

Mary Munroe asked that everyone be strongly encouraged to attend, any and all, possible dean candidate sessions. There are two sessions scheduled specifically for the library operating staff:

Sohair Wastawy - Thursday, March 29th, at 2:55-3:45pm in the FML staff lounge

William Garrison – Tuesday, April 3rd, at 1:15-2:00pm in the FML staff lounge

In addition, we will be able to attend the open forums scheduled:

Sohair Wastawy - Thursday, March 29th, at 11:00-11:50am, Altgeld Hall 315

William Garrison – Wednesday, April 4th, at 11:00-11:55am, Altgeld Hall 315

Susan Kapost will be sending out an email reminders about these sessions.

Also, in the interest of impressing the two candidates, it would be a good idea if we tidy up our work areas. And for this one time, LOSAC will be responsible for cleaning the staff lounge kitchen.

Other

Due to a question regarding the proposed re-keying of the library, the interim dean clarified that the necessary paperwork has been submitted to Key Control. Though any further plans have to wait for Key Control to sign off on the project, it is expected that a task force will be convened to determine who will need what keys.

New Business

LAC meeting, March 2, 2007

Interim Dean's report:

- at the Provost's request, a scholarly forum, including representatives from each college and two from LAC, was created to discuss initiatives
- the references for the dean's search candidates are being checked and the interviews are expected to take place at the end of March or beginning of April
- the reconfiguration of the public workstations was explained
- the creation of the Scholar's Den was announced
- the library re-keying project was announced; there are approximately 1000 keys in circulation and therefore every door will be re-keyed
- library signage has been reviewed and will be updated
- the card catalog is being removed from the library
- the privacy policy requires that a valid reason, a court order and NIU's legal office must be involved in the process in order to see someone's records
- the library's entrance seating area has been remodelled
- the use of the social security numbers must be discontinued by 2008, so the library will replace the use of the SS# with the 17 digit number located at the bottom of the One Card; more information should be available by fall 2007
- the Circulation Policy is being revised

Marcia Dick, Operating Staff Council representative

Calendar announcements:

- March 28th – Wellness Fair, Holmes Student Center Ballroom/Capitol Room, 10am-3pm
- April 25th – Lobby Day, Springfield, IL
- May 3rd – Benefits Choice, 10am-3pm
- May 10th – 38th Annual Operating Staff Service Awards Banquet, 5:30–9pm
- August 2nd – StaffFest in the Duke Ellington Ballroom

Supplemental raises:

From the Operating Staff Council December 14, 2006 meeting minutes:

“All employees will get the 1% mid-year increment and (Rachel)Turner handed out a list of classes who will get the additional 1% supplemental increment. Supplements were based on looking at the averages of the salary ranges statewide and comparing it to NIU. A total of 832 Operating Staff and 441 SPS positions will get the additional 1%.”

Bottomline, those classifications who did not receive a supplemental raise were not considered to be as “needy” as those who did receive one. LOSAC will continue to monitor any future raise omissions.

Information pertinent to operating staff is available at:

<http://www.sucss.state.il.us/> (State Universities Civil Service System)

<http://www.surs.com/homepage.surs> (State Universities Retirement System of Illinois)

One recent change from the State Universities Retirement System of Illinois is the following:

ACTUARIAL RESULTS
01/08/2007

The SURS Board adopted the results of the recent five year study presented by the SURS actuary. These results may cause a slight decrease in the amount provided by the Money Purchase formula. The change in factors will affect retirements that begin on or after September 2, 2007. The Estimator on the SURS Member Website has been updated to calculate retirements after this date using the **new factors**. The **old factors** are also available for review.

Other

Meeting was adjourned at approximately 3:56pm

Our next meeting is scheduled on April 17, 2007 at 1:30pm in room 409.

Respectfully submitted,
Susan Kapost, Secretary