Operating Staff Council Meeting
Minutes 01/08/2009
Holmes Student Center University Suite

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

Guests: Tim Griffin, Jodi Tyrrell, and Bobbie Cesarek

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 December 11, 2008, minutes
A motion was made to accept the minutes as amended. 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
Carlos Raices mentioned that the HSC is hosting a Bridal Expo at the Duke Ellington Ballroom, January 11, 2009, from 11:00 a.m. to 4:00 p.m. There will be over 40 exhibitors.

Jodi Tyrrell mentioned that the State University System Audit Team was here December 15 – December 18, 2008. She mentioned that they have not reported back their findings.

Marcia Dick passed around a handout from the NIU Athletics Department about the graduation success rate among our athletes. Our team came in with a success rate of 73%.

VII. President’s Reports
A. Board of Trustees
   No report
B. Faculty Senate  
   No report  

C. SPS Council  
   No report  

D. University Council  
   No report  

E. Remembrance Service  
   Committee has now picked a title for the day, NIU Remembers: A Day of Reflection. Some of the events are:  
   * Candlelight Vigil at 5:00 p.m.  
   * Art exhibit  
   * Peace room  
   * Concert in Sandburg Auditorium  
   * Video montage set to NIU Choir  
   * Forward Together Forward Scholarship winners’ announcements  
   * Counselors will be around campus all day  
   
   The opening ceremony will be starting at 10:30 a.m. at the Convocation Center. The next Remembrance Committee meeting will be held January 22, 2009.  

   Marcia Dick reported that the Community Quilt will be on display starting Friday, January 16, 2009, on the fourth floor in Founders Library.  

F. APAC  
   No report  

VIII. Committee Reports  
A. Personnel/Staff Developments/Benefits  
   No report  

B. Elections and Appointments  
   There are two new members on the Elections and Appointments committee: Andy Small and Jesse Tellez. The next meeting is scheduled to follow the OSC meeting today.  

C. Public Relations  
   Nancy Schuneman resigned as Chair of Public Relations committee; committee will convene shortly to elect new chair.
D. Visiting Committees/Guests
   No report

E. EAC
   EAC will meet January 22 – 23, 2009, at Champaign/ Urbana. The April 16 – 17, 2009, meeting will be held here at NIU.

F. UAC
   No report

G. Special Events Committee
   No report

H. Baccalaureate Review
   Baccalaureate Review Committee will do focus groups in the spring.

I. Foundations of Excellence
   The next meeting is scheduled to be held January 8, 2009; this committee is reviewing the NIU freshman experience for students. There will be a faculty/staff survey coming out in the near future.

IX. Old Business
A. Parking Garage letter
   During the December OSC meeting a rough draft of a letter that was distributed at an earlier meeting to be sent to the Parking Committee was discussed. The draft will be discussed at the February 2009, OSC meeting.

B. ID Badges
   President Monteiro met with Debra Bryant, Assistant to Associate Vice President, Finance & Facilities, Operations, to discuss issues dealing with ID badges and personal identification on campus. Ms. Bryant and associates have gone to each area of Finance and Facilities, Operations, within their scope to see what is being done with security. A verbal survey has been conducted among directors of the Operations division and Ms. Bryant is waiting to hear from all the Directors.

X. New Business
A. Grant Information
   There is a change in retaining grant monies on campus. For example: if a department received a grant and did not use the total amount of money given
during the time period of the grant, the department would need to return the money to the grantor. The money cannot be used during the last month of the grant period.

B. Inventory Control
   NIU departments are now being charged to send surplus equipment to Springfield: i.e. old outdated computers, the charge is $39.00 for each surplused computer. Department’s will need to be aware of this charge, since it will have an impact on their budget.

XI. Adjournment
   Meeting was adjourned at 10:00 a.m.

Respectfully submitted,
Brenda Smith
OSC Secretary