Operating Staff Council
Minutes – July 12, 2012

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Susie Hill, Heike Hofstetter, Kallie Mashare, Jay Monteiro, Danell Nixon, Rachel Pierce, Carlos Raices, Jennifer Ridge, Andy Small, Alan Smith, Karen Smith

Guests: Randi Kennedy, Derek Gibbs and Collin Bredeson from Feed ‘em Soup

I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 AM.

Guests Randi Kennedy, Derek Gibbs and Collin Bredeson from Feed ‘em Soup explained what their organization does for the community by providing homemade meals at no cost. Meals are served the 2nd and 4th Wednesdays of every month from 5:00 PM to 7:00 PM. All workers are volunteers and if anyone is interested can sign up on their website. The cost to serve each meal is between $600 to $700. Donations of cash, gently used clothing and household needs are always accepted.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Susie Hill to accept the Agenda as presented. The motion was seconded by Carlos Raices and passed by vote.

IV. Approval of June 7, 2012, minutes
A motion was made by Don Butler to accept the minutes as presented. The motion was seconded by Susie Hill and passed by vote.

V. Treasurer’s Report
Elizabeth Buck presented the Treasurer’s report. A motion was made by Carlos Raices to accept the Treasurer’s Report as presented. The motion was seconded by Stacey Bivens and passed by vote.

VI. Announcements/Correspondence
A sign-up sheet for scheduled duties for StaffFest was distributed.

A report from Tim Griffin was presented. A new Ombudsman has been chosen and has been invited to the September 6, 2012, meeting.

A report from the SUCSS Merit Board was circulated. The audit team is scheduled to be on campus beginning January 13, 2013.

Jay Monteiro discussed the need for help with articles for the Northern Staff News. The Public Relations Committee will form a sub-committee to publish the Northern Staff News.

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

C. University Council
   No report.

VIII. Committee Reports
A. Workplace Issues
   The Committee met in June and decided on the dates for FY13 meetings. Karen Smith will work with Nancy Apperson and Deb Haliczer to set up a Brown Bag seminar on Workload/Workflow in the month of September. Linda Jennings officially retired the end of June with Amy Polzin accepting the vacant position. No meeting is scheduled in July. The next meeting will be held on Thursday, August 16, 2012.

B. Elections and Appointments
   Election results for Officers were:
   President – Andy Small
   Vice President – Heike Hofstetter
   Secretary – Danell Nixon
   Treasurer – Elizabeth Buck
   Parliamentarian – Stacey Bivens

C. Public Relations
   Don Butler stated the Committee met last week, however, there were only three members in attendance. The Committee will meet in August.

D. SPS Council
   No report.

E. Visiting Committees/Guests
   See above.

F. EAC
   The next meeting is scheduled for next week at Illinois State.

G. UAC
   No report.

H. APAC
   No report.

IX. Old Business
Discussion was held regarding Tiered Parking. Rose Miller from Human Resources has requested the Parking Committee supply the number of parking passes issued for each classification level.

Discussion was held regarding increasing vacation accrual for hourly employees from 50 days to 56 days which is still in Human Resources.
Discussion was held regarding the number of Operating Staff Council shirts to order and was determined to order shirts on an as-needed basis.

StaffFest door prize collections were discussed. So far, 651 individuals have returned their form to attend. All OSC members are to meet at the Holmes Student Center Ballroom at 9:00 AM on Thursday, August 2, 2012. Recommendations were made on how to improve the placemat for the tables.

Discussion was held regarding the use of the OSC logo.

X. New Business

No meeting will be held in August due to StaffFest. The next scheduled meeting will be on Thursday, September 6, 2012. Andy Small is looking into having an OSC meeting at the New Res Hall in September or October.

Heike Hofstetter will schedule FY13 OSC meetings and have it placed on the NIU calendar.

Finance and Facilities will be holding a 3K walk from 11:00 AM to 1:00 PM and from 2:00 PM to 4:00 PM on Tuesday, July 17, 2012. They are accepting monetary and canned good donations.

XI. Adjournment

The meeting was adjourned at 10:45 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary