I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:20 AM.

Presentations were made to Tim Griffin and Pat Siebrasse on their retirement for their many years of service with NIU.

Acknowledgements and certificates were awarded by Andy Small as follows:
   A. Don Butler for being the Chair of the Public Relations Committee, for the presentation items for Tim and Pat, for revising the Bylaws and Constitution
   B. Carlos Raices for being the Chair of the StaffFest Committee
   C. Danell Nixon for taking meeting minutes who acknowledged Stacey Bivens for taking the minutes when unavailable.
   D. Elizabeth Buck for being the Treasurer
   E. Gay Campbell for being the Chair of the Workplace Issues Committee, changing the name of the committee, revising the Staff Evaluation form
   F. Jay Monteiro for being the Vice President and Election Committee Chair, for being the acting President when needed, and being the Editor of Northern Staff News

Andy Small introduced Kallie Mashare from Kinesiology and Physical Education as the newest member of the Operating Staff Council.

II. Roll Call
Attendance was recorded by Danell Nixon.

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

IV. Approval of May 3, 2012, minutes
A motion was made by Gay Campbell to accept the minutes as presented. The motion was seconded by Jennifer Ridge 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
There were none.

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
   Danell Nixon reported the committee met on Thursday, May 17, 2012, and discussed the need to have Andy Small send an email to all Operating Staff reminding them to contact their legislators regarding pension issues. Also mentioned was the fact the Benefits Choice period will be extended as the vendor choices had not been confirmed. Suggestions were made with regards to articles in the Northern Staff News such as information on the revised Performance Evaluation form, Pat Siebrasse interview, information from APAC and upcoming events. It was also suggested to distribute the newsletter as well as notices online in lieu of paper copies with the need to contact the departments for those that require paper copies. The committee is also looking into a request from a constituent regarding retirement and return to work “rules” as well as the Tiered Parking issue.

B. Elections and Appointments
   Jay Monteiro stated the nominations for Officers are as follows:
   - President – Don Butler, Jay Monteiro, Andy Small (Danell Nixon declined)
   - Vice President – Stacey Bivens, Don Butler, Heike Hofstetter, Jay Monteiro, Carlos Raices, Andy Small (Linda Jennings, Danell Nixon, Jennifer Ridge declined)
   - Secretary – Stacey Bivens, Danell Nixon
   - Treasurer – Elizabeth Buck
   - Parliamentarian – Stacey Bivens (Karen Smith declined)

C. Public Relations
   Don Butler stated the committee met last week regarding the upcoming StaffFest, Operating Staff budget and how to obtain funds, update to the Bylaws and various concerns. Discussion was also held regarding how SPS operates with 24 representatives and 24 alternates, nominations for committees as well as new member orientation held in July, and the production of an Annual Report.

D. SPS Council
   Todd Latham stated SPS held a seminar through Employee Wellness to help staff through the mass retirement that is going to take place and on how better to serve students. All Operating Staff are welcome to attend any SPS events. It was discussed the fact that it generally takes at least 30 days to hire a new employee. A
suggestion was given to send out information to all Operating Staff encouraging them that we will all make it through this difficult time.

E. Visiting Committees/Guests
   See above.

F. EAC
   No report.

G. UAC
   No report.

H. FY 12 Strategic Planning and Beyond
   Thirty-one initiatives were selected. This will be removed from future agendas.

I. APAC
   Rachel Pierce led the discussion regarding the Tiered Parking issue and their recommendations had gone to the Councils for their support. They are waiting for the actual number of parking passes issued. They have a concern regarding the cost of the reserve spaces. Other issues mentioned were the two vacancies on their council and the vacation accrual for exempt employees they are waiting to be approved. It was also announced the CommuniVersity phonebook will no longer be physically published but will continue to be available online and any concerns and/or suggestions are to be submitted to Cindy Phillips. Concerns of the Council of Deans is the issue of vendors not being paid on a timely basis. Also being discussed is the proper procedures in order to get requests processed through Accounting.

   Rhonda Wybourn brought the StaffFest flyer for everyone to review and make comments and/or changes.

VIII. Old Business
   None.

X. New Business
   None.

XI. Adjournment
   The meeting was adjourned at 11:45 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary