Operating Staff Council
Minutes – January 5, 2012


Excused: Donald Butler, Gay Campbell, Alan Smith

Guests: Tim Griffin, Todd Latham, Rhonda Wybourn

I. Call to Order
President Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

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 Karen Smith and passed by vote.

IV. Approval of December 1, 2011, minutes
A motion was made by Jennifer Ridge to accept the minutes as presented. The motion was seconded by Stacey Bivens and passed by vote.

V. Treasurer’s Report
Elizabeth Buck reported on the December transactions. A request was made by Karen Smith with regards to obtaining information as to the funding level for the scholarship program. Linda Jennings moved to accept the Treasurer’s report as submitted. The motion was seconded by Karen Smith and passed by vote.

VI. Announcements/Correspondence
Karen Smith notified the council that Sue Manlove from the History department had passed away over the holidays. A memorial is being set up.

Carlos Raices distributed a flyer on the upcoming Bridal Expo to be held at the Holmes Student Center Duke Ellington Ballroom on Sunday, January 15, 2012, from 11:00 am to 4:00 pm with a theme of “Singing in the Rain”.

A report of the SPS Council by Donna Smith dated December 15, 2011, was circulated for review as well as the 2010-2011 Faculty Development and Instructional Design Center Annual Report.

CarlosRaices distributed copies of the Holmes Student Center refreshment menus. Discussion was held regarding whether to change the existing Council meeting menu. Carlos will work with Karen Villano.

Andy Small announced he will be on NIU’s Mission Statement Task Force.
Andy Small talked with Pat Siebrasse regarding her upcoming 50th anniversary with NIU which will be in June. Plans are still pending.

Karen Smith will be checking into who is required to take the online Open Meetings Act test.

Andy Small received an email from Virginia Cassidy regarding the need to have an OSC representative on the regular ten-year comprehensive accreditation evaluation by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools. A volunteer is needed by Wednesday, January 11, 2011. Stacey Bivens volunteered to be a member of the Commission and will determine if she will need assistance from other council members.

Andy Small distributed an E-mail from Gay Campbell and discussion ensued regarding quorum requirements.


VII. President’s Reports
A. Board of Trustees
   Andy Small distributed minutes from the Board of Trustees’ Academic Affairs, Student Affairs and Personnel Committee as well as the Finance, Facilities, and Operations Committee meetings held on November 10, 2011.

B. Faculty Senate
   Andy Small distributed the Faculty Senate meeting report from December 15, 2011, prepared by Jay Monteiro.

C. University Council
   Andy Small distributed minutes from the University Council meeting held on November 30, 2011.

VIII. Committee Reports
A. Workplace Issues
   Did not meet. The next meeting of the Workplace Issues committee will be held on Thursday, January 19, 2011.

B. Elections and Appointments
   No report.

C. Public Relations
   Met Wednesday, December 21, 2011. A second reading was conducted regarding the OSC Constitution and Bylaws. A copy of the proposed changes were distributed for discussion. The committee is asked to incorporate the recommended changes into the document and bring back the revised document to the February 2, 2012, OSC meeting.
The Operating Staff Council Outstanding Service Award request for nominations will be sent out in the month of January.

D. SPS Council
Todd Latham gave an overview of the SPS Council meeting. They have asked all SPS committees to give a report to the full Council at least every 6 months.

Other items discussed were the rehiring of employees after retiring and gender bias in hiring.

Dr. Brian Hemphill attended the SPSC meeting to discuss the State Civil Service System’s charge of 50 procedure violations in the SPS position hiring practices. They are looking into SPS positions at NIU that could possibly need to be changed back to Civil Service positions. Andy Small will be meeting with Dr. Hemphill in January to discuss further. Rhonda Wybourn was asked to bring to the next OSC meeting additional information on the violations.

Other items discussed were SPS is looking into the possibility of having an SPS Dependent Scholarship Award, the Student Grievance Policy should be set up under their own Code of Ethics, and they are waiting on more information on tiered parking fees.

E. Visiting Committees/Guests
None.

F. EAC
No report.

G. UAC
No report.

H. FY12 Strategic Planning and Beyond

I. APAC
Did not meet.

IX. Old Business
A. Potential Safety Forum
Andy Small led the discussion regarding safety issues on campus. The Student Association is working on getting other areas involved in coming up with ideas.
No timeframe has been set.

X. New Business
A. Committee Reports
No reports.
The Northern Staff News is scheduled to be published this month. The OSC were requested to ask staff members if they have any information they would like included in the newsletter to let Jay Monteiro know.

XI. Adjournment
The meeting was adjourned at 10:35 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary