Operating Staff Council
Minutes – February 2, 2012

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Susie Hill, Heike Hofstetter, Linda Jennings, Jay Monteiro, Carlos Raices, Jennifer Ridge, Karen Smith

Excused: Gay Campbell, Danell Nixon, Rachel Pierce, Andy Small, Jesse Tellez

Guests: Tim Griffin, Rhonda Wybourn

Others: Peggy Simonds

I. Call to Order
Jay Monteiro (acting president) called the regular meeting of the Operating Staff Council (OSC) to order at 9:05 A.M.

II. Roll Call
Attendance was recorded by Stacey Bivens (acting secretary).

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

IV. Approval of January 5, 2012, minutes
A motion was made by Susie Hill to accept the minutes as presented. The motion was seconded by Karen Smith and passed by vote.

V. Treasurer’s Report
There was no treasurer’s report given since there were no expenses shown on summary reports as of February 2, 2012.

VI. Announcements/Correspondence
The Wellness Fair takes place March 28, 2012. The Operating Staff Council will be participating and Andy Small, OSC President, has sent in our application.

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
   Karen Smith and Stacey Bivens presented the draft of the evaluation form the Workplace Issues committee has been working on. There were several comments and questions including:
1. Could a page be added for extra comments at the time of the evaluation?
2. Could the form be cut down to one page?
3. Why is a new evaluation form being considered?
4. Is there a deadline for a change to another evaluation form?

It was remarked that some employees have not been evaluated in years. It is hoped that a new evaluation form will encourage supervisors to regard it as a useful tool, and conduct evaluations consistently and with care. Karen and Stacey encouraged anyone with comments to contact Gay Campbell, Chair of the Workplace Issues committee prior to February 16, the committee’s next meeting.

B. Elections and Appointments
There was no meeting of this committee.

C. Public Relations
Don Butler reported that the deadline for the Civil Service Dependent Scholarship applications were February 1, 2012. Four applications were received.

D. SPS Council
No report.

E. Visiting Committees/Guests
Peggy Simonds from Alumni Services attended the meeting to share with us very positive information from NIU Athletics. Eleven teams have 3.0 or better grade point averages, and there are 21 All – MAC recipients. NIU now has a new Cross- Country coach. Over 4.1 million households watched the NIU Huskies football team play in the Go-Daddy.com Bowl game. Ms. Simonds reported that Jeff Compher, Director of NIU athletics, supports academic success in all NIU athletes, and, in athletes with a strong academic background, foster a relationship with the Honors Program. Mr. Compher wants to win more MAC games, and encourage Life Skills programs among NIU athletes. Athletics will be conducting surveys to assess fans’ game day experience.

F. EAC
No report.

G. UAC
No report.

H. FY 12 Strategic Planning and Beyond
No report

I. APAC
An e-mail sent to Andy Small was circulated so that all Operating Staff Council members present could read it. There were several suggestions
included: that the OSC newsletter be sent out electronically, include operating staff comings, goings and deaths in the newsletter, mention issues regarding accounting paperwork. It was also announced that APAC needs to fill two vacancies. If anyone is interested, the contact person is Rose Miller. APAC meets once a month.

IX. Old Business
SPS Position Violations
Due to time constraints, Rhonda Wybourn’s report on SPS position violations was tabled until OSC’s March 1, 2012, meeting.

X. New Business
Code of Ethics
Karen Smith noted that civil service, SPS and faculty all have a code of ethics, but the language is different in each one. For example, the civil service code doesn’t contain the word “harass.” Karen pointed out that OSC might want to change/add things to the civil service code. Jay Monteiro suggested that the Council discuss the issue briefly, then take it to the Workplace Issues committee. Tim Griffin added that there were no faculty or staff code of ethics when he arrived at NIU in 1991 and it seems that students are held to a more stringent standard than we are. Karen suggested the idea of an overall statement that would cover all civil service, SPS, and faculty. Jay suggested that Karen ask Andy to take the idea to UAC. Karen mentioned that the civil service code, as it stands now, could be mailed to all operating staff as a reminder. Carlos Raices suggested that a copy of the code be placed in new employee orientation packets.

XI. Adjournment
The meeting was adjourned at 10:20 A.M.

Respectfully submitted,
Stacey Bivens
Acting Operating Staff Council Secretary