Operating Staff Council
Minutes – March 1, 2012

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Gay Campbell, Heike Hofstetter, Linda Jennings, Danell Nixon, Rachel Pierce, Carlos Raices, Jennifer Ridge, Andy Small, Karen Smith, Jesse Tellez

Excused: Susie Hill, Jay Monteiro, Alan Smith

Guest: Tim Griffin

I. Call to Order
Danell Nixon (acting president) called the regular meeting of the Operating Staff Council (OSC) to order at 9:03 A.M.

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

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

IV. Approval of February 2, 2012, minutes
A motion was made by Carlos Raices to accept the minutes as presented. The motion was seconded by Jennifer Ridge and passed by vote.

V. Treasurer’s Report
There were no expenses shown on summary reports as of February 2, 2012. Elizabeth Buck receives a quarterly report on the Operating Staff Dependent Endowed Scholarship. The account shows a $30, 934.09 balance, but shows an expendable balance of $2714.48 for FY 2012, and an expendable balance of $291.10 (estimated) for FY 2013. Since the fund is endowed, a balance of $25,000 must be maintained; the interest earned is what is used to fund the scholarships. Jennifer Ridge asked what would happen if someone wanted to donate to the fund. In that case, the money would go to the Foundation, and not directly to the Dependent Scholarship.

A motion was made by Gay Campbell to accept the Treasurer’s Report as presented. The motion was seconded by Linda Jennings and passed by vote.

VI. Announcements/Correspondence
It was announced that Tim Griffin, the Ombudsman, will be retiring this summer. A determination will be made whether to hire another person to fill this role. OSC members were encouraged to send their opinions on supporting the Ombudsman position to Karen Smith. Linda Jennings and Andy Small offered their official support.

The Wellness Fair takes place March 28, 2012, and the Operating Staff Council will be participating. A sign-up sheet was passed around so that OSC members could choose a time to be at our table.

Carlos Raices announced that the Presidential Commission on the Status of Minorities will be holding its annual Friendship Abloom Luncheon on Wednesday, April 11, 2012.
On Wednesday, March 7, 2012, President Peters will be holding a town hall meeting to discuss pensions. The meeting will take place in the Carl Sandburg auditorium, but will also be recorded so that employees can listen to the meeting at a later time.

The April 5, 2012, meeting of the OSC will be held in Lincoln Dining at Lincoln Hall.

VII. President’s Reports
A. Board of Trustees
The Trustees’ meeting was at the same time as the OSC meeting. Andy Small was able to attend the last part of the OSC meeting to share with us what was discussed at the Board of Trustees meeting. This included raises and the copier contract for ITS. Summer hours were not specifically discussed, but Andy Small said that we should be prepared for their implementation.

Also discussed was campus safety, particularly in the parking areas. In fall semester, an NIU employee pulled into a parking space, then passed away. When people came to assist her, they found that the nearest blue call box was not working. All call boxes around campus were checked, and it was found that many were inoperable. Since then, all have been repaired. There was discussion to send representatives to the next Parking Committee meeting on April 5, 2012.

B. Faculty Senate
No report.

C. University Council
No report

VIII. Committee Reports
A. Workplace Issues
The committee is still working on a draft of a new evaluation form for NIU operating staff. Stacey Bivens will send a copy of the latest draft to each OSC member.

B. Elections and Appointments
No report.

C. Public Relations
There were four applicants for the Civil Service Dependent Scholarship, but the PR committee has had to hold off on awarding the scholarships. The committee is discussing whether or not to increase the dollar amount of the scholarships, or increase the number of scholarships. With an estimated balance of just $291.10 for FY 2013, OSC discussed whether it would be legal to put the 50/50 earnings into the OSC’s credit union account to cover lean years. It is preferred that all monies be used.

D. SPS Council
No report.
E. Visiting Committees/Guests
   No reports.

F. EAC
   No report.

G. UAC
   No report.

H. FY 12 Strategic Planning and Beyond
   This committee met only once, and there has been no recent report.

I. APAC
   Rachel Pierce reported that the tiered parking issue appears to be at a stand-still. The numbers needed to move this along don’t seem to be available. It was discussed that Andy Small would be the appropriate person to obtain the numbers needed to continue the tiered-parking discussion. Also, documentation on accounting issues is still needed. It was also announced that APAC needs to fill just one more vacancy. If anyone is interested, the contact person is Rose Miller. APAC meets once a month.

IX. Old Business
A. SPS Position Violations
   With Rhonda Wybourn on vacation, her report on SPS position violations was tabled until OSC’s April 5, 2012, meeting.

B. Code of Ethics
   The OSC committee members worked on the wording and phrasing of this document. Karen Smith will send a draft to OSC members for further editing if needed.

X. New Business
A. Operating Staff Constitution
   Heike Hofstetter handed out a copy of the OSC constitution that contained proposed changes. OSC members were asked to look at the changes in order to discuss them at the April 5, 2012, meeting

XI. Adjournment
   The meeting was adjourned at 10:55 A.M.
   Respectfully submitted,
   Stacey Bivens
   Acting Operating Staff Council Secretary