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

Excused: Patricia Liberty-Baczek, Amy Polzin

Guests: Sarah Klaper, Todd Latham, Alan Rosenbaum, Rhonda Wybourn

I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:10 a.m.

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 Karen Smith and passed by vote.

IV. Approval of October 4, 2012, minutes
A motion was made by Stacey Bivens to accept the minutes as presented. The motion was seconded by Gay Campbell and passed by vote.

V. Treasurer’s Report
Elizabeth Buck presented the Treasurer’s report. A motion was made by Jay Monteiro to accept the Treasurer’s Report as presented. The motion was seconded by Rachel Pierce and passed by vote.

VI. Announcements/Correspondence
Andy Small distributed reports from Online Programming, Faculty Senate meeting minutes, Faculty Development Annual Report, University Council meeting minutes, and the OSC pictures.

Alan Smith stated NIU crime is down and the NIU Police Department is working closely with the DeKalb Police Department. They are receiving calls from parents inquiring as to the safety on campus. They are continuing to work on the perception of the safety at NIU.

VII. President’s Reports
A. Board of Trustees
The Board of Trustees will meet Thursday, November 8, 2012.

B. Faculty Senate
Alan Rosenbaum stated the following items were being focused on by the Faculty Senate: formal procedures for students’ grievances in conjunction with all NIU Councils; +/- grading system was sent back to the undergraduate committee for further review; a 24 member committee was being formed beginning November 8, 2012, for the search for a new President and asked the OSC to elect an OSC member
to be on the committee; three at-large faculty were nominated to the Advisory Committee.

C. University Council
Minutes were distributed for review.

VIII. Committee Reports
A. Workplace Issues
The Committee met on Thursday, October 18, 2012.

Karen Smith stated there were 20 people at the Brown Bag luncheon “Doing More with Less” on Tuesday, October 23, 2012.

Discussion was held regarding the idea of forming a “pool” of staff members who would be interested in volunteering to help fellow employees who are on disability or FMLA to assist with such items as lawn work, housekeeping, etc., similar to Huskies Helping Huskies. Greg Brady informed Karen Smith we would have to meet with Risk Assessment to determine liability issues.

The proposed 2013 University holiday schedule was discussed. It was suggested that Andy contact Steve Cunningham to request notification be sent to all employees in January, 2013, if it is decided December 23, 2013, closure will be a “mandatory use of vacation day”.

Discussion was held regarding whether a Civil Service survey would be conducted. It was suggested to review the SPS survey on their website. A motion was made by Rachel Pierce and seconded by Carlos Raices and passed by vote to begin drafting questions for a survey.

Andy Small led the discussion regarding the Materials Management employees situation. He met with Steve Cunningham, Deborah Haliczer and Eddie Williams who met with a “work group”. The students are scared and angry and remaining staff are overwhelmed. Sarah Klaper is working with the various groups. A suggestion was made if anyone has close ties with those involved, maybe a phone call expressing support would be helpful. It was also suggested we invite Administrators to a meeting to give us an update and explain how it was handled and how situations such as this would be handled in the future.

B. Elections and Appointments
Danell Nixon nominated and Gay Campbell seconded a motion to elect Andy Small to be on the President’s search committee and passed by vote. It was suggested to ask our constituents what they are looking for in a new President and give our suggestions to Andy Small by November 8, 2012.

C. Public Relations
Don Butler distributed pictures taken at the last Operating Staff Council meeting and asked each member to mark which picture they preferred.
The committee met on Thursday, October 25, 2012, with six members in attendance. They will be tabling the Bylaws until the next meeting. Carlos Raices was elected Co-Chair.

The Northern Staff News was discussed on how to make it more interesting and the need to form a committee to work on it. Carlos mentioned a possible interview with Jesse Rangel and the fact he is training for a marathon. Other suggestions were “Fast Facts” and an APAC corner.

D. SPS Council
Todd Latham stated their issues are the same as University Council. They reduced their ethics statement down from three pages to two pages; agreed to a dependent scholarship program; have had numerous Council members resign; and are working on the student grievance process. There will be a farewell reception for Scott Peska who will be leaving NIU to go to Waubonsee. Todd Latham was elected to the Presidential Search Committee.

E. Visiting Committees/Guests
None.

F. EAC
Andy Small stated they met last week at Northeastern University. The Systems Audit will meet with Rhonda Wybourn in Human Resources to discuss Civil Service versus Supportive Professional Staff positions.

They are looking to modify the testing program. Currently the top three names on the register are available but looking to possibly changing it to the top three scores which could provide additional names if there are tied scores.

The Merit Board regulates Civil Service versus SPS. They will return January 8 – 11, 2013.

A presentation was given by Larry from SURS stating there could be pension reform (reduction) during the “lame duck” session in January. If there is reform reduction, it would be retroactive to include retirees. Currently, retirees receive 3% COLA and paid health care, however, the pension reform may be asking to choose either the 3% COLA or their health care. The pension reform proposition will be on the November 6, 2012, election ballot and it is recommended to vote “NO”. You can go to the Annuitsants’ website for additional information.

G. UAC
Andy Small stated they met Monday, October, 22, 2012. The State of Illinois still owes NIU $12 million from FY12 and we have not received any of the $9 million MAP funding this year nor any funds for FY13. The mass transit contract is up for renewal as well as the cable TV for the residence halls. The Higher Learning Commission consists of nine sub-committees.

H. APAC
Rose Miller will try to schedule an APAC member to attend the OSC meeting each month to give us an update on their committee.
IX. **Old Business**

A. **Council of Councils**
   The 15th Annual meeting was held on Friday, October 26, 2012, at Northeastern University with a theme of “Putting Unity Back in Community” and was attended by Stacey Bivens, Danell Nixon, Andy Small, and Alan Smith. Stacey Bivens stated it was an emotional day and consisted of group building exercises. She suggested an idea she heard from another university was to contact each new employee to welcome them to NIU and maybe offer to have coffee with them as well as invite them to the next Operating Staff Council meeting.

B. **Tiered Parking**
   Dave Long, Parking Committee Chair, stated the committee is revisiting the Tiered Parking recommendation.

X. **New Business**
   Carlos Raices stated there are voting booths set up in the Galley Lounge through Saturday, November 3, 2012, for early voting as well as to register to vote. You must bring a picture I.D.

XI. **Adjournment**
   The meeting was adjourned at 10:45 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary