Operating Staff Council
Minutes – December 13, 2012

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

Guests: Sarah Klaper, 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
An addition to the Agenda under New Business was the January 2, 2013, closure. A motion was made by Amy Polzin to accept the Agenda as presented. The motion was seconded by Stacey Bivens and passed by vote.

IV. Approval of November 1, 2012, minutes
A motion was made by Carlos Raices 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 Rachel Pierce to accept the Treasurer’s Report as presented. The motion was seconded by Jay Monteiro and passed by vote.

VI. Announcements/Correspondence
Discussion was held regarding the NIU Huskies football team to play in the Discover Orange Bowl on January 1, 2013, and how great it is for the University.

Carlos Raices distributed a flyer regarding the upcoming Bridal Expo with a Blue Hawaii theme to be held on Sunday, January 13, 2013, in the Duke Ellington Ballroom at the Holmes Student Center from 11:00 am to 4:00 pm.

Patricia Liberty-Baczek announced there will be an LGBT Ally training for faculty, staff and students and to go to their website for additional information and to sign up online.

Rhonda Wybourn announced the auditors will be on campus beginning January 7, 2013.

Andy Small distributed reports from the SPS Council, Faculty Senate, SUCSS 61st Annual Report, University Benefits Committee, and the University Council. He also distributed the Pension Reform letter from Steve Cunningham, SPS Dependent Scholarship Award flyer, and the Outstanding Women Student Award nomination information with a deadline of December 20, 2012, for 2012-2013.
Discussion was held regarding the EAC Merit Board update with Rhonda Wybourn to provide additional information regarding the Exemption issue. Also discussed were the University Academic Policy Committee and the +/- grading system.

Doris Macdonald, Associate Professor in the Department of English, will be attending the OSC February 7, 2013, meeting to discuss NIU’s re-accreditation self-study and the Higher Learning Commission site visit March 3-5, 2014.

Karen Smith announced a change to staff W-2’s which will include how much was paid for health insurance. She stated it was not taxable at this time.

Alan Smith stated the NIU Police Department is continuing to keep the campus secure and will have an additional five people who will be graduating from the Police Academy. He also mentioned there are a lot of people going to the Orange Bowl in Miami.

VII. President’s Reports
   A. Board of Trustees
      The Board of Trustees met on Thursday, December 6, 2012, and consisted of an 84 page report. Discussion was held regarding the Orange Bowl and how proud everyone was of the team.

   B. Faculty Senate
      Minutes were distributed for review.

   C. University Council
      Minutes were distributed for review.

VIII. Committee Reports
   A. Workplace Issues
      The Committee met on Thursday, November 15, 2012.

      Gay Campbell stated there would be a draft forthcoming from Karen Smith on the Huskies Helping Huskies project.

      Jennifer Ridge will be drafting an OSC survey for the Council’s review.

      Heike Hofstetter will be drafting a welcome letter to be sent to new employees for the Council’s review.

      Rhonda Wybourn will be providing an update on the Employee Evaluation Form currently on Steve Cunningham’s desk. Andy Small mentioned the need to get the numerous pending items off of Steve Cunningham’s desk.

   B. Elections and Appointments
      None.
C. Public Relations
Don Butler stated the committee met last month and worked on the revisions to the Bylaws. They will be meeting Thursday, December 20, 2012, and hope to finalize the changes.

D. SPS Council
Minutes were distributed for review.

E. Visiting Committees/Guests
None.

F. EAC
Andy Small stated there are concerns regarding the SPS positions and the Systems Audit.

Rhonda Wybourn explained the “demonstration project” in 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.

G. UAC
Andy Small stated there are six people on the committee which consists of the three Council Presidents as well as three faculty members who meet on an as needed basis.

H. APAC
Patricia Liberty-Baczek stated APAC is looking to change their “surplus” website page to show one page for “free” items and one page for “minimal cost” items to alleviate confusion.

IX. Old Business
A. Tiered Parking
Dave Long, Parking Committee Chair, stated the committee is revisiting the Tiered Parking recommendation and will provide their decision after their meeting to be held today, December 13, 2012.

X. New Business
A. Discussion was held regarding the possibility of closing NIU and requiring staff to take a vacation day on Wednesday, January 2, 2013, in honor of the NIU Huskies playing in the Orange Bowl. Official notification from Human Resources is expected this week or the first of next week.

XI. Adjournment
The meeting was adjourned at 10:30 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary