I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order.

Andy Small introduced the newest council members, Dave Long and Patricia Liberty-Baczek.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
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 September 6, 2012, minutes
A motion was made by Carlos Raices to accept the minutes as presented. The motion was seconded by Jay Monteiro and passed by vote.

V. Treasurer’s Report
Elizabeth Buck presented the Treasurer’s report. Thelma Holderness was the winner of the 50/50 drawing at StaffFest. A motion was made by Don Butler to accept the Treasurer’s Report as presented. The motion was seconded by Jennifer Ridge and passed by vote.

VI. Announcements/Correspondence
None.

VII. President’s Reports
A. Board of Trustees
The Board of Trustees met Thursday, August 30, 2012. Meeting minutes were distributed. To learn more about Vision 2020, go to the NIU website.

B. Faculty Senate
No report.

C. University Council
No report.
VIII. Committee Reports

A. Workplace Issues

The Committee met on Wednesday, September 26, 2012. Gay Campbell was re-elected as Chair of the committee. The meeting schedule for the remainder of FY13 was determined.

Discussion was held regarding the Annual Benefits Committee Report. Deborah Haliczer will be invited to the February 28, 2013, Committee meeting to update us on the benefits.

Kallie Mashare resigned from the Committee.

A draft of the Brown Bag luncheon flyer called “Doing More with Less” to be held Tuesday, October 23, 2012, from 12:00 pm to 1:00 pm in the Holmes Student Center Blackhawk Annex was discussed. The flyer will be sent out to all Operating Staff.

The proposed 2013 University holidays schedule was discussed. December 23, 2013, closure is proposed to be a “mandatory use of vacation day”. The Committee agreed notification to all NIU staff should be sent as early as possible.

Discussion of items the Committee would like to accomplish in FY13 included an online survey of all Operating Staff asking their opinions regarding the Awards Banquet, newsletter, etc. The Committee will invite Matt Volk to the October meeting to discuss how the survey is conducted. Deb Haliczer mentioned the SPS website has results of their survey conducted every four years.

Ethics training will be held from October 16, 2012, through November 14, 2012.

Alan Smith led the discussion regarding the Clery Report and the fact the NIU Police have hired additional officers and are working closely with the DeKalb Police Department to reduce the number of incidents.

B. Elections and Appointments

Two new employees have been elected to the Operating Staff Council – Dave Long, Security and Guest Services Manager at the Holmes Student Center, and Patricia Liberty-Baczek, Center Administrative Assistant at the LGBT Resource Center.

All Committee openings have been filled.

C. Public Relations

Don Butler stated the Committee met on Thursday, September 27, 2012, however, there were few members present.

Committee meeting dates were scheduled.

The OSC website was discussed and determined the new background color would be beige. It was also proposed to purchase Creative Suites Standard software package to upgrade the website, however, a vote of the Council members turned
down the proposition. A motion was made to use Cascade which is used campus-wide and has free training. The motion was passed unanimously.

D. SPS Council
Minutes from the last meeting were circulated. Items discussed:
- Ethics update
- Survey being updated
- SPS dependent scholarship
- 10/23/12 luncheon with Matt Streb (there is a fee for lunch)
- Brown bag luncheon – Technology – Ipad and MobileApp at the Holmes Student Center in November
- Have had several resignations (approximately 2 per month)

E. Visiting Committees/Guests
Tom Morelock led the discussion regarding the audit findings. He also stated a new demonstration project started in July with eight or ten classifications being listed in an “applicant pool”. Working on a joint project with UIC looking at SPS versus Civil Service classifications. Currently doing training for the process with Human Resources staff. Discussion was held regarding penalties for employing Annuitants. Exemptions audit report – looking to amend this rule as suggested by JCAR to the Merit Board.

Steve Cunningham discussed working with Tom on updating the testing and hiring processes. Encouraged everyone to attend the State of the University address by President Peters. The issues currently are budgets and regulations. Pension reform – activity will pick up probably in January. President of Chancellors wants to impact the design of the bill. Leadership opposes pension reform as presented. It will happen but hope to make less damaging. Health insurance is included. Everyone will have to absorb the change. Compliance policies (Ethics training and DCFS Mandated Reporter Status). Steve stated he appreciates the OSC. Andy asked about mandatory supervisory training and the OSC still feels it is important.

F. EAC
No report.

G. UAC
No report.

H. APAC
The Committee report was distributed.

IX. Old Business
A. Council of Councils – 12 different universities meet once per year to discuss issues that face all Illinois universities. The 15th Annual meeting is scheduled for Friday, October 26, 2012, at Northeastern University.

B. Tiered Parking – The information has been forwarded to the Parking Committee.
X. **New Business**
2013 University Holidays – it was mentioned the importance of notifying all staff as early as possible of the proposed “mandatory use of a vacation day” on December 23, 2013.

XI. **Adjournment**
The meeting was adjourned at 11:30 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary