I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:07 AM.

Andy Small introduced the newest council member, Amy Polzin from Geology. Also introduced was the new Ombudsperson, Sarah Klaper. There will be an Open House on Wednesday, September 19, 2012, in the Holmes Student Center 601 from 12:00 pm to 2:00 pm to meet Sarah.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Rachel Pierce to accept the Agenda as presented. The motion was seconded by Stacey Bivens and passed by vote.

IV. Approval of July 12, 2012, minutes
A motion was made by Carlos Raices to accept the minutes as presented. The motion was seconded by Susie Hill and passed by vote.

V. Treasurer’s Report
Elizabeth Buck presented the Treasurer’s report. A motion was made by Amy Polzin to accept the Treasurer’s Report as presented. The motion was seconded by Susie Hill and passed by vote.

VI. Announcements/Correspondence
Karen Smith announced flu shots would be available on Tuesday, September 18, 2012, and Wednesday, October 10, 2012. Ethics training will be held from Tuesday, October 16, 2012, through Wednesday, November 14, 2012.

Steve Cunningham and Tom Morelock will be attending the October meeting.

October’s OSC meeting will be held on Thursday, October 4, 2012, at Northern Lifestyle New Residence Hall. Everyone will be responsible for their own transportation. The meeting will begin at 8:30 am for pictures and a tour of the facilities.

The SUCSS will be conducting an audit beginning in January, 2013.

Student emails have been switched over to Google mail.
VII. President’s Reports  
A. Board of Trustees  
Met Thursday, August 30, 2012.

Topics discussed:
- NIU may lose millions of dollars in grant funding
- Pensions
- Eliminating employee dependent scholarship awards (legislators stopped their scholarship awards)
- Four audit findings by the State were addressed
- Text alerts for both phones and computers are being combined into one system in October. Students are automatically signed up. Employees must opt out if they no longer wish to receive text alerts.

Finance, Facilities and Operations – May Board of Trustees had to approve the budget in “principal” because the State had not finalized the appropriation which was reduced by 6 ¼% from FY12. The Committee requested a 3% salary increase for FY14 and approved capital expenditures requested such as the Stevens building to be updated. The Computing and Technology Center is slated sometime in the future.

Academic Affairs, Student Affairs and Personnel – Discussion was held regarding the request for Bachelor of Science Degree in Early Childhood Studies at University Center at Lake County. There will be several sub-committees set up under the Higher Learning Committee. A site visit is scheduled in the Fall. Several NIU projects are receiving notoriety, i.e., STEM (Science, Technology, Engineering, Math), ETank (to engage undergraduates on perspectives of sustainability with individual expertise in environment, energy, economy, and ethics), and Aerospace Cluster in Rockford.

B. Faculty Senate  
Met Wednesday, September 5, 2012. Alan Rosenbaum led the discussion on enrollment being slightly lower than last year but the “true numbers” would not be available until after 10 days of classes had been held. The number of transfer students is down at NIU as well as state-wide. NIU is still working on retention efforts. The Honors class has double compared to last year. June 30th retirement numbers are not yet known. The CAAR office has changed its name to Disabilities Resource Center. In an effort to reduce costs, students will be allotted 300 prints in the labs for the Fall semester and then another 300 prints in the Spring semester. After they have used up their allotment, they will be required to print to the Anywhere – Anytime MFDs set up across campus paying $.07 for black and white and $.25 for color.

C. University Council  
No report.

VIII. Committee Reports  
A. Workplace Issues  
The Committee met on Thursday, August 16, 2012. Chair election has been postponed until the next meeting. Cheri Kahle resigned from the committee.
Discussion was held regarding a Brown Bag luncheon in September to discuss issues with the large number of staff retiring the end of June and taking on more jobs and leadership roles. With the positions being open, it may be difficult to find the time to interview or don’t know who to call. Committee openings should be listed in the NIUToday as well as obtain permission to send an email out to all Civil Service employees.

Alan Rosenbaum stated the Student Conduct Board’s bylaws state there should be two OSC members, two SPS members and five appointed by the Vice President of Student Affairs and Enrollment Management, Kelly Wesener Michael. Currently there are four SPS members and one OSC member. OSC members requested this be corrected for us to have at least two OSC members on the Board.

Andy Small stated he met with Steve Cunningham, Vice President of Administration, on the following issues:
- Compensation and benefits are being eroded and requested at least a cost of living increase.
- Employee morale is down due to the current headline news.
- Supervisor training is needed.
- Hourly Civil Service employees should be able to accumulate 56 days of vacation as is allowed for exempt employees.
- ASCME unionizing efforts are being focused on APAC group. The OSC agreed they should get involved in this and bring this topic up at the next meeting with Steve Cunningham.

B. Elections and Appointments
Election of Committee members are as follows:
- Affirmative Action and Diversity Resources Committee – Glenda Jones
- Campus Parking Committee – Karen Smith and Fran Pugh
- Campus Security and Environmental Quality Committee – Judy Andres
- Unity in Diversity Steering Committee – Melissa Followell-Vargas
- University Benefits Committee – Pam Rosenberg
- University Council – 2nd representative – Zachary Bohn, Alternate – Peter Poterek, Andy Small’s alternate – Amy Polzin

C. Public Relations
Susie Hill stated the Committee met on Thursday, August 30, 2012. Suggestions were discussed regarding how to improve and shorten the Awards Banquet as follows:
- Will continue to hold the dinner but limit the pre-dinner party to 45 minutes
- Eliminating the Annuitant’s President’s speech
- eliminating the reading of the bios

StaffFest had 860+ attendees with fewer retirees, the 50/50 raffle collected $171.00, and Feed ‘em Soup received hundreds of items and $560.00 in cash. Door prizes can be picked up by contacting Karen Smith (753-9191). The Committee met on Tuesday, August 21, 2012, to discuss suggestions for next year. The tentative date for the 14th Annual Staff Appreciation Luncheon is set for Thursday, August 1,
2013. Discussion was also held regarding setting up a procedures manual as well as updating the website.

D. SPS Council
   Will meet next week.

E. Visiting Committees/Guests
   None.

F. EAC
   The next meeting is scheduled for October or November.

G. UAC
   No report.

H. APAC
   Discussion was held regarding requesting Rose Miller, President of APAC, to attend the OSC meeting to give a monthly update.

IX. Old Business

X. New Business
   The parking lot at Human Resource Services is currently under construction.

XI. Adjournment
   The meeting was adjourned at 11:00 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary