Operating Staff Council
Minutes – November 7, 2013

Present:  Stacey Bivens, Donald Butler, Heike Hofstetter, Patricia Liberty-Baczek, David Long, Yvette Lubbers, Jay Monteiro, Victoria Nay, Amy Polzin, Pamela Roesner, Gina Shannon, Karen Smith

Excused:  Elizabeth Buck, Joe Lifshitz, Rachel Pierce, Carlos Raices, Andy Small

Guests:  Deborah Haliczer, Sara Klaper, Nancy Skelly, Rhonda Wybourn

I.  Call to Order
Vice-President Heike Hofstetter called the regular meeting of the OSC to order at 9:05 AM.

II.  Roll Call
Attendance was recorded by Stacey Bivens.

III.  Approval of Agenda
A motion was made by Karen Smith to accept the Agenda. The motion was seconded by Amy Polzin and passed by vote.

IV.  Approval of October 3, 2013, Minutes
A motion was made by Amy Polzin to accept the Minutes. The motion was seconded by Yvette Lubbers and passed by vote.

V.  Treasurer’s Report
Elizabeth Buck was absent due to a family emergency, so no treasurer’s report was given.

VI.  Announcements/Correspondence
Human Resources is holding a seminar for retirees on November 18, 2013, from 9:30 AM until 1:30 PM.

United Health Care is introducing a new fee scale for insurance coverage.

APAC’s latest meeting was held October 9, 2013. The annual Administrative Professionals Day breakfast will be held Wednesday, April 23, 2014.
Victoria Nay shared her experiences at the Council of Councils conference which was held October 18, 2013, at Chicago State University.

There was a brief discussion about audits conducted by the State Universities Civil Service System.

VII. President’s Reports
A. Board of Trustees
   The Board of Trustees has a meeting scheduled for November 7, 2013.

B. Faculty Senate
   The next Faculty Senate meeting is scheduled for November 20, 2013.

C. University Council
   University Council met November 6, 2013. President Baker discussed the Bold Futures initiative. He expects it will improve networking for NIU students, and empower people to do the right thing and assist new NIU graduates. President Baker’s inauguration will take place November 13, with a football game to follow.

VIII. Committee Reports
A. Workplace Issues
   The committee continues discussion regarding the NIU constitution bylaws, and is working on editing parts of this document.

B. Elections and Appointments
   No report

C. Public Relations
   The committee updated the OSC handbook. Don Butler motioned that this be the handbook’s final read. The motion passed by vote.

D. SPS Council
   No report
E. Visiting Committees/Guests
   Please see letter H.

F. EAC
   No new report

G. UAC
   Heike Hofstetter attended the UAC meeting in place of Andy Small. UAC might start having more frequent meetings.

H. APAC
   APAC member, Nancy Skelly, announced that the nomination forms for the Pat Siebrasse Administrative Professionals Award for Excellence will be sent out, with nomination packets due in February. APAC is still looking for sponsors for its annual spring breakfast

IX. Old Business
   A. Supervisor Training
      This issue is still being worked on.

   B. Parking issues
      David Long shared that this topic will be discussed in the Parking Committee. The current computer system is antiquated, and Parking is trying to obtain a newer one. There is no timetable for this purchase.

X. New Business
   A. Accounting
      Amy Polzin remarked that any work on this issue might have to wait until there are any ideas for changes from the CFO.

   B. Introduction to VIBE
      Heike Hofstetter gave a tutorial on VIBE. To get to the OSC VIBE website:
      www.vibe.niu.edu,
      Log on with your Novell account, which will take you to your own web page,
      My Teams,
      OSC
C. First Reading of the OSC Handbook
   Please see letter C under VIII. Committee Reports.

XI. **Adjournment**
   The meeting was adjourned at 10:25 AM.