
Excused: Donald Butler, Gay Campbell, Amy Polzin, Jennifer Ridge, Alan Smith

Guests: Sarah Klaper, Rhonda Wybourn

I. Call to Order
President, Andy Small, called the regular meeting of the OSC to order at 9:10 AM.

II. Roll Call
Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Carlos Raices to accept the Agenda as presented. The motion was seconded by Dave Long and passed by vote.

IV. Approval of April 4, 2013, minutes
A motion was made by Rachel Pierce to accept the minutes as amended. The motion was seconded by Heike Hofstetter and passed by vote.

V. Treasurer’s Report
The Treasurer’s report was given by Elizabeth Buck. A motion was made by Jay Monteiro to accept the report. The motion was seconded by Stacey Bivens and passed by vote.

VI. Announcements/Correspondence
Andy Small announced there are three candidates for the position of Vice President for Student Affairs and Enrollment Management. Newly elected President, Dr. Douglas Baker, will make the final decision.

Nikkita Carrington was introduced as the Human Resources Affirmative Action Training and Development and Outreach Specialist.

Dave Long announced effective May 13, 2013, the hallway in the Holmes Student Center from the General Office to the Gallery will be closed possibly until October due to construction.

Dave Long also mentioned the parking deck will be closed for maintenance from May 20, 2013, to June 3, 2013. The visitor parking lot will be made available as alternative parking spots. Over the summer months, yellow parking lots are also available.

Andy Small distributed copies of Academic Affairs, Student Affairs, and Personnel Committee meeting minutes.

NIU Today listed the four 2013 Outstanding Civil Service Award recipients as Sharon Freeman, Shyree Sanan, Steve Sarver, and Scott Walstrom.
A memo was received January 3, 2013, from Abby Daniels, Legal Council for the Civil Service Office, regarding the testimony given by Steve Cunningham on the Civil Service versus Supportive Professional Staff positions. An audit is conducted every two years. The Council should be vigilant in making sure the hiring process is followed correctly. Rose Miller and Barb Jones conduct desk audits.

VII. President’s Reports
A. Board of Trustees
   No report.

B. Faculty Senate
   Report was distributed.

C. University Council
   The April 3, 2013, meeting minutes were distributed. University Council met May 1, 2013, and discussed the summer work schedule will continue this year, employee release time is given for the 2013 Women’s Conference on May 3, 2013, maximum vacation accrual for Civil Service employees has been changed from 50 days to 56 days. Also discussed was the Student Grievance Policy as it pertains to staff. Alan Rosenbaum’s and Sara Klaper’s positions were reviewed and both received approval to be retained. President Peters was presented with maps of DeKalb as this was his last meeting as President. A farewell reception for President Peters is being held on Monday, May 6, 2013, from 3:30 pm to 5:30 pm.

VIII. Committee Reports
A. Workplace Issues
   The committee met and discussed the Civil Service survey and pared down the number of questions to appear on the survey. Jennifer Ridge sent revisions to the Committee to discuss at the next meeting. Any revisions should be sent to Jennifer Ridge. The New Employee Welcome Letters are being sent out.

B. Elections and Appointments
   The Operating Staff Council Election Ballots will be sent out next week with a May 17, 2013, deadline. There are six vacancies on the Council as well as six vacancies on the various committees. Andy Small met with the Chairs of the Presidential Commission on Persons with Disabilities, Status of Women and Status of Minorities as well as the Commission on Sexual Orientation and Gender Identity. It was requested to add these Commissions to the mailing on the various committees available at NIU. The Operating Staff Council website lists each of the various committees.

C. Public Relations
   The Committee met on April 25, 2013, and discussed this year’s StaffFest has been approved and is scheduled for Thursday, August 1, 2013. Carlos Raices made a motion to continue the “Giving Back” theme and to sponsor the American Red Cross this year. The motion was seconded by Jay Monteiro and passed by vote. Discussion was held regarding the policy of inviting retirees. Carlos Raices made a motion to invite all individuals who retired during the current fiscal year. The motion was seconded by Patricia Liberty-Baczek and passed by vote. Andy Small made a motion a retiree policy be initiated for all future StaffFest. The motion was seconded by Patricia Liberty-Baczek and passed by vote. Karen Smith led the
discussion regarding SPS employees who return as Extra Help are invited to StaffFest. Carlos Raices stated the NIU Credit Union has requested to have a table at StaffFest to allow for distribution of materials. Discussion was held this would need to be available to other NIU groups as well. It was determined the Public Relations committee should discuss at their next meeting and bring their recommendations to the June Operating Staff Council meeting. If anyone is interested in being on the StaffFest Committee, contact Carlos Raices.

D. SPS Council
They have taken our lead and now offer scholarships as well as distributing a newsletter.

E. Visiting Committees/Guests
There were no visitors at the meeting.

F. EAC
The meeting was held at SIU Edwardsville and encouraged everyone to go to their Civil Service website and review their Frequently Asked Questions. Discussion was held regarding supervisor training. Representatives from SURS gave a presentation on current legislative issues. See the SURS website for a listing of the issues currently being debated.

G. UAC
Meets next week.

H. APAC
Linda Odom was unable to attend OSC’s May 2, 2013, meeting.

IX. Old Business
None.

X. New Business
A. December 23, 2013, Potential Vacation Day Requirement
   Discussion was held regarding the possibility of requiring staff to take a mandatory vacation day on Monday, December 23, 2013, in conjunction with the Winter Break. It was mentioned notice should be given to staff as early as possible. This will be determined at the University Council meeting to be held in August.

B. During the July OSC meeting, a decision will need to be made as to whether or not to hold the August OSC monthly meeting as the Annual StaffFest is scheduled on Thursday, August 1, 2013.

XI. Adjournment
The meeting was adjourned at 10:30 A.M.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary