Operating Staff Council  
Minutes – June 6, 2013

Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Heike Hofstetter, Patricia Liberty-Baczek, David Long, Danell Nixon, Rachel Pierce, Amy Polzin, Carlos Raices, Andy Small, Alan Smith, Karen Smith

Excused: Gay Campbell, Jay Monteiro, Jennifer Ridge

Guests: Sarah Klaper, Todd Latham, Joe Lifshitz, Yvette Lubbers, Victoria Nay, Gina Shannon, Rhonda Wybourn

I. Call to Order
    President, Andy Small, called the regular meeting of the OSC to order at 9:05 a.m.

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 amended. The motion was seconded by Carlos Raices and passed by vote.

IV. Approval of May 2, 2013, minutes
    A motion was made by Patricia Liberty-Baczek to accept the minutes as presented. The motion was seconded by David Long and passed by vote.

V. Treasurer’s Report
    The Treasurer’s report was given by Elizabeth Buck. A motion was made by Heike Hofstetter to accept the report. The motion was seconded by Amy Polzin and passed by vote.

VI. Announcements/Correspondence
    Heike Hofstetter distributed the dates and locations of the FY14 Operating Staff Council meetings. It was agreed to hold the August 1, 2013, meeting from 9:00 – 9:30 a.m. prior to setting up for StaffFest.

    Joe Lifshitz, Yvette Lubbers, Victoria Nay, and Gina Shannon were introduced as the newly elected Civil Service employees to the Operating Staff Council beginning July 1, 2013.

VII. President’s Reports
    A. Board of Trustees
        Reports were distributed to include Academic Affairs, Student Affairs and Personnel Committee Meeting; Finance, Facilities and Operations Committee Meeting; and Legislation, Audit, External Affairs and Compliance Committee Meeting.

    B. Faculty Senate
        Report was distributed.
C. University Council
Report was distributed.

Also distributed were reports from the Universities Civil Service Merit Board meeting on May 15, 2013, 2013 President’s Report, and Campus Walking Tour pamphlet.

Discussion was also held regarding the report by The NIU Annuitant outlining the elements of the pension systems most likely to be targeted such as increasing the retirement age, higher pension contributions, limited pensionable salaries, and COLA decrease. The other areas being discussed are shifting the cost of pensions to the employer, guaranteed payments by the State into the pension systems, retirees choosing between health insurance or COLA, and a Tier III plan combining a defined benefit and a defined contribution.

Andy Small met with Dr. Douglas Baker and discussed the concerns of the Civil Service employees which included supervisor training, morale, timely dissemination of information, and advancement opportunities. Dr. Baker’s focus is to ensure every student from NIU will become gainfully employed following graduation. If any Civil Service employees have any issues or ideas they would like brought up to Dr. Baker, email Andy Small.

A retirement party for Bill Finucane will be held on Tuesday, June 11, 2013, from 2:30 p.m. to 4:30 p.m. in Altgeld 315.

Dave Long stated the Holmes Student Center construction is underway and signage has been placed directing patrons around the area.

Patricia Liberty-Baczek requested the Parking Committee contact the City of DeKalb to discuss the parking hours stated on the signs on Garden Road.

Currently there are two search committees underway. Four or five volunteers are needed for the committee to interview for a new Police Chief. One OSC member is needed for the committee to interview for a new Athletic Director. If interested, send a brief statement as to why you would like to be on the committee to Andy Small.

Sergeant Alan Smith stated they are still looking into the final decisions regarding the “concealed carry” law.

VIII. Committee Reports
A. Workplace Issues
Did not meet. The committee is currently working on an employee survey. Past issues completed included revamping old evaluation forms, 56 days vacation accrual versus 50 days after 15 years of service (still waiting for formal announcement from Human Resources), and the 4-day work week for this summer.

B. Elections and Appointments
Operating Staff Council elections were held with incumbents Heike Hofstetter and Karen Smith being re-elected and Joe Lifshitz, Yvette Lumbers, Victoria Nay, and Gina Shannon being elected.
University Council representative election will be held during the July meeting. Two applications have been received.

Election of Officers will be held during the July meeting with the following nominations:

President – Gay Campbell, Heike Hofstetter, Jay Monteiro, Andy Small  
Vice President – Stacey Bivens, Gay Campbell, Heike Hofstetter, Jay Monteiro, Amy Polzin  
Secretary – Stacey Bivens, Gay Campbell, Jay Monteiro, Amy Polzin  
Treasurer – Elizabeth Buck  
Parliamentarian – Gay Campbell, Jay Monteiro, Rachel Pierce

Andy Small presented Danell Nixon, Jennifer Ridge, and Alan Smith with certificates of appreciation for their years on the Operating Staff Council. Jennifer Ridge was not in attendance.

C. Public Relations  
The Committee held a short meeting on May 23, 2013. Don Butler encouraged the new members of the Operating Staff Council to join the committee as well as the StaffFest committee. He also mentioned they were looking for a co-editor for the Northern Staff News.

Discussion was held regarding StaffFest and items to be done.

D. SPS Council  
Todd Latham stated they were electing their committees and officers as well as holding Orientation for their new members during their July meeting. They will also be setting goals for FY14.

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

F. EAC  
The next meeting will be held in July.

G. UAC  
No report.

H. APAC  
No report.

IX. Old Business  
None.

X. New Business  
A. Amending Constitution – A motion was made by Don Butler to amend Article 2, Section 2.2 of the Constitution for FY14 to increase the number of OSC members from 16 to 17. The motion was seconded by Patricia Liberty-Baczek and passed by vote.
XI. **Adjournment**

The meeting was adjourned at 11:35 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary