Operating Staff Council
Minutes – July 11, 2013


Excused: Heike Hofstetter, Amy Polzin

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 Stacey Bivens (acting secretary).

III. Approval of Agenda
A motion was made by Rachel Pierce to accept the Agenda as amended. The motion was seconded by Carlos Raices and passed by vote.

IV. Approval of June 6, 2013, minutes
A motion was made by Jay Monteiro to accept the minutes as amended. The motion was seconded by Dave Long and passed by vote.

V. Treasurer’s Report
The treasurer’s report was given by Elizabeth Buck. A motion was made by Rachel Pierce to accept the report. The motion was seconded by Karen Smith and passed by vote. The treasurer asked if magnetic nametags should be ordered for newly-elected members. Jay Monteiro said that the nametags cost $10.00, so Elizabeth Buck will order them. Carlos Raices said that there are still polo shirts with the OSC logo on them, but he can order more if needed.

VI. Announcements/Correspondence
Andy Small shared the news that Gay Campbell had submitted her resignation from Operating Staff Council.

Denise Hayman contacted Andy about putting together a van pool through PACE. Andy has invited Ms. Hayman to come speak to OSC about this idea.

Bill Nicklas, former city manager of DeKalb and Sycamore, now with NIU as the Executive Director in the President’s Office, had been invited to
speak to the Operating Staff Council at the July 11 meeting, but unfortunately was delayed and arrived after the meeting was adjourned.

Andy shared the memo stating that hourly employees can now accrue up to 56 days of vacation, instead of the 50 they were limited to before. A memo from Steve Cunningham was shared informing NIU employees that payroll statements are now available in PDF form, so they look like actual pay statements.

Patricia Liberty-Baczek told OSC that Ally training will be held again fall semester, and sign-up is now available online at the Lesbian, Gay, Bisexual, Transgender Resource Center’s site on NIU’s website.

Andy also announced that Todd Latham, President of the SPS Council, has resigned from NIU and taken a job with the Geneva, Illinois school system.

There had been requests for volunteers to serve on search committees for a new Athletic Director and Police Chief. The Athletic Director search committee already had someone in mind, so they no longer needed volunteers. Andy has been named to the Police Chief search committee.

Dave Long gave an update on the student center construction, which has started earlier than expected. He said that there should be a more convenient path through the construction area within the next few weeks, and that the project itself could be finished as early as October. Patricia Liberty-Baczek asked Dave if students would be able to borrow Notebooks this fall; Dave said it will likely be laptops that will loaned out to students.

VII. President’s Reports

A. Board of Trustees
   The Board’s latest meeting was also President Peters’ last meeting with them. Also discussed were the funding issues with Springfield. Currently the funding level is the same as in 2002. The state still owes NIU $27 million. John Butler was elected Chair of the Board of Trustees.

B. Faculty Senate
   Did not meet

C. University Council
   Did not meet
VIII. Committee Reports
A. Workplace Issues
Did not meet

B. Elections and Appointments
Elections for Operating Staff officers were held with the following results:
President: Andy Small
Vice-president: Heike Hofstetter
Secretary: Stacey Bivens
Treasurer: Elizabeth Buck
Parliamentarian: Rachel Pierce

As the sign-up sheet for the Operating Staff Council internal committees was being passed around, a question was raised about signing up for OSC subcommittees, and the difference between committees and commissions. Andy Small explained that operating staff are appointed to committees by the OSC from candidates who submitted interest forms. Operating staff on Presidential Commissions are selected by the University President from those nominated by the OSC, while OSC members sign up for OSC internal subcommittees.

C. Public Relations
Don Butler explained some of the responsibilities of the Public Relations committee, which include projecting a better image for the OSC, publicizing and receiving application forms for the Dependent Scholarship Award, and choosing the student (s) who will receive that award. At the P.R. committee’s June 27 meeting, the idea of moving the Staff Newsletter to electronic format was discussed, along with putting photos on the OSC’s website.

StaffFest takes place on August 1, 2013. OSC will hold a brief meeting that morning, as it is the date of our regularly scheduled meeting. Our “Giving Back” organization this year is the Red Cross. Andy Small said he will invite members from the local Red Cross office. Karen Smith shared with the committee the placemats which will be used at this year’s StaffFest. They’re being donated by the NIU Credit Union. Andy Small invited President Baker to StaffFest, but he won’t be able to attend. Don Butler will be taking photos at this year’s Fest. Any OSC members who are available will meet on July 16 to address envelopes and get tickets ready to send out. Door prizes are still being collected. OSC members will be needed to pull names to match with the prizes,
then the names of the winners can be put on the PowerPoint and shown during StaffFest. As in previous years, administrators are being asked to be servers.

D. SPS Council
   As was mentioned previously, Todd Latham has resigned from NIU, and therefore, from SPS. We’ll have to wait to see who will be the next SPS president.

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

F. EAC
   Andy Small is attending an EAC meeting in Springfield next week.

G. UAC
   No report

H. APAC
   Linda Odom from APAC discussed the Pat Siebrasse Award. A committee is working on the criteria. An employee will need to have worked at NIU for 15 years consecutively to be eligible for the award. The first award will be given to Pat Siebrasse at the APAC breakfast in April 2014.

IX. Old Business
   Discussion continued regarding a constitutional amendment to change the number of OSC members from 16 to 17. Don Butler proposed the amendment, and Karen Smith seconded. The vote was done by a show of hands, and the motion carried.

X. New Business
   None

XI. Adjournment
   The meeting was adjourned at 10:40 A.M.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary