I. **Call to Order**  
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:10 a.m.

Alan Smith introduced Officers Ray Hernandez and Robert Williams as newly appointed police officers for the University.

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 presented. The motion was seconded by Gay Campbell and passed by vote.

IV. **Approval of December 13, 2012, minutes**  
A motion was made by Gay Campbell to accept the minutes as presented. The motion was seconded by Amy Polzin and passed by vote.

V. **Treasurer’s Report**  
No report.

VI. **Announcements/Correspondence**  
The Merit Board audit has been changed to begin on Monday, January 7, 2013. The Operating Staff Council Executive Committee is scheduled to meet with the auditors on Tuesday, January 8, 2013, in the Human Resources Building.

Andy Small stated if anyone has any recommended changes to the food served at the Operating Staff Council meetings to contact Carlos Raices.

Discussion was held regarding any recommendations for locations for upcoming OSC meeting. Suggestions were Wellness/Literacy, Gilbert Hall, Altgeld, and Cole Hall.

A Health Alliance medical change informational session will be held in the Carl Sandburg Auditorium on January 8 – 9, 2013.

VII. **President’s Reports**  
A. **Board of Trustees**  
No report.
B. Faculty Senate
   No report.

C. University Council
   No report.

VIII. Committee Reports

A. Workplace Issues

B. Elections and Appointments
   None.

C. Public Relations
   Heike Hofstetter stated they are finished with the Bylaw revisions and will distribute to the Council at the next meeting.

D. SPS Council
   Todd Latham stated they had an Open House the end of December. They are working on their Scholarship program and on the SPS Presidential Award for Excellence. They have submitted the Grievance Process for SPS and Faculty to University Council for their approval.

   Todd explained he worked with Human Resources approximately five years ago on performance appraisals and Merit Board proposal.

   The SPS Council is experiencing a higher than usual departure of Council members with both Ryan and Liz Harris leaving as well as Scott Peska.

   The Presidential Commission on the Status of Minorities is being asked to increase minority ratio on the committee.

   The SPS Council is looking into future sporting events and the need for travel packages to be available for faculty and staff like was available for students to the Orange Bowl in Miami, Florida.

E. Visiting Committees/Guests
   Doris Macdonald will be our guest at the February 7, 2013, meeting to discuss the status of the Higher Learning Commission audit.

   It was discussed to invite President Peters to an Operating Staff Council meeting prior to his departure from NIU. The newly elected President will also be invited to a meeting.

F. EAC
   The next meeting is scheduled for January 10-11, 2013, in Champaign.

G. UAC
   No report.
H. APAC
   The Council is looking to find an APAC representative to attend each OSC meeting.

IX. Old Business
   A. Tiered Parking
      No update.

X. New Business
   Amy Polzin stated the Outstanding Service Award Committee met just before winter break. The number of applications are declining and encouraged all Council members to remind their constituents to submit applications.

XI. Adjournment
   The meeting was adjourned at 9:40 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary