Operating Staff Council  
Minutes – February 7, 2013


Excused: Gay Campbell, Alan Smith

Guests:  Zachary Bohn, Sarah Klaper, Todd Latham, Doris Macdonald, President John Peters, Rhonda Wybourn

I. Call to Order
Andy Small called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

Andy Small introduced Doris Macdonald, Associate Professor in the Department of English, and Zachary Bohn from Nursing and Health Studies.

Doris Macdonald distributed a powerpoint presentation on the Higher Learning Commission Accreditation Self Study and Campus Site Visit. The site visit is scheduled for March 3-5, 2014, followed by their report within 30 days. Doris expressed her appreciation for those involved in the accreditation process. For up-to-date information, go to their website www.niu.edu/hlc.

Andy Small welcomed President John Peters who addressed the council. President Peters stated how hard it will be to retire on June 30, 2013, and commended all NIU staff for their hard work and dedication even through the difficult times. A clock from the Operating Staff Council was presented to President Peters thanking him for his time at NIU. A group picture was taken of President Peters with the Operating Staff Council members. His parting statement was “We have a lot of challenges ahead of us but there is nothing we can’t accomplish. Forward, together forward!”

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 Karen Smith and passed by vote.

IV. Approval of January 3, 2013, minutes
A motion was made by Amy Polzin to accept the minutes as presented. The motion was seconded by Jay Monteiro and passed by vote.

V. Treasurer’s Report
A motion was made by Rachel Pierce to accept the Treasurer’s report as presented. The motion was seconded by Stacey Bivens and passed by vote.

VI. Announcements/Correspondence
Andy Small distributed the following reports – Resource, Space and Budget, Budget Priorities, SPS Council, and University Council.
VII. **President’s Reports**
   A. Board of Trustees  
      No report.
   
   B. Faculty Senate  
      No report.
   
   C. University Council  
      Report was distributed.

VIII. **Committee Reports**
   A. Workplace Issues  
      Jennifer Ridge had emailed all council members asking for input on the survey questions.  
      Heike Hofstetter distributed the New Employee Welcome Letter draft asking for recommended changes and additions. Having no changes, the letter will begin to be sent to new NIU employees.
      
      Karen Smith asked the Huskies Helping Huskies project be tabled until the next Operating Staff Council meeting.
      
      Karen Smith stated the Wellness Fair is scheduled for March 27, 2013, from 10:00 am to 2:00 pm in the Duke Ellington Ballroom. The sign-up sheet to work at the Wellness Fair will be circulated at the March 7, 2013, Operating Staff Council meeting.
   
   B. Elections and Appointments  
      None.
   
   C. Public Relations  
      Amy Polzin led the discussion regarding the Outstanding Service Award and the deadline extension to March 1, 2013. Amy has been asked to resume the role of the chair due to the current chair unable to perform her duties.
   
   D. SPS Council  
      No report.
   
   E. Visiting Committees/Guests  
      See above.
   
   F. EAC  
      No report.
   
   G. UAC  
      No report.
   
   H. APAC  
      No report.
IX. **Old Business**  
A. **Tiered Parking**  
Dave Long shared that tiered parking was debated at the Campus Parking Committee’s December meeting. The group decided to ask Dr. Williams if a campus-wide survey on this issue could be conducted. Andy Small pointed out Parking is an entity in and of itself and Dr. Williams has no control over it. Patricia Liberty-Baczek said Human Resources would need to be consulted in order to receive permission to send a mass e-mail or survey.

X. **New Business**  
OSC will have a table at the Wellness Fair on March 27, 2013, with two Council members staffing the table each one-hour shift. No door prizes will be given but there will be the 50/50 raffle and candy for people who stop by the table.

XI. **Adjournment**  
The meeting was adjourned at 11:18 a.m.

Respectfully submitted,  
Danell Nixon  
Operating Staff Council Secretary

Stacey Bivens  
Acting Operating Staff Council Secretary