Present: Elizabeth Buck, Donald Butler, Nikkita Carrington, Heike Hofstetter, Jay Monteiro, Rachel Pierce, Amy Polzin, Pam Roesner, Gina Shannon, Andy Small, Karen Smith

Excused: Stacey Bivens, Patricia Liberty-Baczek, David Long, Yvette Lubbers, Victoria Nay, Carlos Raices

Guests: Robin Andersen, Steve Cunningham, Lisa Freeman, Deborah Haliczer, Anne Kaplan, Sara Klaper, Celeste Latham, Al Mueller, Rhonda Wybourn.

I. Call to Order
President Andy Small called the regular meeting of the OSC to order at 9:15 AM.

II. Roll Call
Attendance was recorded by Gina Shannon.

III. Approval of Agenda
A motion was made by Amy Polzin to accept the Agenda. The motion was seconded by Rachel Pierce and passed by unanimous vote.

IV. Approval of December 12, 2013, Minutes
A motion was made by Amy Polzin to accept the Minutes. The motion was seconded by Karen Smith and passed by unanimous vote.

V. Treasurer’s Report
No report. Jay Monteiro asked about the bill for the Newsletter printing that was over-priced. A corrected bill had been received, per Elizabeth Buck, but Jay was concerned that it was still not correct and he will check into it.

VI. Announcements/Correspondence
The SUCSS representatives, Cindy Neitzel and Tom Morelock, were unable to attend the meeting today, but they plan to attend the OSC meeting in February.

Sara Klaper stated that the office for Victim Advocacy Services had been moved from the Women’s Resource Center to the Health Enhancement offices in Wirtz Hall.
Amy Polzin explained that the Outstanding Service Award for Operating Staff applications and information will be out soon. Please nominate as many of your peers as possible!

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

B. Faculty Senate
   No report

C. University Council
   No report

VIII. Committee Reports
A. Workplace Issues
   Lisa Freeman discussed the process of reviewing the NIU By-Laws and Constitution. Karen Smith stated that the Committee was working on the OSC survey and would have it ready for discussion at the March OSC meeting. Andy Small asked that the OS Council coordinate with SPS Council with their survey.

B. Elections and Appointments
   No report

C. Public Relations
   No report

D. SPS Council
   Deborah Haliczer reported that the meeting being held today would include discussion of their involvement in the Bold Futures initiative, reviewing applications for the Outstanding SPS award and the SPS survey results.

E. Visiting Committees/Guests
   Al Mueller from Procurement spoke to the concerns of the OSC about the P-card e-mails that were shared before the holiday break. To close-out the P-card transactions, they can ask for compensation from their supervisors. If the supervisor refuses to honor this request, the employee is advised to call Rhonda Wybourn in HR. The WORKS system will be updated in the next few months which may help when accessing the
system from home. A suggestion was made to have accounting add a note in their end of month memo to include the deadline for the P-card as well.

Steve Cunningham, Lisa Freeman, Anne Kaplan and Celeste Latham were in attendance to address the concerns of the OSC about the Civil Service position audit that was done last year. The audit is an advisory tool that is used by the Civil Service so there are no penalties that accompany their report. With all the changes in the Civil Service system, NIU is unable to update their position descriptions/specifications if they are currently being held by an employee. HR is actively negotiating with the Civil Service representatives to influence the use of the SPS classification as well as updating the salary ranges for the hourly employees.

Steve Cunningham discussed the recent State pension decision that will be in litigation soon. He strongly urged all NIU employees to watch for the news of the litigation results.

F. EAC
   No report

G. UAC
   No report

H. APAC
   Robin Andersen reported that the group is discussing the Administrative Professionals Day Breakfast, the Pat Siebrasse Award nominations and it was suggested that APAC have an ethics presentation at a future meeting.

IX. Old Business
   A. Time Conflicts
   Karen Smith reported that the only time conflict was the meeting in December and it shouldn’t be a problem in the future. Andy Small agreed that the meeting times will remain as posted and any conflicts that occur will be dealt with at that time.

X. New Business

XI. Adjournment
   A motion made by Karen Smith to adjourn and was seconded by Heike Hofstetter, with unanimous approval at 11:25 AM.
The next meeting of the Operating Staff Council will be February 6 at 9 AM in the HSC SkyRoom. Nancy Suttenfield will be our guest speaker as well as the SUCCS representatives, Tom Morelock and Cindy Neitzel.

Respectfully submitted by Gina Shannon.