Present: Stacey Bivens, Elizabeth Buck, Donald Butler, Heike Hofstetter, Patricia Liberty-Baczek, David Long, Yvette Lubbers, Jay Monteiro, Victoria Nay, Rachel Pierce, Amy Polzin, Carlos Raices, Pam Roesner, Gina Shannon, Andy Small, Karen Smith

Guests: Karinne Bredberg, Melissa Burlingame, Patricia Erickson, Dena Funkhouser, Lesley Gilbert, Deborah Haliczer, Betsy Hull, Sara Klaper, Debra Miller, Linda Odom, Nancy Suttenfield, Rhonda Wybourn

I. Call to Order
President Andy Small called the regular meeting of the OSC to order at 9:12 AM.

II. Roll Call
Attendance was recorded by Stacey Bivens.

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

IV. Approval of January 9, 2014, Minutes
A motion was made by Carlos Raices to accept the Minutes. The motion was seconded by Amy Polzin and passed by unanimous vote.

V. Treasurer’s Report
The treasurer’s report was given by Elizabeth Buck. A motion to accept the Treasurer’s report was made by Amy Polzin. The motion was seconded by Dave Long.

VI. Announcements/Correspondence
With the Higher Learning Commission coming to NIU March 3-5, 2014, the Operating Staff Council members were asked if they knew NIU’s mission statement. Also, each member was asked how their department aligns with the mission statement.

Karen Smith announced that the Human Resource Services spring training flyer would be coming out soon, and would include workshops on “Coping with Change in the Academic Workplace” and “Leading Change in the Academic Workplace.”
Amy Polzin shared that the Outstanding Service Award for Operating Staff information and applications are out. Nominate as many of your peers as possible!

Carlos Raices announced that StaffFest will be held Thursday, August 7, 2014.

Interviews for the Chief Information Officer position continue.

Patricia Liberty-Baczek shared that applications for the Joseph Harry Endowed Scholarship are due February 7, 2014.

Nominations for the Wilma Strickland Award and the Sharon Howard Women Who Make a Difference Award have been extended until February 28, 2014.

VII. President’s Report
A. Board of Trustees
   There are four subcommittees for the Board of Trustees.

B. Faculty Senate
   Approved calendar

C. University Council
   No report

VIII. Committee Reports
A. Workplace Issues
   Survey deadline for comments and suggestions is February 28. The goal is to have the survey as an online document, with incentives to complete the survey. According to Deborah Haliczer, there must be a way to protect employees’ identity, since comments often give away who is commenting. Also, there need to be clear statements that direct supervisors to give employees time to complete the survey.

B. Elections and Appointments
   Civil Service employees need someone to represent us at third stage hearings. There is a current list of these people; they are not legal representatives, just advocates. Due to the OSC President’s heavy meeting workload, a suggestion was made to divide up the meetings.
between several OSC members, with each member attending the same meeting each time. This was tabled until the March meeting.

C. Public Relations
The Operating Staff Dependent Scholarship application deadline is February 28, 2014. The plaques will be put back up in the Holmes Student Center now that the renovation is complete.

D. SPS Council
Deborah Haliczer reported that NIU’s annual Health and Wellness Fair will take place on Wednesday, March 26. She also shared the news that SURS will be coming to campus in late April to hold a presentation regarding the pension changes.

E. Visiting Committees/Guests
Interim Chief Financial Officer, Nancy Suttenfield, attended the OSC meeting. As an introduction to herself, she explained that she retired three years ago. As CFO, she works with faculty, staff and students to improve financial literacy. She estimates that it will take NIU 18-24 months to get where it wants to be fiscally. By working together, NIU will have to restructure, build transparency, work on alignment of the university’s framework (mission, vision and values), and make academically responsive decisions. It was also discussed that NIU is one of the 50 most expensive schools in the United States. The OSC was left with a very positive feeling after Ms. Suttenfield’s presentation.

F. EAC
EAC will meet February 11, 2014.

G. UAC
UAC met February 5, 2014, and discussed phase III electrical work, tuition increase and the importance of sabbaticals.

H. APAC
APAC continues to look for nominees for the Pat Siebrasse Award.

IX. Old Business
A. Time Conflicts
Patricia Liberty-Baczech noted that she has time conflicts with her membership on the Parking Committee.
X. **New Business**
   A. 403B Vendors

XI. **Adjournment**
   The meeting was adjourned at 11:45 AM.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary