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, Andy Small, Karen Smith

Absent (excused): Pam Roesner, Gina Shannon

Guests: Robin Andersen, Barbara Andree, Lesley Gilbert, John Hulseberg, Sarah Klaper, Holly Nicholson, Andy Pecarelli, Lynn Schmitz, Rhonda Wybourn

I. Call to Order
President Andy Small called the regular meeting of the OSC to order at 9:08 AM.

II. Roll Call
Attendance was recorded by Stacey Bivens.

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

IV. Approval of May 1, 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 Carlos Raices. Andy Small shared that OSC was able to secure an account through Nancy Suttenfield in order to fund the Newsletter.

VI. Announcements/Correspondence
The newly-elected OSC members were introduced. They are: Barbara Andree, John Hulseberg and Holly Nicholson. The others elected to the OSC for three-year terms were incumbents Patricia Liberty-Baczek and Carlos Raices. The rest of the OSC members introduced themselves.

Patricia Liberty-Baczek announced that the LGBT and Women’s Resource Center is now the Gender and Sexuality Resource Center.

Illinois State University’s Civil Service Council newsletter was shared with the OSC.
Employee Relations is now part of Affirmative Action and Diversity Resources. Nancy Apperson is retiring. There is concern about where employees will be able to go for counseling services. A suggestion was made to ask Celeste Latham and Karen Baker to speak at the next OSC meeting in order to clear concerns regarding this issue.

Andy Small announced that Elizabeth Buck’s birthday is during June, and the Operating Staff Council wished her a happy birthday.

VII. President’s Report
A. Board of Trustees
   There is an expected enrollment drop of 300 students for fall semester 2014, which means $30 million less money for NIU. Additionally, there is no firm number of retirees yet. Several positions have been eliminated in Admissions, but it’s been heard that those employees who lost their jobs will have “bumping rights.”

B. Faculty Senate
   No report

C. University Council
   No report

VIII. Committee Reports
A. Workplace Issues
   The Operating Staff survey and results will be looked at again next spring. Several very important issues came to light. Many civil service workers are using non-ergonomic equipment, for example, chairs that don’t adjust properly. Some workers are actually purchasing their own equipment, including chairs, paper and printer ink. Many employees surveyed mentioned wanting to be paid every two weeks, and having merit raises reinstated. Karen Smith feels that the Workplace Issues subcommittee will have to meet more often. The survey with results should be done by July or August, but most likely September.

B. Elections and Appointments
   The Operating Staff Committee election was held, with the following five people filling the five vacancies: Barbara Andree, John Hulseberg, Patricia Liberty-Baczek, Holly Nicholson, and Carlos Raices.

   OSC discussed the possibility of having alternates just as the SPS Council has. In order to do this, there would need to be by-law changes in the OSC constitution. It was decided to wait one year, encourage those five operating staff members who were not elected to OSC to join subcommittees, and change
the by-laws. Then, after next year’s OSC election, alternates would be appointed. A motion was made by Heike Hofstetter to institute this plan. The motion was seconded by Patricia Liberty-Baczek.

There were a number of subcommittees and commissions which needed members. These, along with the staff members who applied/volunteered to be on these committees, are:
- **Affirmative Action and Diversity Resources Advisory Committee**
  - Glenda Jones
- **Athletic Board**
  - Andy Small
- **Campus Parking Committee**
  - Valerie Lorusso, Mia Hannon
- **Campus Safety and Environmental Quality Committee**
  - Patricia Liberty-Baczek
- **Community Standards and Student Conduct Board**
  - David Long
- **Editor of Northern Staff News**
  - Jay Monteiro
- **Parking Appeals**
  - Karen Smith
- **Student Conduct Board**
- **University Benefits Committee**
- **University Council**
  - representative will be decided at the OSC’s July meeting

Nominations for officers were accepted. Officer elections will take place at the OSC’s July 3, 2014, meeting.

C. Public Relations
PR met on May 22, 2014, and discussed StaffFest and the Vibe website. It was felt that Vibe was the more logical avenue to publish minutes, but then found out that, for all intents and purposes, Vibe is dead. Also, GroupWise is being replaced with another system. SPS was told that there would be assistance to move things from Vibe to the new system.

D. SPS Council
Lesley Gilbert, attending in place of Deborah Haliczer, shared that the SPS Newsletter has been sent out, and the annual reports are complete. SPS will welcome new members in July, and members of the OSC are invited to a get-together with the SPS council.

E. Visiting Committees/Guests
Lynn Schmitz, Assistant Director of Huskie Family Connections (HFC),
which will become Family Connections on July 1, 2014, was a visitor. She explained that all families with a student at NIU are part of HFC. This group works to engage families so they’ll form support systems. Ms. Schmitz shared a copy of the magazine “In Touch,” which is available in both hard copy and electronic formats.

F. EAC
Andy Small reported that University of Illinois seems to be pushing the State Universities Civil Service System (SUCSS) for new rules on hiring procedures. U of I is critiquing attempts by SUCSS to make it easier to hire civil service workers, almost as if U of I wants more SPS positions. NIU will be audited in September, and again next July.

G. UAC
No report

H. APAC
Robin Andersen shared that APAC is reviewing the annual breakfast that took place April 23, 2014. The committee is drafting a letter to Vice-President Bill Nicklas regarding raises for staff. APAC continues to discuss two week pay periods and the tiered parking system.

IX. Old Business
A. Civil Service Advisor/Advocate
SPS and Faculty have an advocate to advise them in disciplinary situations; civil service employees do not have access to this resource. A proposal was put together and submitted to the university administration. Andy Small has been invited to meet with President Baker on June 27.

X. New Business
No report

XI. Adjournment
The meeting was adjourned at 11:25 AM. The OSC’s July meeting will be held at 9:00 AM in the University Suite.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary