

**Operating Staff Council Meeting**  
**Minutes 8/14/2008**  
**Holmes Student Center Room 406 – 9:00 a.m.**

**Present:** Elizabeth Buck, Donald Butler, Sara Clayton, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Carlos Raices, Alan Smith, Brenda Smith, Karen Smith, Jesse Tellez

**Absent:** Gay Campbell, Marcia Dick, Linda Jennings, Glenda Jones, Andy Small

**Guests:** Tim Griffin, LaRonda Thuestad

**I. Call to Order**

President Jay Monteiro called the regular meeting of the Operating Staff Council (OSC) to order at 9:00 a.m.

**II. Roll Call**

Roll Call was given by Secretary Brenda Smith.

**III. Approval of Agenda**

A motion was made to accept the amended agenda. The motion was seconded and passed.

**IV. Approval of Minutes of the July 10, 2008, meeting**

A motion was made to accept the minutes as amended. The motion was seconded and passed.

**V. Treasurer's Report**

A motion was made to accept the Treasurer's report. The motion was seconded and passed.

**VI. Announcements**

President Monteiro read a thank you card received from LaRonda Thuestad.

Pictures for the OSC will be taken next month on September 11, 2008, at 8:30 a.m. at Lowden Hall on the east staircase. The OSC meeting will be held following the pictures.

Carlos Raices mentioned that Building Service Foreman Brian Fuchs died this week. He asked if a sympathy card could be sent out on behalf of OSC.

**VII. President's Reports:**

- A. Board of Trustees - Did not meet.
- B. Faculty Senate – Did not meet.

- C. SPS Council – Did not meet.
- D. University Council – Did not meet.

**VIII. Committee Reports:**

- A. Personnel/Staff Developments/Benefits Committee  
Did not meet.

- B. Elections and appointments – Clayton reported:
  - Parking Appeals - two openings
  - Campus Parking – one opening
  - Presidential Commission on the Status of Women – one opening

There was an Election conducted for the second voting member for the University Council. Sara Clayton won the election.

- C. Public Relations -  
Did not meet.

- D. Visiting Committees  
There was no report.

- E. EAC

Clayton stated the committee met at Governor's State University July 17  
And July 18, 2008,

- \* SURS report states that we should buy stock now that numbers are so low, also there will be an 8% interest on accounts for FY 2008.

- \* There was a discussion at the EAC meeting on raises at Illinois state Universities. Universities such as Western will be getting 3.5%, GSU 6%, UIUC 2.5%, SIU-E 3%.

- \* The Legislative Committee wants everyone to be aware of the Constitution Convention coming up; this is where legislators could decide the way to change State employees receiving benefits.

- F. UAC  
Did not meet.

- G. University Council  
Did not meet.

- H. Special Events Committee - Thuestad stated next year that 50/50 raffle should have more than one person selling tickets on floor. This year's winner was Jim Garman who won \$242.00.

Thuestad gave a written report on the last nine years of Staff Fests and how this year's StaffFest compares.

Clayton suggested Danell Nixon and Brenda Smith be the Co Chair's for the Prize Committee again and both accepted.

The lists of gift recipients are now posted on the OSC website.

Raices asked if a show of appreciation could be made for HSC Building and Food Service Workers. These two groups do not have a chance to fully enjoy StaffFest. The Special Events Committee will look into this request.

A Thank you card will be sent to Thuestad's Mother for her contributions to StaffFest.

**IX. Old Business**

- A. Fit program discontinuance - The main issue is that they are not able to Retain helpers and due to budget constraints the program will be discontinued.
- B. Parking issue at Monsanto – There is a problem with some people who use the handicap parking spots as their own private spaces. Alan Smith reported the general public will not need a NIU placard but NIU employees will.

**X. New Business**

- A. Administrative Professionals Advisory Council (APAC) - Monteiro gave report on APAC that met Wednesday July 9, 2008.
  - \* Course registration dates will strictly be adhered to for the fall 2008 semester.
  - \* APAC has recently increased from ten to twelve members. If you're interested in serving on this committee submit letter to Rose Miller in Human Resource Services.
  - \* APAC is offering a First Aid session on Thursday, September 18, 2008, from 1:00 – 4:00 p.m. in the Human Resource Services building. If interested contact Dee Malm at 753-2515.
  - \* Department Name Changes: Enterprise Systems Support is now referred to as Information Security & Operations; Public Services is now Community Relations.
  - \* APAC now has a Mentor of the Month for new clerical hires that will provide packets of information which may include a welcoming letter,

helpful websites at NIU, a summary of local businesses and their discounts offered, and a Who to Call list for NIU employees.

B. OSC Group mailbox- Danell Nixon and Karen Smith have volunteered to monitor the OSC group mailbox.

C. Holiday Schedule- Thuestad stated that some people in her department had questions about returning to work for one day, January 2, 2009, after the Holiday Break. Discussion followed.

D. Workshops – K. Smith announced there will be several February 14, Recovery Sessions at the beginning of the fall semester. Smith stated E-mails will be out for the days and times of sessions.

**XI. Adjournment**

Meeting was adjourned at 10:05 a.m.

Respectfully submitted,  
Brenda Smith  
OSC Secretary