

**Operating Staff Council Meeting**  
**Minutes 01/08/2009**  
**Holmes Student Center University Suite**

**Present:** Elizabeth Buck, Donald Butler, Gay Campbell, Sara Clayton, Marcia Dick, Linda Jennings, Glenda Jones, Jay Monteiro, Danell Nixon, Pamela Rosenberg, Carlos Raices, Alan Smith, Andy Small, Brenda Smith, Karen Smith, and Jesse Tellez

**Guests:** Tim Griffin, Jodi Tyrrell, and Bobbie Cesarek

**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 Agenda as amended. The motion was seconded and passed.

**IV. Approval of December 11, 2008, minutes**

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/Correspondence**

Carlos Raices mentioned that the HSC is hosting a Bridal Expo at the Duke Ellington Ballroom, January 11, 2009, from 11:00 a.m. to 4:00 p.m. There will be over 40 exhibitors.

Jodi Tyrrell mentioned that the State University System Audit Team was here December 15 – December 18, 2008. She mentioned that they have not reported back their findings.

Marcia Dick passed around a handout from the NIU Athletics Department about the graduation success rate among our athletes. Our team came in with a success rate of 73%.

**VII. President's Reports**

**A. Board of Trustees**

No report

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- B. Faculty Senate  
No report
- C. SPS Council  
No report
- D. University Council  
No report
- E. Remembrance Service  
Committee has now picked a title for the day, NIU Remembers: A Day of Reflection. Some of the events are:
  - \* Candlelight Vigil at 5:00 p.m.
  - \* Art exhibit
  - \* Peace room
  - \* Concert in Sandburg Auditorium
  - \* Video montage set to NIU Choir
  - \* Forward Together Forward Scholarship winners' announcements
  - \* Counselors will be around campus all day

The opening ceremony will be starting at 10:30 a.m. at the Convocation Center. The next Remembrance Committee meeting will be held January 22, 2009.

Marcia Dick reported that the Community Quilt will be on display starting Friday, January 16, 2009, on the fourth floor in Founders Library.

- F. APAC  
No report

**VIII. Committee Reports**

- A. Personnel/Staff Developments/Benefits  
No report
- B. Elections and Appointments  
There are two new members on the Elections and Appointments committee: Andy Small and Jesse Tellez. The next meeting is scheduled to follow the OSC meeting today.
- C. Public Relations  
Nancy Schuneman resigned as Chair of Public Relations committee; committee will convene shortly to elect new chair.

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D. Visiting Committees/Guests  
No report

E. EAC  
EAC will meet January 22 – 23, 2009, at Champaign/ Urbana. The April 16 – 17, 2009, meeting will be held here at NIU.

F. UAC  
No report

G. Special Events Committee  
No report

H. Baccalaureate Review  
Baccalaureate Review Committee will do focus groups in the spring.

I. Foundations of Excellence  
The next meeting is scheduled to be held January 8, 2009; this committee is reviewing the NIU freshman experience for students. There will be a faculty/staff survey coming out in the near future.

**IX. Old Business**

A. Parking Garage letter  
During the December OSC meeting a rough draft of a letter that was distributed at an earlier meeting to be sent to the Parking Committee was discussed. The draft will be discussed at the February 2009, OSC meeting.

B. ID Badges  
President Monteiro met with Debra Bryant, Assistant to Associate Vice President, Finance & Facilities, Operations, to discuss issues dealing with ID badges and personal identification on campus. Ms. Bryant and associates have gone to each area of Finance and Facilities, Operations, within their scope to see what is being done with security. A verbal survey has been conducted among directors of the Operations division and Ms. Bryant is waiting to hear from all the Directors.

**X. New Business**

A. Grant Information  
There is a change in retaining grant monies on campus. For example: if a department received a grant and did not use the total amount of money given

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during the time period of the grant, the department would need to return the money to the grantor. The money cannot be used during the last month of the grant period.

**B. Inventory Control**

NIU departments are now being charged to send surplus equipment to Springfield: i.e. old outdated computers, the charge is \$39.00 for each surplus computer. Department's will need to be aware of this charge, since it will have an impact on their budget.

**XI. Adjournment**

Meeting was adjourned at 10:00 a.m.

Respectfully submitted,  
Brenda Smith  
OSC Secretary