Present: Stacey Bivens, Donald Butler, Gay Campbell, Heike Hofstetter, Patricia Liberty-Baczek, Dave Long, Jay Monteiro, Danell Nixon, Rachel Pierce, Amy Polzin, Jennifer Ridge, Karen Smith

Excused: Elizabeth Buck, Carlos Raices, Andy Small, Alan Smith

Guests: Clifford Bottiglierio (INTA), Sarah Klaper, Linda Odom (APAC), Rhonda Wybourn

I. Call to Order
Heike Hofstetter called the regular meeting of the Operating Staff Council (OSC) to order at 9:08 a.m.

Heike Hofstetter introduced Cliff Bottiglierio from Intercollegiate Athletics who presented a petition to the Operating Staff Council to rename Stadium Drive South to Joe Novak Way.

II. Attendance was recorded by Danell Nixon.

III. Approval of Agenda
A motion was made by Don Butler to accept the Agenda as presented. The motion was seconded by Rachel Pierce and passed by vote.

IV. Approval of February 7, 2013, minutes
A motion was made by Gay Campbell to accept the minutes as presented. The motion was seconded by Jay Monteiro and passed by vote.

V. Treasurer’s Report
None.

VI. Announcements/Correspondence
The OSC website will be converted from Web Carma to Cascade. Pam Roesner will add her name to the website as she will handle any changes, corrections, or additions.

The Presidential Search Committee is meeting today, March 7, 2013, as well as tomorrow, March 8, 2013, to determine the final four candidates.

Pictures of the OSC were distributed.

Andy Small requested the OSC to let him know by March 20, 2013, if there were any issues he needed to discuss with Steve Cunningham during his meeting.

VII. President’s Reports
A. Board of Trustees
Finance and Facilities granted approval to the proposed revision of maximum vacation accrual for non-exempt Civil Service employees from 50 days to 56 days. This will be presented to the Board of Trustees on March 21, 2013, for final approval.
B. Faculty Senate
   A report and minutes were distributed.

C. University Council
   President John Peters announced the funding situation for FY13 of which the
   majority is still owed by the State. The FY14 budget is 4.6% less than FY13 which
   can be compared to the FY2000 funding. The appropriation fund budget was
   distributed. The next meeting is scheduled for March 27, 2013.

VIII. Committee Reports
A. Workplace Issues
   Gay Campbell presented the committee report. Discussion was held regarding the
   civil service employee survey.

   The New Employee Welcome Letter will be sent out to all new employees hired
   since January 1, 2013.

   Karen Smith will compile a list of resources to be made available for the Huskies
   Helping Huskies project which will act as a liaison.

   Discussion was held regarding the Operating Staff Handbook and the need to keep
   it up-to-date. Rhonda Wybourn will discuss with Celeste Latham regarding who
   maintains the handbook. Gay Campbell also requested she be placed on the carbon
   copy list for any changes made to the handbook.

   Guest Deborah Haliczer provided the committee with information regarding the
   University Benefits Committee. The Benefits Choice period will be May 1 – 31,
   2013, with a second Benefits Choice period at a later time due to the uncertainty of
   health insurance. Liz Guess and Dennis Devito are in Springfield regarding these
   issues.

   Central Management Services will be hosting a regional Benefits Fair possibly
   April 30, 2013, and will be open to all state employees and retirees. They could
   possibly be looking to increase premiums for everyone as well as dependents.

   Legislation on pensions is still heating up with discussions regarding eliminating
   COLA, increasing retirement age to 67, plus possibly a third Tier for benefits.
   Retiree health insurance costs may not be guaranteed. Also discussing whether
   they will grandfather in those who do not have Medicare and penalizing early
   retirees prior to age 60. Also discussed was the Money Purchase rule which
   depends on how much money you have put into a retirement fund.

   Deborah mentioned the Civil Service Vacation Accrual of 56 vacation days instead
   of 50 days is being voted on at the University Council meeting being held February
   28, 2013. If approved, it will need to go before the Board of Trustees for final
   approval March 21, 2013.
Deborah also mentioned participation is down with regards to the 403(b) and 457 retirement plans. Karen Smith suggested we put information in the OSC newsletter encouraging people to participate.

B. Elections and Appointments
None.

C. Public Relations
Met February 28, 2013, with two new members joining the committee, Dave Long and Amy Polzin.

The Bylaws were discussed and with no additional changes needed, a motion was made by Don Butler to accept the revised Bylaws as presented. The motion was seconded by Rachel Pierce and passed by vote.

Discussion was held regarding the six scholarship applications received. The number of scholarships and dollar amount to be awarded will be tabled until the next Public Relations Committee meeting.

The committee was requested to do research at other Illinois universities regarding the subject of Tiered Parking. There are currently several options for employees to reduce their parking fee by using remote parking or applying to the Campus Parking Appeals Committee for special parking fee consideration.

A sign-up sheet to work at the OSC table at the Wellness Fair on March 27, 2013, was distributed.

There were six nominees received for the Outstanding Service Award. The committee will meet on March 12, 2013, to determine the number of awards to be given.

D. SPS Council
The report was distributed.

E. Visiting Committees/Guests
See above.

F. EAC
No report.

G. UAC
No report.

H. APAC
Linda Odom from APAC led the discussion regarding Tiered Parking and the survey which was conducted in the past but it may be outdated now.
The committee has set up the annual Pat Siebrasse Award for outstanding administrative professionals. Pat Siebrasse will receive the first award.

The CPR/First Aid training has received a good response. Rose Miller has a waiting list for those interested in attending.

IX. Old Business
   A. Tiered Parking
      See above.

X. New Business
   A. Annual Ombudsperson Review
      A report will be distributed with the results over the Summer. Sarah Klaper stated there are about the same number of individuals being seen this year as last year. Sarah gave an overview of her duties including going to all NIU meetings and working on the Student Grievance Policy. If anyone has any input on Sarah, please send to Andy Small prior to March 15, 2013.

   B. Patricia Liberty-Baczek announced she would be making herself available one day per week in the Holmes Student Center for any Civil Service employees who have questions. Patricia would forward the questions to the appropriate committee.

      Patricia also announced she is on the Holmes Student Center Renovation Committee with items discussed are the renovation of the computer lab on the first floor after commencement in mid-May with completion to be done by the start of the Fall semester in August. The number of computer workstations will be reduced down to 12 and possibly loaning tablets out for student use.

      Also discussed were hotel guests will be able to enjoy a continental breakfast, expansion of book rentals, surround sound and improved lighting in the auditorium, and Diversions Lounge will be unavailable for two years due to the Stevens renovation. A flyer was distributed regarding the Huskies Den being able to do fundraisers.

XI. Adjournment
   The meeting was adjourned at 10:05 a.m.

Respectfully submitted,
Danell Nixon
Operating Staff Council Secretary