I. Call to Order

II. Roll Call

III. Approval of Agenda

IV. Approval of Minutes of January 7, 2021, OSC Meeting

V. Treasurer’s Report

VI. Visiting Committees/Guests
   A. Sarah Chinniah

VII. Public Comment

VIII. Announcements/Correspondence
   A. Natasha Johnson: President’s Report
      Civil Service Emergency Fund
   B. Pulchratia Smith: Human Resource Services

IX. Shared Governance Reports
   A. Board of Trustees
   B. Faculty Senate
   C. Supportive Professional Staff Council (SPSC)
   D. Student Government Association (SGA)
   E. University Council

X. Committee Reports
   A. Elections and Appointments
   B. Legislative Committee
   C. Public Relations/Activities
   D. Workplace Guidance
   E. Administrative Professionals Advisory Council (APAC)
   F. Employee Advisory Committee (EAC)

XI. Prior Business
   A. OSC Plaques

XII. New Business
NIU Operating Staff Council
FY20-21
Treasurer’s Report
January 28, 2021

OPERATING STAFF COUNCIL

<table>
<thead>
<tr>
<th>DATE</th>
<th>VENDOR</th>
<th>JUSTIFICATION</th>
<th>AMOUNT</th>
<th>Expenses 7-1-20 to date</th>
<th>BALANCE</th>
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</thead>
<tbody>
<tr>
<td>7-1-2020</td>
<td></td>
<td>Beginning balance</td>
<td>*$9,462.54</td>
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<td>$9,462.54</td>
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<tr>
<td>8-14</td>
<td>Alumni Award Services</td>
<td>name tags for new members</td>
<td>$38.00</td>
<td></td>
<td>$9,424.54</td>
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</table>

*Breakdown of Starting fund balance

Contractual Services  7,204.54
Commodities  2,133.00
Travel  125.00

**Budget  9,462.54**
# OPERATING STAFF DEPENDENT ENDOWED SCHOLARSHIP FUND FY21

<table>
<thead>
<tr>
<th>DATE</th>
<th>PRINCIPAL</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-17-2020</td>
<td></td>
<td>$3,260.04*</td>
</tr>
</tbody>
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**FY19 Ending Balance 6/30/19** $ \text{672.49}

- FY20 Allocation on 7/1/19 $ \text{1,888.83}
- FY20 new gifts $ \text{473.00}
- FY20 scholarship expense $(\text{1,800.00})

**FY20 Ending Balance 6/30/20** $ \text{1,234.32}

- FY21 Allocation on 7/1/20 $ \text{2,025.72}

\[ \text{3,260.04 total available for FY21 scholarships} \]

- Fall 2020 scholarships disbursed $(\text{1,740.00})
- Spring 2021 scholarships obligated $(\text{1,500.00})
- FY21 new gifts $ \text{18.00}

\[ \text{38.04 remaining available for FY21} \]

- FY22 Allocation on 7/1/21 $ \text{1,762.83}

\[ \text{1,800.87 total available for FY22 scholarships} \] @ 11.30.20

*Reported 12-1-2020 by Robin Kenney, does not include FY21 gifts to date, if any.

OSC Treasurer’s report Prepared by: Linda Yates 1-28-2021
Operating Staff Council Bylaw Article 3: University Committees

Second Reading
Feb. 4, 2021

3.1 University Council

The President of the OSC shall be one of the five OSC voting representatives, for the term of office of the OSC President. The OSC shall elect four additional voting members from the operating staff at large. The chosen representatives, if not members or alternates of OSC, are required to attend all OSC meetings in an ex-officio, nonvoting capacity. Term of representation is one year.

3.11 University Council Subcommittees. Members shall be assigned by the Executive Secretary of the University Council from the recognized OSC representatives to the University Council.

3.2 University Committees

Representatives on all committees should be status operating staff employees. If no status employee is willing to serve on these committees, an NIU retiree who was a status operating staff employee at the time of retirement would be eligible to serve.

Representatives on committees who retire may serve out the remainder of their term. At the end of the term, a current status operating staff employee must be named.

Appointees to these committees must provide a timely written or oral summary of committee meeting activities to the Secretary of the OSC. The appointees must also be available to appear before the OSC as requested to present clarification of committee activities. are as follows:

- Athletic Board - One member of the operating staff elected by the OSC to serve a three-year term.
- Campus Parking - Four members of the operating staff elected by the OSC to serve three-year staggered terms.
- Campus Security and Environmental Quality Committee - Two members of the operating staff elected by the OSC to serve two-year staggered terms.
- Student Conduct Board - Two members of the operating staff elected by the OSC to serve a three-year staggered term.
- Student Conduct Advisory Board - One member of the operating staff elected by the president of the OSC to serve a three-year term.
- Computing Facilities Advisory Committee - One member of the operating staff elected by the OSC to serve a three-year term.
- Joint Faculty Senate/University Council Rules, Governance and Elections Committee - One operating staff member who is a member of the University Council or of Faculty Senate serves a one-year term and shall be eligible for reappointment.
- Student Grievance Panel - Fifteen members of the operating staff elected by the OSC to serve a one-year term.
- Libraries Advisory Committee - One member of the operating staff selected by the provost from those nominated by the OSC to serve a three-year term.
- Non-union Faculty and Staff Grievance Committee - three members of the operating staff elected by the OSC to serve a one-year term.
- Parking Appeals Committee - Three members of the operating staff elected by the OSC to serve three-year staggered terms.
• University Benefits Committee - Two members of the operating staff selected by the university president from those nominated by the OSC to serve three-year staggered terms.
• University Council - Five operating staff members, selected by Operating Staff Council, who shall serve three-year terms. The President of the OSC or the President’s designee shall be one voting member. The other four members will be elected by the OSC.

Operating Staff Council Bylaw Article 4: Role of the Administrative Aide

First Reading
Feb. 4, 2021

4.1 Support for OSC officers
The OSC officers (president, vice president, secretary, treasurer and parliamentarian) and the administrative aide will meet within the first month after the July OSC meeting and/or following the hiring of an administrative aide, to determine the duties which the administrative aide will perform regarding each of the officer positions. Duties must be in alignment with the administrative aide’s job description on file with Human Resource Services.

4.2 Support for OSC committee chairs
The chairs of the OSC standing and ad hoc committees will meet to determine the duties which the administrative aide will perform regarding each of the committee chair positions. Duties must be in alignment with the administrative aide’s job description on file with Human Resource Services.