Operating Staff Council  
September 1, 2016 
Holmes Student Center, Sky Room – 9:00 a.m. 
Meeting Minutes


Absent: Angela Bollinger, Patricia Liberty-Baczek, Patricia Wielert

Guests: Zach Bohn, Chad Glover, Renique Kersh, Sarah Klaper, Greg Long, Rhonda Wybourn

I. Call to Order
OSC President Holly Nicholson called the regular meeting of the OSC to order at 9:02 a.m.

II. Roll Call
Attendance was recorded by Bivens.

III. Approval of Agenda
Nicholson proposed to amend the Agenda by adding the Council of Councils Ad Hoc Committee as “sub-item A” under “item X. Committee Reports”. A motion was made by Andree to accept the agenda as amended. The motion was seconded by Brown and passed by unanimous vote.

IV. Approval of August 3, 2016, minutes
A motion was made by Cabrera to accept the meeting minutes from the OSC Meeting on August 3, 2016. The motion was seconded by Wyzard and passed by unanimous vote.

V. Treasurer’s Report
No report

VI. Visiting Committees/Guests
Chad Glover and Renique Kersh from the NIU PLUS Initiative spoke to the OSC about this program. Kersh said that, through NIU PLUS, students can customize their learning experience by choosing optional thematic pathways. Students can choose to do this as early as their first semester. In addition, Kersh explained that the Engage PLUS program is hands-on learning that links the classroom to the real world. Students who take part in this program can have their participation listed on their transcript. Glover spoke about Jobs PLUS, saying that jobs + professional development =Jobs PLUS. This initiative is a way for students’ jobs to become paid internships. If NIU supervisors would like to take part in this program, they should encourage their employing department to consider participating with student employees. Like Engage PLUS, Jobs PLUS is another way for NIU students to customize their college experience. Employers will benefit from having better workers and reduced turnover, while students will recognize that their employer values them. Glover shared that 100 students participated in Jobs PLUS spring semester 2016, and students are participating during this fall semester, but there is not a firm number yet.
VII. Public Comment
Bohn, in his role as Administrative Aide in the Office of University Council, reiterated that he has stepped down from the OSC in order to be more available to Council officers and members, as well as the Supportive Professional Staff Council members.

VIII. Announcements/Correspondence
A. Group Photo
   The OSC’s annual group photo will be taken at 8:30 a.m. in the MLK Commons on Thursday, October 6, 2016. This is the same day as the next OSC meeting.
B. Operating Staff Death Notices
   Several times over the past year, the subject of death notices has come up in OSC. Klaper has spoken to several people about this, including Harlan Teller and Jennice O’Brien. Teller asked Klaper to let him know when someone associated with NIU passes away so that an announcement can be made.
C. Update from HRS
   Nicholson shared that Celeste Latham and Liz Guess from HRS will be joining the council for its October meeting to give an update on the new online CMS system as well as updates with FLSA.
D. Employee Portraits
   Nicholson shared that the Dept. of Creative Services has eliminated charge-backs, so employee portraits can now be taken free of charge. The dept. will no longer be taking studio portraits, and will now be taking “environmental portraits” instead.

IX. President’s Reports
A. Board of Trustees
   Met August 25, 2016. The Ethics Office announced that all NIU employees completed training by the deadline, which is a great accomplishment. Heckman announced a five-year capital plan. Be sure to read the Finance, Facilities, and Operations Report. It was also announced that the University Council will be evaluating Klaper as the NIU Ombudsperson.

B. Faculty Senate
   There was a presentation on risk management. The upcoming evaluation of Provost Lisa Freeman was discussed. There will be a Town Hall meeting on September 22 regarding Program Prioritization. No time or place for the meeting has been announced yet. The evaluation of the Ombudsperson was brought up.

C. Supportive Professional Staff Council
   No report

D. University Council
   No report

X. Committee Reports
A. Council of Councils Ad Hoc Committee
   Nicholson reported. The committee Met on August 29th and discussed ideas for entertainment like music, food, and themes. Also talked about budgetary challenges and the importance of beginning to schedule events and book rooms. Aiming to hold the event in mid-October of 2017.
B. Elections and Appointments
Monteiro reported. Due to the resignation of Bohn, Monteiro asked OSC to transition Leah Davis from an alternate to a full council member. Davis was willing to assume this new role. A motion was made by Raices to approve Davis as a voting member of the Operating Staff Council. The motion was seconded by Kozumplik and passed by unanimous vote.

There was a discussion regarding the need for an OSC treasurer. Monteiro recommended that OSC retain the treasurer position. Also under consideration was the Administrative Aide’s responsibilities regarding purchases. Bohn commented that the Aide carries out the wishes and directions of the council. Klaper remarked that with the amount of stress council members deal with, it might be a good idea to turn everything over to the Administrative Aide. Hulseberg commented that this issue could be discussed in the Legislative Committee. It was decided that OSC needs a treasurer and to hold an election. Bohn, the former treasurer, was asked about the time investment for this position. He replied that the treasurer could add two hours per month to his/her other OSC responsibilities, and that he would train whoever became treasurer. Ellen Cabrera and Leah Davis self-nominated for the treasurer position. An election with secret ballots was held, with Leah Davis elected as treasurer.

Also discussed by Elections and Appointments, were the openings on several NIU Committees & Commissions, including the Student Diversity, Equity and Inclusion Advisory Committee, Student Conduct Board, and Parking Appeals Committee. It was decided to advertise these in the online Monday morning announcements.

C. Employee Morale
Kozumplik shared that she is now the chair of the Employee Morale Committee. The committee’s mission statement will be e-mailed. They discussed the definition of release time, and will follow up with Human Resource Services regarding this. The committee also discussed its health and wellness promotion, and the need to collaborate with other OSC committees such as the PR committee.

D. Legislative Committee
No report

E. Public Relations/Activities
No Report.
Andree has been appointed as the new Chair and will continue to work closely and promote the “Giving Project”/

F. StaffFest
Brown asked other OSC members if there were things about this year’s Staff Fest they would change or do differently. Kozumplik mentioned that she really liked the water filtration pitchers that were made available at StaffFest, but wondered where to get replacement filters. Brown said she was really happy with the way OSC members filled in and worked wherever they were needed.
G. Workplace Issues
   No report. It was decided that the Committee needs to meet and appoint a new chair. Bohn was tasked with organizing this, as the council’s Aide.

H. Administrative Professionals Advisory Council (APAC)
   No report

I. Employee Advisory Committee (EAC)
   No report

J. University Advisory Committee (UAC)
   Long shared that he as Faculty Senate President, Catherine Doederlein (President of SPS Council), and Nicholson feel they are being talked at during discussions instead of having their suggestions heard. They would like their role to be more advisory going forward.

XI. Old Business
   None

XII. New Business
   None

XIII. Adjournment
   Raices made a motion to Adjourn. The motion was seconded by Andree and passed by unanimous vote.
   The meeting adjourned at 10:17 a.m.

Respectfully submitted,
   Stacey Bivens
   Operating Staff Council Secretary