Minutes  
Operating Staff Council  
November 3, 2016  
Sky Room – 9:00 A.M.


Absent:  Barb Andree, Leah Davis, Patricia Wielert, Mary Wyzard

Guests:  Abigail Dean, Sarah Klaper, Greg Long, Andy Small, Jeffrey Strohm, Rhonda Wybourn

I. Call to Order  
President Holly Nicholson called the regular meeting of the OSC to order at 9:05 A.M.

II. Roll Call  
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda  
A motion was made by Hulseberg to accept the agenda as amended. The motion was seconded by Raices and passed by unanimous vote.

IV. Approval of October 6, 2016, minutes  
A motion was made by Monteiro to accept the October 6, 2016, minutes as amended. The motion was seconded by Brown and passed by unanimous vote.

V. Treasurer’s Report  
No report

VI. Visiting Committees/Guests  
Abigail Dean and Jeffrey Strohm from University Marketing attended the OSC meeting to follow up from their previous visit. Dean explained that their office had done a collateral audit, and found 50 – 60 different print communications that were going out to students. There was very little consistency, with diffuse graphics and print format that looked like they came from different places. Dean emphasized that NIU must have a consistent narrative in what we say about ourselves; and what we said about ourselves in the past versus new statements. It has been discovered that there is a weak brand alignment with NIU among first-time incoming students.
Transfer students received too little direction, there were assumptions made about the level of writing and marketing they could absorb and navigate. It was discovered that employees wanted more templates and examples. It was decided that NIU needed a brand refresh, with more guidance, better examples, and clear directions.

NIU not only needs a more consistent narrative, but all of our communication with students should be warm, personal and inviting. In fact, we should not just be warm, but charged about NIU, and build excitement about the university. Statements like: Be who you are, discover who you want to become. Open up, try new things. Come ready to take on the world, leave ready to change it. Always use the student’s name whenever possible.

The logo (the castle) and updated tagline, “Your Future. Our Focus.” are part of the branding. There are also new sub-brands. There used to be many options for brand colors. Now the choices are black, red, white, and limited secondary colors. University Marketing is also relying heavily on great photos. The photography is personalized, inviting, and charged. There are no posed photos, only candid shots, along with graphic elements, the university shield, and templates. These bold clean designs make brand compliance easy. There is a standards guide which will help employees make sure their work is consistent with NIU branding, even down to choosing the correct font. Strohm talked about the Clearinghouse which is a brand management tool, and an opportunity for members of the campus community to realize a greater reach for their work. Filling out a Clearinghouse form will make information accessible to the target audience, create sub-brands, and keep standards consistent for colleges and units. The NIU Foundation and Alumni Association have different logos, but changing those will require a vote from their boards. Strohm stressed that internal brand consistency is highly important.

Long commented about oversight on the poster policy. He cited the rule that any foreign language on a poster must be translated into English.

VII. Public Comment
None

VIII. Announcements/Correspondence
Nicholson announced that the position of Administrative Aide to the Operating Staff and SPS Councils became available effective November 1, 2016. The position has been posted by Human Resource Services.

The MAP and budget rally will be held today, Thursday, November 3, 2016.
Nicholson reminded meeting attendees that the State Universities Annuitants Association (SUAA) will hold an open forum on Wednesday, November 16, 2016, at 4:40 P.M. in the Sandburg Auditorium. SUAA attorney and lobbyist, John Carr, will be discussing employees’ pensions and benefits.

Web training is being offered and must be completed by the end of the fiscal year. The content management system will be upgraded in the coming months as well. E-mails about training have been sent out to the approximately 160 employees who use Cascade at least once a month. The first round of training will take place from November 9 through 17. The goal of the training program is to increase consistency, usability and accuracy across all NIU websites by educating users on building and maintaining websites, NIU brand standards and best practices in web accessibility and usability. Every current Cascade user will need to complete level I training to maintain web access. Users who have not completed training by the close of FY17 will have their web access deactivated.

See this website:  http://niu.edu/marcomm/services/web/training/index.shtml

JCAR (Joint Committee on Administrative Rules) was mentioned as it pertains to Property Control. This department oversees and keeps records of university-owned equipment. The department’s responsibilities include:

- Maintaining a complete listing of all items valued at $500 or more
- Tagging all items valued at $500 or more
- Tagging selected "high theft potential" items regardless of acquisition cost
- Providing departmental tags (upon request) for items under a $500 value
- Coordinating annual departmental equipment inventory verification
- Authorizing Transfer of Equipment
- Surplus equipment

Usually items less than $500 are not tagged unless they are classified as "High Theft Potential" items. Such items are tagged if they cost or are valued at $100 or more. Examples of these types of items are antiques and firearms.

**IX. President’s Reports**

A. Board of Trustees
Nicholson reported. She advised that anyone interested in the activities of the Board of Trustees should consult their webpage.

B. Faculty Senate
Long reported. There was a low-key Program Prioritization update. The search committee for the Dean of University Libraries was approved.

C. Supportive Professional Staff Council
No report
D. University Council
Long reported. There was a Program Prioritization update. Starting fall semester
2017, all incoming new students will be required to take a class, or classes in human
diversity. This will also apply to incoming transfer students, unless they already
fulfilled the requirement at a community college. A faculty member raised a concern
about the poster policy, and the fact that all posters must be approved before they can
be posted, which was seen as restrictive. It was agreed to ask the University Affairs
Committee to investigate this issue. Work continues on a Policy Library, which
includes the University Council’s constitution and by-laws, along with policy
management guidelines. Currently, there are two graduate assistants going through
NIU’s website to pull other policies.

X. Committee Reports
A. Council of Councils Ad Hoc Committee
Nicholson reported. The committee will not meet again until Nicholson and Andy
Small can meet with Al Phillips and talk about the budget for this event.

B. Elections and Appointments
Monteiro reported. The committee met October 25, and discussed the issue of
alternates. Two people replied and sent an application for campus committees.
Operating Staff employee, Lisa March, expressed interest in joining the Student
Conduct Board. Her application letter and bio were read aloud. A few OSC members
expressed concern because March is a new employee, however it was pointed out that
her department signed off on her committee application and gave permission, and the
Student Conduct Board meets sporadically. Liberty-Baczek added that March would
get the opportunity to meet other faculty and staff from across campus by joining the
Student Conduct Board. Monteiro asked for a motion to accept the application. A
motion was made by Hulseberg to accept Lisa March’s application to serve on the
Student Conduct Board. The motion was seconded by Liberty-Baczek and passed by
unanimous vote.

C. Employee Morale
Kozumplik reported. Joe Grush from the NIU Annuitants Association was scheduled
to attend the meeting, but had to cancel. Hulseberg presented President Baker with a
list of ways to improve employee morale last year. The president would now like
more ideas. Klaper met with Dr. Baker, and suggested giving staff extra days off at
the holidays this year, i.e., November 23, December 22, or January 3. He responded
that he could not afford to do this, and instead needed low/no cost suggestions.
Brown mentioned that everyone needs a mental health day from time to time.
Hulseberg suggested giving staff the opportunity to use benefits to take time off. This
would be contingent on supervisor approval.
D. Executive Committee
Nicholson reported. The committee discussed publicizing openings on committees to the operating staff at large in order to fill positions. Because the topic of using gender-free language and the appropriate pronouns had been suggested at the last OSC meeting, Nicholson will invite Molly Holmes from the Gender & Sexuality Resource Center to an OSC meeting to speak to us about this subject.

E. Legislative Committee
Hulseberg reported. The Legislative Committee brought the October 2016 proposed bylaw amendments and additions before the OSC to be read and voted on.

Executive/Legislative Committee Bylaws:
Article 2.12 was amended to create article 2.16, thereby creating the Legislative Committee. A motion was made by Bollinger to accept the amendment to article 2.12. The motion was seconded by Pittman and passed by vote with one abstention.

Employee Morale Committee Bylaw:
Article 2.17 was added to the Bylaws to include the Employee Morale Committee. A motion was made by Hulseberg to accept the addition of article 2.17 to the OSC Bylaws. The motion was seconded by Raices and passed by vote with one abstention.

OSC Membership Bylaw:
Article 7.1 was amended to clarify choosing alternates, their roles, and whether their votes are independent or proxy. A motion was made by Kozumplik to accept the amendment to article 7.1. The motion was seconded by Bollinger and passed by unanimous vote.

Filling of Vacancies of OSC Representatives Bylaw:
Article 7.13 was amended to clarify how vacancies on OSC shall be filled by alternates and at what times. A motion was made by Raices to accept the amendment to article 7.13. The motion was seconded by Brown and passed by vote with one abstention.

Also brought before the OSC for its first reading was the Legislative Committee’s November 2016 proposed Bylaw Amendment and Addition of Article 4: Role of the Administrative Aide. This bylaw clarifies the duties and responsibilities of the Administrative Aide in relation to the OSC officers and OSC committee chairs. While reading through the proposed bylaw, it was noticed that the Parliamentarian position was left out of the list of officers. This will be added before the second reading and vote. The OSC also discussed the role of the Administrative Aide.
Kozumplik pointed out there will always be an Administrative Aide because it is a status civil service position. Several OSC members requested that the Aide’s job description be distributed. Cabrera mentioned that she likes consistent wording because it helps preserve consistency in communications. Council members considered whether the OSC should have a Treasurer, or have the Administrative Aide be responsible for the Council’s checking account and P-card. After discussion, OSC members decided that the Treasurer position will be retained, and the Treasurer will have access to the OSC’s P-Card and checking account. The OSC president will have access to the checking account.

F. Public Relations/Activities
No report

G. Workplace Issues
Bollinger reported. The committee discussed unions within civil service. The Workplace Issues and Morale Committees have a certain amount of overlap. The committee talked about requesting an increase in the amount of professional development time from 7.5 hours to 15. Several Brown Bag Lunch ideas are being considered including: “What does it mean to be a Civil Service Employee?” “Class Series,” and “Tuition Waivers.” The Committee also talked about creating an informal venue to ask questions called, “Coffee with Al (Phillips).” Operating Staff employees would submit questions, and a member of the Workplace Issues Committee would meet with Dr. Phillips to ask the questions on behalf of employees. Monteiro mentioned the “Ask the VP” button which allows employees to ask questions anonymously.

H. Administrative Professionals Advisory Council (APAC)
No report

I. Employee Advisory Committee (EAC)
OSC members and guests looked over handouts that Andy Small distributed. There were forms related to specialty factors and hiring out of state which pertained to hiring civil service employees. Small also advised the OSC about the advantages to electronic voting. The University of Illinois at Chicago used electronic voting when electing their staff council and achieved a 72% increase in participation. He also shared news from other universities in the state. Illinois State has had its fourth year of increased enrollment, while at Governor’s State and Eastern Illinois University, employees are being laid off. At Chicago State, only 86 freshmen enrolled for fall semester.

J. University Advisory Committee (UAC)
No report
XI. Prior Business
A. Treasurer’s Position
See X. E

XII. New Business
A. Union News
Leonard asked if there was any information about union negotiations, since she had not received any recent updates. There are OSC members who are part of the bargaining team, but they were not able to attend the OSC meeting. Nicholson asked Bivens to put unions on the agenda for the December OSC meeting.

B. “Give a Little” Campaign
Klaper mentioned the “Give a Little” campaign, which reaches out to individuals and families to provide support to those who lack resources. The Division of Student Affairs & Enrollment Management likes to provide gifts and food items to NIU students and their families who would most benefit from the “Give a Little” campaign during this winter season. They also work also with the Huskie Food Pantry which provides non-perishable, supplemental food, and other necessities for NIU students in need of support.

XIII. Adjournment
A motion was made by Liberty-Baczek to adjourn the meeting. The motion was seconded by Brown and passed by unanimous vote.
The meeting adjourned at 11:20 A.M.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary