Operating Staff Council
August 6, 2015
Duke Ellington Ballroom – 9:00 a.m.

Present: Barbara Andree, Stacey Bivens, Nancy Brown, Elizabeth Buck, Angie Gutierrez-Vargas, John Hulseberg, Jennifer Jeffries, Patricia Liberty-Baczek, Yvette Lubbers, Holly Nicholson, Carlos Raices, Pam Roesner, David Smith, Karen Smith

Absent: Zach Bohn, Jay Monteiro, Victoria Nay

Guests: Brian Berchtold, Lesley Gilbert, Jessi Lorang, Andy Small, Rhonda Wybourn

I. Call to Order
President Holly Nicholson called the regular meeting of the OSC to order at 9:03 a.m.

II. Roll Call
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda
OSC President Holly Nicholson asked that the agenda be changed so that discussion of the Appropriate Use Policy could be moved higher on the agenda, after the approval of the minutes. A motion was made by Patricia Liberty-Baczek to accept the amended agenda. The motion was seconded by Carlos Raices and passed by unanimous vote.

IV. Approval of July 2, 2015, Minutes
A motion was made by Barb Andree to accept the minutes. The motion was seconded by Pam Roesner and passed by unanimous vote.

V. Appropriate Use Policy
Holly Nicholson said that it was her impression that the policy is meant to protect faculty, staff and students who use the NIU network, not to police them. The feeling is that DoIT is asking everyone who uses the NIU network to behave ethically when using the computer resources. While reading through the Appropriate Use Policy, many OSC members had questions: How would the policy be enforced? Would personal devices be included? How much of the employees’ use is being monitored? What is an anomaly? If a user is found to be in violation of the policy how will this be handled? What are the appropriate Human Resource Services processes in the event an infraction is found? Rhonda Wybourn answered that the disciplinary processes are verbal, written, and suspension, and that each are applied differently depending on the circumstances of the incident. During the
discussion, it was discovered that there is not currently a hard copy of the personnel handbook. Jennifer Jeffries made a motion to invite Celeste Latham to attend an OSC meeting to discuss the personnel handbook. The motion was seconded by Patricia Liberty-Baczek and passed by unanimous vote. Holly Nicholson will set up a meeting with Brett Coryell and Drew Bjerken. The Appropriate Use Policy should not be implemented until Brett Coryell speaks to Human Resource Services about our requests and concerns.

VI. Treasurer’s Report
Newly-elected treasurer Zach Bohn was attending the Board of Trustees meeting on behalf of Holly Nicholson, so former treasurer Elizabeth Buck gave the report. She said the OSC received $9100 for the year, but thinks there might be a cut to that amount. Elizabeth has closed her OSC checking account, and Zach has opened his own. Elizabeth said that she was unable to purchase name badges for the OSC members, because her p-card wasn’t accepted. There is now a seminar that everyone who uses a p-card has to attend. Elizabeth had not yet attended this seminar, which explains why her purchase wouldn’t go through. Andy Small pointed out that Holly Nicholson still has to sign the checking account. Greg Fieffer has been e-mailed about the ad hoc travel account. Jennifer Jeffries noted that the largest expenditure on the budget is the Northern Staff News. It was explained the newsletter is now being e-mailed. The committee began to talk about the price of refreshments served at the OSC meetings. That issue was tabled in the interest of time. A motion was made by Patricia Liberty-Baczek to accept the report. The motion was seconded by Nancy Brown and passed by unanimous vote.

VII. Announcements/Correspondence
Patricia Liberty-Baczek announced that the Gender and Sexuality Resource Center will be having its annual welcome back BBQ on Wednesday, August 26, starting at 1:00 p.m.

Jennifer Jeffries stated that a majority of eligible employees have signed union cards, and petitions have been filed with the state labor board. Anyone who wants to sign a card, which signifies their intention to join the union, may contact Jennifer.

Rhonda Wybourn said that Human Resource Services has been notified by the state that the Operations Support Service Specialist series has been deleted.

VIII. President’s Report
A. Board of Trustees
The Board met on August 6; the same day as the OSC meeting and StaffFest. It was mentioned that the Board might attend StaffFest, so a discussion started
about providing a microphone so board members could address operating staff members. There would be a $10 charge for use of a microphone. Karen Smith was not sure of the benefit of that, and would rather see the trustees walk around and mingle with operating staff members. Jennifer Jeffries made a motion for OSC to spend $10 to provide a microphone. The motion was seconded by Patricia Liberty Baczek and passed by a show of hands.

B. Faculty Senate
   Did not meet

C. Supportive Professional Staff Council (SPSC)
   Lesley Gilbert attended the OSC meeting and reported that the SPS Council had elected its officers. They are:
   President: Deborah Haliczer
   Vice-President: Steve Bulita
   Secretary: Lesley Gilbert
   Treasurer: Betsy Hull

D. University Council
   Did not meet

IX. Committee Reports
   A. Workplace Issues
      Did not meet

      Ad hoc Employee Morale
      Met July 30, 2015, and discussed formulating questions for the next town hall meeting with Dr. Baker, which is scheduled to take place September 2. The goal is to prepare three or four questions that will relate to the OSC’s constituents. Holly Nicholson offered to e-mail the questions to all OSC members ahead of time so everyone can give input. After that, the questions will go to President Baker prior to the town hall meeting. Lesley Gilbert said that the SPS Council is doing the same thing. The feeling is that Dr. Baker will be more inclined to answer questions that have been pre-submitted, than those asked from the floor.

   B. Elections and Appointments
      Did not meet.

   C. Public Relations
      Did not meet

   D. Employee Advisory Committee (EAC)
Andy Small, EAC Chair, sent an e-mail ahead of the August 6 OSC meeting to inform the OSC members about progress on three issues that EAC had been discussing. The rule of three allows employers to interview applicants with the top three scores rather than just the top three applicants. This would result in a larger applicant pool. This was House Bill 3120 and takes effect on January 1, 2016. The next item was out of state recruiting. This has been approved for professional, semi-professional and managerial classifications, and will go into effect December 1, 2015. A third document highlighted how specialty factors could be used to revise and enhance a job description.

E. University Advisory Committee (UAC)  
Did not meet

F. Administrative Professionals Advisory Council (APAC)  
Robin Andersen is retiring from NIU.

G. Legislative Committee  
This committee has not yet been formed.

X. Old Business
A. Appropriate Use Policy  
See V.

B. Civil Service Advisor Position  
Andy Small will be meeting with Karen Baker on August 11 regarding the Operating Staff Personnel Advisor position.

XI. New Business
A. There was no new business.

XII. Adjournment
The meeting was adjourned at 10:24 a.m.

Respectfully submitted,
Stacey Bivens  
Operating Staff Council Secretary