Minutes
Operating Staff Council
December 3, 2015
Sky Room – 9:00 a.m.

Present: Barbara Andree, Stacey Bivens, Nancy Brown, John Hulseberg, Patricia Liberty-Baczek, Yvette Lubbers, Jay Monteiro, Holly Nicholson, Pam Roesner, Karen Smith

Absent: Zach Bohn, Elizabeth Buck, Angie Gutierrez-Vargas, Jennifer Jeffries, Victoria Nay, Carlos Raices, David Smith

Guests: Yvette Cancelliere, Deborah Haliczer, Rachel Jurs-Lauderdale, Sarah Klaper, Greg Long, Andy Small, Karola Smith, Kristina Wilkerson, 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 Holly Nicholson to accept the agenda as amended. The motion was seconded by Nancy Brown and passed by unanimous vote.

IV. Approval of November 5, 2015, minutes
A motion was made by Yvette Lubbers to accept the November 5, 2015, minutes. The motion was seconded by Barb Andree and passed by unanimous vote.

V. Treasurer’s Report
Treasurer Zach Bohn was unable to attend the OSC meeting, so there was no report.

VI. Visiting Committees/Guests
Kathy Zuidema, Career Services: Huskie Food Pantry
Kathy Zuidema operates the Huskie Food Pantry which provides non-perishable, supplemental food items to NIU students in need. She would like to offer paper products eventually. The pantry is currently housed in Grace Place Ministries and has been in operation since March 2014, but has outgrown that location and needs to find a new one. Haliczer asked if the pantry needs money or items, and the answer was yes to both. Two interns from Food Services volunteer with Zuidema, and she said she could definitely use more volunteers. The pantry is open from 5:30 p.m. until 7:30 p.m. twice
a month, but she would like to expand the hours of operation. Liberty-Baczek asked if Zuidema could send updated brochures and the link to the pantry’s website.

Dean Derryl Block, College of Health and Human Sciences (CHHS), and Dr. Sue Mini, Vice Provost for Resource and Planning: Endorsement of the CHHS Doctor of Philosophy in Health Sciences Tuition Remittance Policy

Dean Block and Dr. Mini visited the OSC meeting to explain a proposed policy which would allow NIU students pursuing a PhD in Health Sciences in the CHHS to receive a partial or full tuition waiver in return for a commitment to work for NIU for at least one year following their completion of the program. Funding may be provided for a maximum of 45 credit hours. The program is self-funded, so the tuition waiver benefit offered to NIU employees would not apply. This program can only accept eight to ten students. The partial/full tuition waiver will be paid on a case by case basis. Monteiro commented that it needs to be clear that the standard employee tuition waiver does not apply to this program. Haliczer inquired if this was a trend toward eliminating the employee tuition waiver. Dr. Mini answered no. A motion was made by John Hulseberg to approve the CHHS Doctor of Philosophy in Health Sciences Tuition Remittance Policy. The motion was seconded by Lubbers and passed by unanimous vote.

VII. Announcements/Correspondence

Nicholson’s letter to state officials sharing the OSC’s concerns about the budget impasse and lack of MAP funding and their chilling effects on higher education, and NIU’s ability to carry out its mission to educate its students, appeared in the DeKalb Daily Chronicle and the Kane County Chronicle.

Sarah Klaper, University Ombudsperson, announced that her office administrator, Karola Smith, will be retiring. Klaper also introduced her graduate assistants, Yvette Cancelliere and Kristina Wilkerson, who were present.

VIII. President’s Reports

A. Board of Trustees

The Board’s reports are available online. The Board met November 12, 2015. NIU Chief of Police, Tom Phillips and Provost, Dr. Lisa Freeman gave updates on the Clery Act and the Freedom of Information Act (FOIA). It was also reported that the Stevens Building will be winterized because it is still under construction.

B. Faculty Senate

Long reported that the Faculty Senate is going to have a difficult time making changes to the NIU Constitution. The document was written to make change difficult, so it was written with extensive bylaws. Long said this will be referred to the Rules, Governance and Elections Committee.
C. Supportive Professional Staff Council (SPSC)
Haliczer announced she will be retiring from NIU effective December 31, 2015. A reception will be held for her on Monday, December 7. The SPS Council will have to find a new president. In the meantime the vice-president will step up. The council will elect someone for a two-year position at the December meeting. Haliczer noted that some employees are getting push-back for participating in shared governance, university committees, and hiring committees which leads to lower morale. Supervisors should be encouraged to allow employees to participate in university service, so the presidents of the SPS Council, OSC and Faculty Senate will be working together on a new policy to that effect.

D. University Council
No report

IX. Committee Reports
A. Elections and Appointments
No report

B. Public Relations
The PR committee talked about student retention. One specific idea discussed was that good, student-centered service, as well as good service for all customers here at the university, could aid in retention. Public Relations compiled a large list of ideas on this subject that the committee wants to narrow down.

C. Employee Advisory Committee (EAC)
The committee’s next meeting will take place in January. Also meeting in January is the Human Resource Directors Advisory Committee.

D. University Advisory Committee (UAC)
No report

E. Administrative Professionals Advisory Council (APAC)
Jurs-Lauderdale talked about the Pat Siebrasse Award. Administrative professionals who have 15 years or more service at NIU may be nominated. Nomination forms for the award will be available online after the first of the year, and will be due March 2016. APAC is also working on mentoring new employees by introducing them to fellow workers who are in lateral positions. Barb Andree inquired if Supportive Professional Staff employees are eligible for mentoring. Jurs-Lauderdale responded that, yes, they are. Klaper asked who employees should contact for mentoring. Jurs-Lauderdale advised they contact Rose Miller, APAC Chair.

F. Legislative Committee
No report. Karen Smith agreed to serve on this committee with John Hulseberg and Andy Small.

G. Workplace Issues
Tabled until January 2016 meeting
   Ad hoc Employee Morale Subcommittee
   No report

X. Old Business
A. Award Plaques
The Operating Staff Outstanding Service Award plaques have been updated and are
back on the west wall outside the Duke Ellington Ballroom in the Holmes Student
Center.

B. Program Prioritization
The Program Prioritization reports are due December 11, 2015. The Task Force reports
are due December 16, 2015. These reports can be accessed, but cannot be edited once
submitted.

C. Holiday Schedule
The holiday schedule for 2016-2017 was briefly discussed. The break will be from

XI. New Business
A. January Meeting at Monsanto
OSC is planning to hold its January 7, 2016, meeting at the Wellness/Literacy
(Monsanto) Building.

B. Compensation Policy
Haliczer explained that NIU employees who complete a graduate degree or professional
certification that pertains to their job are entitled to extra compensation. The policy is
being updated.

XII. Adjournment
The meeting adjourned at 11:05 a.m.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary