Minutes
Operating Staff Council
Thursday, June 2, 2016
Sky Room – 9:00 a.m.


Absent: Stacey Bivens, Angie Gutierrez-Vargas, John Hulseberg, Yvette Lubbers, David Smith

Guests: Ellen Cabrera, Sarah Klapier, Cindy Kozumplik, Greg Long, Rose Miller, Pamela Pittman, Andy Small, Pat Wielert, Rhonda Wybourn, Mary Wyzard

I. Call to Order
President Holly Nicholson called the regular meeting of the OSC to order at 9:04 a.m.

II. Roll Call
Attendance was recorded by Zachary Bohn; both visually and by sign-in sheet.

III. Approval of Agenda
Nicholson proposed to add a report from the Staff Fest Committee to the agenda, as item ‘E’ under Committee Reports*. A motion was made by Liberty-Baczek to accept the agenda as amended. The motion was seconded by Andree and passed by unanimous vote.

IV. Approval of May 5, 2016, minutes
A motion was made by Andree to accept the May 5, 2016, minutes. The motion was seconded by Brown and passed by unanimous vote.

V. Treasurer’s Report
Bohn reported that the only new charges since his last report were from Document Services. Discussion followed regarding the fact that the OSC spends far too much on paper copies of correspondence, and should be looked into by future council members. Workplace Issues Committee was asked to address the topic as well. A motion was made by Raices to accept the report. The motion was seconded by Nay and passed by unanimous vote.
VI. Visiting Committees/Guests
Nicholson announced that Rahul Thatte of CFAC was not able to attend, and will join the council at a future meeting.

VII. Public Comment
No public comments.

VIII. Announcements/Correspondence
Nicholson welcomes all new OSC members for FY 2017, and each gives a brief statement of why they’re joining the council. Members include Cindy Kozumplik, Ellen Cabrera, Mary Wyzard, Pamela Pittman, and Pat Wielert. Special thanks and goodbyes were offered to the OSC members who would not be back next year. Nicholson announced that the SPS Leadership Workshop was rescheduled for June 6th. A reminder was given that all employees must complete Title IV training. Monteiro discusses the training, release time for employees, etc. Discussion ensued. There was an announcement that Joe Grush of the Annuitants Association would be joining us in July regarding pending legislation. Andree comments, and then positive feedback is discussed regarding the Annuitants Association. Liberty-Baczek offers in-depth insight as to the benefits of being a member.

Wybourn gives a presentation regarding the Fair Labor Standards Act. There is a discussion regarding the eligibility of overtime for employees whose salaries are under $47,476 annually. Changes will be effective December 1, 2016. Small presents potential issues with the deadline, and Nicholson asks about employee notification regarding the changes. Wybourn says that logistics are still being worked out. In-depth discussion ensues from multiple people in attendance. Nicholson moves on to the following agenda item.

IX. President’s Reports
A. Board of Trustees
B.O.T. met on May 19th. Nicholson addressed staffing issues within the university. Jim Gualiardo, NIU Ethics Officer, gave a presentation on ‘whistle-blower’ policy. Nicholson reports that failing to report unethical behavior can result in termination.

B. Faculty Senate
Long reported that the Dennis Hastert honorary degree had been rescinded, much to the satisfaction of the council. He also reported that he would be continuing on as President of the Faculty Senate for FY 2017.
C. Supportive Professional Staff Council (SPSC)
No report.
Nicholson reported that Cathy Doederlein would be replacing Steve Builta as President of SPS Council for FY 2017.

D. University Council
No report.

X. Committee Reports
A. Elections and Appointments
No report.
K. Smith passed out ballots for nominations of OSC executive positions. Voting will be held during the July meeting. Small led a discussion regarding an alternate position for the OSC. Leah Davis is interested and would like to become an alternate member. A brief discussion ensued regarding the council voting to add a member or alternate outside of the election process. It was deemed acceptable, and a motion to hold an immediate vote was made by Roesner. Seconded by Nay. The motion carried, and Leah Davis was voted in as an OSC alternate for FY 2017.

B. Employee Morale
Bohn reports. He had distributed the proposed bylaws for this new subcommittee, and opened the floor for discussion. Brief discussion ensued, and it was determined that the bylaws would be sent to the Legislative Committee for review. The inaugural meeting for this committee will be held in July, after new OSC members are eligible to join.

(10:02 am) Jeffries opens discussion as to why APAC has a representative at OSC meetings when APAC meetings are closed to non-members. Liberty-Baczek comments and supports the inquiry. Discussion ensues. Klaper comments, saying that OSC is a shared-governance committee and APAC is not, which could explain the difference. Further discussion ensues, and Nicholson advances the discussion to the next agenda item.

C. Legislative Council
No report.

D. Public Relations
Roesner reports. The PR committee is revising the NIU new employee brochure, discussing ways to keep it “fresh.” Roesner also discusses the committee’s desire to hold more activities for employees on campus. Discussion ensues.
E. Staff Fest Committee
N. Brown reports. Staff Fest will be held Thursday, August 4\textsuperscript{th}. The new gift-ban prevents the usual gifts that have been given in years past. Discussion ensued regarding new ideas for giveaways, and R. Miller suggested consulting with Lise Schlosser (LA&S) because of her work with the APAC Administrative Professionals breakfast. Bohn mentions that the APAC breakfast was exceptional and had great gifts, and that we should look to their model for Staff Fest. Nicholson commented on gift restrictions, and then advances the discussion to the next agenda item.

(10:25 am) K. Smith announces that the OSC executive nomination ballots have been tabulated, and discussion ensues. Final ballots will be voted on during the July meeting.

E. Workplace Issues
Jeffries reports. The most pressing issue is getting computer access to all NIU employees in an effort to strengthen communication and lower printing costs for the council. Bohn comments, as treasurer, that this idea is very important to the betterment of the OSC going forward. Jeffries also mentions that it is the right of every employee at NIU to be able to check their email and university correspondence, regardless of their classification. Discussion regarding issues for the conversion of salaried employees to hourly employees ensued. The Qualtrics survey for the operating staff was discussed, and K. Smith mentions that she will help with the formulation of the survey even after she leaves the OSC. Jeffries mentions that she is unsure of whether or not she will continue on as chair for FY 2017.

F. Administrative Professionals Advisory Council (APAC)
R. Miller gives a brief report. There are three new members who are being voted on, and she will keep the council updated with new membership. Also, the employee mentor program is taking shape, and she is excited to continue to watch it develop.

G. Employee Advisory Committee (EAC)
EAC did not meet. Small comments on the Merit Board committee and that their director Dr. Brownfield was approved for another term. Council members are encouraged to contact Brownfield for any questions. Small mentions that the new Associate VP of HR will represent NIU on this committee.
H. University Advisory Committee (UAC)
Nicholson gives a brief report. There will be a future meeting with the administration about the effectiveness of the UAC at NIU.

XI. Old Business
A. Closed Committee Meetings
This has been tabled until the OSC’s July 7th meeting, due to a pending legal precedent that could shed some light on the situation.

B. Personnel Advisor Position
Small comments, and mentions that there are three strong candidates for the position after the OSPA Election Committee conducted a thorough candidate review. The council votes and John Hulseberg is selected as the OSPA for 2016-17.

C. Council Procedures
Nicholson mentions that all committee chairs and officers need to submit a detailed description of their duties. This will help for posterity and for a smooth transition into the upcoming fiscal year.

D. “Travel Fund”
Bohn mentions that he has reached out to the University Controller’s office regarding the use of donations that were collected in the past. Detailed discussion ensues, and the recommendation to give the funds to the Annuitants Association is made. This suggestion was well-received amongst the council members. Future updates will be made.

XII. New Business
A. OSC New Member Workshops
Nicholson discusses that new workshops will be rolled out to assist new OSC members as they transition into their council interactions.

B. IT Governance Committee
Tabled until a future meeting.

XIII. Adjournment
The meeting adjourned at 11:24 a.m.

Minutes Submitted by Zachary Bohn.
Special thank you to Cindy Kozumplik, for her assistance with this process.