Minutes  
Operating Staff Council  
May 5, 2016  
Sky Room – 9:00 a.m.


Absent: Jennifer Jeffries, Pam Roesner, David Smith

Guests: Sarah Klaper, Cindy Kozumplik, Greg Long, Rose Miller, Pamela Pittman, Andy Small, Rhonda Wybourn, Mary Wyzard

I. Call to Order
Vice-President John Hulseberg called the regular meeting of the OSC to order at 9:02 a.m.

II. Roll Call
Attendance was recorded by Stacey Bivens

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

IV. Approval of April 7, 2016, minutes
A motion was made by Raices to accept the April 7, 2016, minutes. The motion was seconded by Brown and passed by unanimous vote.

V. Treasurer’s Report
Bohn reported there was no April report, but went over the budget from February 16 up to April 29. A motion was made by Liberty-Baczek to accept the report. The motion was seconded by Andree and passed by unanimous vote.

VI. Visiting Committees/Guests
The OSC election results were announced. Six new members and one returning member were welcomed to the council. They are: Lauren Belasco, Ellen Cabrera, Angie Gutierrez-Vargas (re-elected), Cindy Kozumplik, Pamela Pittman, Patricia Wielert, and Mary Wyzard. They will officially join the council at the July 7, 2016, meeting.

VII. Public Comment
No report
VIII. Announcements/Correspondence
The OSC received a thank you note from Erin Boyle, one of the recipients of the Operating Staff Dependent Scholarship Award. The note was shared around the table. K. Smith announced that a new director for the Employee Assistance Program has been hired. Bohn shared that several people in his office attended the APAC breakfast and really enjoyed it. Small reminded everyone that the Service Award Luncheon was being held today, May 5. Liberty-Baczek informed the meeting attendees that NIU students were going to have the opportunity to share their concerns with the Secretary of Education of Illinois. This event is sponsored by the Student Association. Nicholson invited everyone who will be present at the OSC’s June 2 meeting to come to the Junction afterward to talk, celebrate, and extend well wishes to all outgoing OSC members.

IX. President’s Reports
A. Executive Committee
No report

B. Board of Trustees
Ad hoc committee on Governance discussed the retention of both undergraduate and graduate students.

C. Faculty Senate
Long reported the summer goals of the Faculty Senate and University Council include continuing work on the constitution and bylaws, and compiling the files that currently make up the Academic Policies and Procedures Manual (APPM). It is expected that the Faculty Senate, OSC, and SPS Council will collaborate on these projects. It was also noted that the Student Association requested support from University Council on a resolution for NIU to divest in companies related to fossil fuels. Long also noted that when the Program Prioritization reports were first released, employees were told that no log-in would be required, however the opposite was true at first. Small pointed out the Northern Star had the information from the reports. A faculty member had been selected to be a representative on the Illinois Board of Higher Education. Governor Rauner rejected the recommended person, and instead appointed someone who has no graduate level experience. This was a slap in the face to those who, in good faith, had made the original appointment.

D. Supportive Professional Staff Council (SPSC)
No report

E. University Council
Voted to rescind former Speaker of the House Dennis Hastert’s honorary degree.
X. Committee Reports

A. Elections and Appointments
Hulseberg reported there were 260 ballots turned in for the Operating Staff Council election, with one write-in, and no rejected votes. Seven ballots arrived after the deadline, which strengthens the argument for electronic voting. Kozumplik shared that her ballot arrived a full week after other people on campus received their ballot. There was discussion regarding electronic voting. There is concern about multiple votes being cast, however this can be prevented by requiring employees to log in. Nicholson asked for a report from the Elections and Appointments committee on electronic voting. Nay explained that the Workplace Issues committee is working to get computers to departments that do not have them, so employees can check e-mail and W-2s. Hulseberg commented that the OSC’s bylaws would need to be changed, because they refer to ballots being distributed to operating staff and returned to the Elections and Appointments committee. Hulseberg asked if nominations for OSC president should be taken. Nicholson remarked that any OSC members who wanted to run for president should take a Memo of Understanding (MOU) back to their supervisor. The MOU grants extra support to the supervisor and department of the OSC’s and SPSC’s president in terms of time and money. It was decided to take nominations for OSC president by secret ballot. Those nominated were: Andree, Bohn, Brown, Hulseberg, Nicholson, and Raices. OSC members who accepted the nomination were: Andree, Hulseberg, and Nicholson.

B. Employee Morale
No report. The members of this committee are Bohn, Hulseberg, Liberty-Baczek, Small, and K. Smith

C. Legislative Committee
No report.

D. Public Relations
No report

E. Workplace Issues
No report

F. Administrative Professionals Advisory Council (APAC)
Miller shared that the Administrative Professionals Day Breakfast was well-attended. This year’s recipient of the Patricia S. Siebrasse Administrative Professionals Award for Excellence was Varsie Geisler. Although new ethics rules prevent soliciting door prizes from off-campus businesses, Miller reassured the OSC that campus offices were very generous with donations, which is good to know as OSC is beginning to plan StaffFest. APAC issued its mentoring document during the breakfast.
G. Employee Advisory Committee (EAC)
Because there were newly-elected OSC members present, Small gave some background information about EAC, and some of the issues that the Merit Board has worked on. These included:

Rule of Three: Employers can interview applicants with the top three scores rather than just the top three applicants. This results in a larger applicant pool.

Out of State Recruiting: This allows out of state recruiting for some job classifications to increase the applicant pool, affecting some 600 job titles.

Specialty Factors: Some job descriptions can be revised to include a specialty factor. For example, on some campuses a job might require foreign language fluency, which would be included in the job description as a specialty factor.

H. University Advisory Committee (UAC)
There will be a May 19 meeting.

XI. Old Business
A. Closed Committee Meetings
This has been tabled until the OSC’s June 2 meeting. Small pointed out that the Student Association is currently being sued by a former SA senator for violating the Illinois Open Meetings Act.

B. Personnel Advisor Position
Kozumplik asked for information regarding this position. Small shared the job description with those at the meeting. The ad hoc committee is: Andree, Bivens, Liberty-Baczek, Monteiro, Nicholson, Raices, and Small. Klaper reminded everyone that employees who are in unions that negotiate directly with NIU are not eligible for this position.

C. Report from Vicky Nay
Nay reported on her meeting with James Guagliardo, NIU ethics officer. She brought two issues to him, which she felt were handled very properly. Nay shared that she had a good experience dealing with Mr. Guagliardo, and felt that most people would be comfortable meeting with him.

XII. New Business
A. Administrative Aide Position
The job description for this position is almost done. It is almost certain that the responsibilities for this job will grow.

B. Council of Councils 2017
We will be hosting the 2017 Council of Councils. That year marks the 20th anniversary of this gathering. The planning committee is: Bohn, Brown, Gutierrez-Vargas, Hulseberg,

C. August 4, 2016, OSC Meeting
The OSC’s August meeting is scheduled the same day as StaffFest. The Council decided to take a vote on whether to hold the meeting on the day originally scheduled, the day before, or the next week. It was determined to hold the OSC meeting on Wednesday, August 3, 2016.

D. Program Prioritization Special Meeting, OSC
A special meeting of the OSC will be held on May 17, 2016, to discuss the administrative part of the Program Prioritization report.

E. StaffFest
It was announced that university administration will fund StaffFest. The committee for this event is: Brown, Buck, Kozumplik, Liberty-Baczek, Nay, and Pittman. Bohn offered to take charge of the 50/50 donations. All other OSC members are expected to help with StaffFest where and when they can.

F. Travel Fund Bank Account
When Bohn became treasurer, it was discovered there was a fund in Midwest Bank set aside for traveling to Springfield. There is some uncertainty about what to do with this money. Should it be deposited in the credit union to consolidate accounts? Klaper strongly urged the OSC to consult Greg Brady, because the money has to go into an NIU account.

G. Council Procedures
Nicholson asked all OSC officers and committee chairs to document what they do, with the intention of informing the new OSC members of opportunities for participation and the responsibilities that come with them.

XIII. Adjournment
The meeting adjourned at 10:44 a.m.

Respectfully submitted,
Stacey Bivens
Operating Staff Council Secretary