Minutes  
Operating Staff Council  
December 1, 2016  
Sky Room – 9:00 A. M.

Present: Barb Andree, Angela Bollinger, Ellen Cabrera, Leah Davis, Angelica Gutierrez-Vargas, Patricia Liberty-Baczek, Jay Monteiro, Holly Nicholson, Pamela Pittman, Mary Wyzard

Absent: Stacey Bivens, Nancy Brown, John Hulseberg, Cindy Kozumplik, Colleen Leonard, Carlos Raices, Patricia Wielert

Guests: Brett Coryell, Jason Hutchison, Sarah Klaper, Rose Miller, Andy Small

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 Angela Bollinger, acting Secretary.

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

IV. Approval of November 3, 2016, minutes
A motion was made by Cabrera to accept the November 3, 2016, minutes. The motion was seconded by Monteiro and passed by unanimous vote.

V. Treasurer’s Report
No report

VI. Visiting Committees/Guests
A. Molly Holmes: unavailable

B. Brett Coryell: Coryell, from the Division of Information Technology (DoIT), attended the OSC meeting to give an update on the university-wide printing project. Currently, the university prints approximately 24 million pages per year. The cost of this is staggering. The cost of consumables, and individual printing are quite expensive. The most cost-effective way to print is on larger devices. In an
effort to save the university roughly $500,000 per year, DoIT has embarked on transitioning the university to larger shared devices instead of individual desk top printers. The conversion process will take approximately two years to complete, with the initial phase starting in January. While the shift is to move away from desktop printers, vice-presidents, deans, or associate vice-presidents may request exemptions from the rule. Some of the highlights would include a higher level of security; cheaper printing; scanning; free faxing service; and print from home and from other buildings features. Several questions were asked about printing, including who performed the audit, and who would provide the university with the printers. In both cases, the answer was Gordon Flesch. Bollinger suggested that DoIT provide training opportunities to NIU employees on utilizing electronic signatures and various other methods to reduce printing demands. Long also suggested that Coryell reach out to all committees across campus to discuss needs. Long was concerned that the reduction of desktop printers among the academic side would greatly decrease employee morale. The OSC as a whole suggested the Coryell and DoIT get the word out in order to keep the university community well informed. Should the council have any additional concerns, they should contact Lisa Arnold at larnold@niu.edu.

VII. Public Comment
Jason Hutchison: AFSCME 963
Hutchison came to the OSC meeting to discuss Governor Rauner’s proposal to increase employees’ insurance premiums by $3,147.00 over last year. Hutchison urged the council to do what it can to see that this does not happen. Andree reminded the group that we need to encourage membership in the Annuitants Association as they are the ones who fight to protect our rights.

VIII. Announcements/Correspondence
Nicholson announced there has been a temporary injunction to the Fair Labor Standards Act (FLSA) overtime rules. Klaper requested that the OSC seek clarification from Human Resource Services on the overtime rules to avoid confusion.

IX. President’s Reports
A. Board of Trustees
No report

B. Faculty Senate/University Council
Long reported. There have been modifications to the Multicultural Committee. The Higher Learning Commission is looking to identify faculty educational
requirements. Program Prioritization Administrative and Academic reports were released Monday, November 28, 2016. Also discussed were implementation of a policy library, and Disability Resource Center (DRC) resolutions requesting additional staff and resources for the DRC to serve NIU students. Liberty-Baczek asked if Faculty Senate had discussed the use of gender-specific pronoun use in their reports. Long responded that had not yet been brought up.

C. Supportive Professional Staff Council (SPSC)
No report

X. Committee Reports
A. Council of Councils Ad Hoc Committee
No report

B. Elections and Appointments
Monteiro reported. One person sent an application for campus committees. Operating Staff employee, Jeffrey Royce, expressed an interest in becoming an OSC alternate. His application letter and bio were read aloud. Discussion centered on the current lack of alternates available to the council. A motion was made by Bollinger to accept Jeffrey Royce’s application to serve as an alternate to the OSC. The motion was seconded by Cabrera and passed by unanimous vote.

C. Employee Morale
No report

D. Executive Committee
No report

E. Legislative Committee
Nicholson reported. The Legislative Committee brought the October 2016 proposed bylaw amendments and additions before the OSC to be read for the second time and voted on.
Executive/Legislative Committee Bylaws:
Article 4: ROLE OF THE ADMINISTRATIVE AIDE
Second Reading

4.1 Support for OSC officers
The OSC officers (President, Vice-president, Secretary, Treasurer, and Parliamentarian) and the Administrative Aide will meet after the July OSC meeting, or in the first month following the hiring of an administrative aide, to
determine the duties which the administrative aide will perform in regard to each of the officer position positions. Duties must be in alignment with the administrative aide’s job description on file with Human Resource Services.

4.2 Support for OSC committee chairs
The chairs of the OSC standing and ad hoc committees will meet to determine the duties which the administrative aide will perform in regard to each of the committee chair positions. Duties must be in alignment with the administrative aide’s job description on file with Human Resource Services.

Amendment:
Renumber subsequent articles as follows:
ARTICLE 5: OPERATING STAFF COUNCIL YEAR
ARTICLE 6: MEETINGS
ARTICLE 7: REPRESENTATION AT OPERATING STAFF COUNCIL MEETINGS
ARTICLE 8: NOMINATIONS AND ELECTIONS
ARTICLE 9: REFERENDUM
ARTICLE 10: PARLIAMENTARY AUTHORITY

As discussed, the administrative aide will not have access to the P-Card. Nicholson will amend the job description to reflect this. A motion was made by Pittman to accept Article 4: Role of the Administrative Aide. The motion was seconded by Andree. The motion passed with one abstention.

PROPOSED BYLAW AMENDMENT AND ADDITION
First Reading
1.5 Parliamentarian shall
• Ensure that meetings of the OSC are conducted in accordance with parliamentary rules and procedures
• Serve on the OSC Legislative Committee

Amendment:
Renumber subsequent articles as follows:
1.6 Removal of Officers

Andree made a motion to waive a second reading. The motion was seconded by Monteiro and passed by unanimous vote.

OSC Membership Bylaw:
First Reading

5.2 Election of Officers
Officers shall be elected for a one (1) year term by the members of the OSC. Absentee ballots will be permitted. Retiring officers shall continue to hold office until the new officers are elected. All officers must be current elected members of the OSC (non-alternate). The President of the OSC shall have served at least one (1) year on the OSC. During discussion, Monteiro suggested adding the word “elected,” while Nicholson suggested the phrase “non-alternate.” Liberty-Baczek made a motion to waive the second reading of the bylaw. The motion was seconded by Cabrera and passed by unanimous vote.

Andree made a motion to approve the proposed bylaw amendment and addition as amended and written above. The motion was seconded by Cabrera and passed by unanimous vote.

F. Public Relations/Activities
Andree reported. The OSC Bowling Event is scheduled to take place on January 12, 2017, at the Huskie Den at the Holmes Student Center (HSC). The Public Relations/Activities Committee needed the OSC to determine if a cash bar or food is necessary for $150.00. The OSC verified that as long as food is purchased at the HSC, it can be brought into the Huskie Den. Cabrera made a motion to not provide catered food or a cash bar. The motion was seconded by Monteiro and passed by unanimous vote.

G. Workplace Issues
Bollinger reported. The committee discussed confusion regarding the Fair Labor Standards Act, and would like clarification from Human Resource Services. Several Brown Bag Lunch ideas are being considered including “Job Testing and Transitioning at NIU,” “Civil Service Classifications and Promotional Opportunities,” and “Interview Skills for Transitioning within NIU.”

H. Administrative Professionals Advisory Council (APAC)
Rose Miller reported. Based on information presented to the OSC, APAC will request similar presentations from Brett Coryell on the university’s printing, project, and from Abby Dean on University Marketing Standards. Miller also reported that the Pat Siebrasse Award will be awarded at APAC’s annual breakfast on April 26, 2017.
I. Employee Advisory Committee (EAC)
Small reported. At EAC’s quarterly meeting, they thanked the Merit Board for their continued support and their role in helping our institutions understand the importance of the work EAC does. NIU Board of Trustees member Robert Marshall, who sat on the Merit Board, is leaving the Board of Trustees. It is yet to be seen who will take Marshall’s place. Additionally, EAC discussed the funding crisis, and EAC’s willingness to help the Merit Board work with legislators to understand how the current budget impasse is crippling the higher education system of Illinois. EAC also talked about Fair Labor Standards Act injunction, changes in SURS in the coming year, and university health insurance.

J. University Advisory Committee
No report

XI. Prior Business

XII. New Business
A. Union News
Andree indicated that an AFSCME announcement went out via e-mail. Many OSC members commented that they did not receive the e-mail. Andree suggested contacting Sara Dorner with AFSCME at sdorner@afscme.com.

XIII. Adjournment
A motion was made by Monteiro to adjourn the meeting. The motion was seconded by Cabrera and passed by unanimous vote. The meeting adjourned at 11:50 A.M.

Respectfully submitted,
Angela Bollinger, acting Secretary
Operating Staff Council