

Minutes
Operating Staff Council
April 6, 2017
Sky Room – 9:00 A. M.

Present: Stacey Bivens, Angela Bollinger, Nancy Brown, Ellen Cabrera, Leah Davis, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Patricia Liberty-Baczek, Jay Monteiro, Holly Nicholson, Patricia Wielert, Mary Wyzard

Present: Jeffry Royce (alternate)

Absent: Barb Andree, Colleen Leonard, Pamela Pittman, Carlos Raices

Guests: Catherine Doederline, Molly Holmes, Sarah Klaper, Rose Miller, Frances Mitchell, Andy Small, Rhonda Wybourn

I. Call to Order

President 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

A motion was made by Hulseberg to accept the agenda as amended. The motion was seconded by Bollinger and passed by unanimous vote.

IV. Approval of March 2, 2017, minutes

A motion was made by Kozumplik to accept the March 2, 2017, minutes as amended. The motion was seconded by Brown and passed by unanimous vote.

V. Treasurer's Report

Davis reported. She pointed out a line amendment that was an OSC name tag for herself. The checking account is now in Davis' name. The report also showed the \$120 deposit to the Operating Staff Dependent Scholarship fund from the Wellness Fair. A motion was made by Wielert to accept the Treasurer's report. The motion was seconded by Cabrera and passed by unanimous vote.

VI. Visiting Committees/Guests

Molly Holmes from the Gender & Sexuality Resource Center spoke on transgender inclusion and gender pronouns in the workplace. She began by saying some of these concepts are new and evolving. Adults 18-24 years old are most likely to identify as transgender, which is 3-6 times higher among youth under 18. NIU has a group called

Transitions and an online resource which can be contacted at Trans@niu.edu. Prior to online resources, and specific, inclusive policies, students and employees had to navigate systems with little to no resources. Holmes went on to explain and give advice on working with people who are transgendered.

- Self-identifying creates an inclusive environment
- People who are misgendered often feel disengaged from a community environment
- Pronouns are critical for communication; using a person's correct pronouns invites them to feel respected in conversation. "Hello, my name is ____." My pronouns are ____." What pronouns do you use?
- It is ok to respectfully ask someone's pronouns.
- You might feel uncomfortable at first.

Illinois, DeKalb, and NIU share a commitment to inclusion of gender identity in public spaces. It is in DeKalb's municipal code-Human Relations Commission. NIU has gender inclusive restrooms, which has expanded options for campus community. Individuals may use restrooms according to comfort level.

NIU has a preferred name option, which allows students, faculty and staff to utilize the name they want to be called. This is available in the NIU directory, class rosters, Blackboard, and One Card.

Holmes also shared some Trans inclusion tips:

- Allow people to self-identify
- Use words that encompass all genders rather than only two
- Choose language that does not assume a specific relationship identity
- Interrupt stereotypes

Above all:

- Do your best to learn correct language: use: "People who are____," not "transgendered."
- Reach out to experts
- Mistake recovery: own, acknowledge, move forward..."As you're comfortable."

VII. Public Comment

None

VIII. Announcements/Correspondence

It was announced that OSC members Nancy Brown and Jay Monteiro are recipients of Operating Staff Outstanding Service Awards this year. Also OSC member Angie Gutierrez-Vargas will be receiving an Ally Award.

IX. President's Reports

A. [Board of Trustees](#)

No report

B. Faculty Senate

No report

C. Supportive Professional Staff Council (SPSC)

No report

D. University Council

No report

X. Committee Reports

A. Council of Councils Ad Hoc Committee

Council of Councils will take place on October 20. Reservations for the Barsema Alumni and Visitors Center and the Sky Room have been made.

B. Elections and Appointments

Monteiro reported. There will be an electronic call for candidates for the Operating Staff Council election. For those employees without ready access to e-mail, supervisors will post information on becoming a candidate. The election will also be electronic. Karen Smith will set up a Qualtrics system for employees to cast votes.

C. Employee Morale

Kozumplik reported. The Birthday Proposal is uploaded on O365, and she asks that OSC members read the proposal and provide feedback by 10:00 A.M. on April 11. The proposal will be presented to the Employee Morale Committee that morning.

D. Executive Committee

Monteiro reported. Discussed electronic voting.

E. Legislative Committee

No report

F. Public Relations/Activities

No report. Wielert thanked everyone who helped out with the Wellness Fair. The winner of the 50/50 raffle was Lesley Gilbert, who donated her winnings back to the Dependent Scholarship Fund. Small pointed out that the OSC website needed a few updates. Monteiro asked that if anyone sees something that needs to be done, to please make notes. Frances Mitchell, University Council Administrative Aide, is learning how to manage the website. The recipients of the Operating Staff Dependent Scholarship Award, along with their parents, will attend the May 4 OSC meeting.

G. StaffFest

Brown reported. The StaffFest committee is asking for feedback, specifically ideas for laughter. The committee is also conflicted about whether or not to hold StaffFest this year because of the budget and layoffs. However, the budget for the event has already been authorized by Al Phillips. It was decided to check with Dr. Baker to see if this event still has approval to take place.

H. Workplace Issues

Bollinger reported. Sandy Hess is coming to the next committee meeting to discuss the pay cycle issue, and the impact of changing it to Human Resource Services. The full report is online.

I. Administrative Professionals Advisory Council (APAC)

Miller reported. The invitations for the Administrative Professionals Day Breakfast are going out. This event will be held Wednesday, April 26. A recipient for the Patricia S. Siebrasse Administrative Professionals Award for Excellence has been chosen and will be revealed at the breakfast.

J. Employee Advisory Committee (EAC)

Small reported. The next EAC meeting will be held May 3-4 at Illinois State University, and Human Resource directors will be holding their meeting as well.

K. University Advisory Committee

No report

XI. Prior Business

None

XII. New Business

A. April 4 Campus Update

The April 4 Campus Update, sent out by President Baker, announced that NIU's budget must be cut by a further \$15 million. In response to this, programs will have to be merged, staff levels decreased (with layoffs; attrition is no longer an option). Furloughs are not being considered either. By the end of April, there will be a plan in place to deal with the budget shortfall. In response to the campus update, the OSC began compiling questions and concerns to be sent back to President Baker. Wybourn explained that departments will be asked to make certain cuts, and made it clear that a lay-off situation is not fair or equitable. An employee who is let go, but then asked back later, is not guaranteed to come back to the same job. A concern was raised about workers close to retirement. Any NIU employee who is laid off will not earn time toward their pension. Some Supportive Professional Staff (SPS) contracts will not be renewed, but what will happen to workers in that SPS temporary classification? Can the university raise money by leasing or selling property? Apparently NIU can lease

vacant space, but cannot sell property. Posted jobs are under review. Could university employees earning at a certain salary level take a pay cut? Are administrative positions on the chopping block? A formal statement on outsourcing is requested.

B. 360° Review of Dr. Baker

The OSC went over the Faculty Senate's proposed resolution for a 360° review of Dr. Baker. The Faculty Senate wants the review to be as inclusive as possible, comprising faculty, staff, students, instructors, alumni, and community members. The review is to be administered by an outside provider, and a concern was brought up regarding the cost. The OSC's main concern is how do we ensure that our constituencies are equitably represented in this review process? The council's first choice was that the entire membership be involved in the review. Failing that, the second choice was that the OSC's Executive Committee be involved in the review.

XIII. Adjournment

A motion was made by Kozumplik to adjourn the meeting. The motion was seconded by Bollinger and passed by unanimous vote.

The meeting adjourned at 11:25 A.M.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council