

**Minutes**  
**Operating Staff Council**  
February 2, 2017  
**Sky Room – 9:00 A. M.**

*Present:* Stacey Bivens, Angela Bollinger, Nancy Brown, Leah Davis, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Colleen Leonard, Patricia Liberty-Baczek, Jay Monteiro, Holly Nicholson, Carlos Raices, Pat Wielert, Mary Wyzard

*Present:* Jeffrey Royce (alternate)

*Absent:* Barb Andree, Ellen Cabrera, Pamela Pittman

*Guests:* Sarah Klaper, Greg Long, Rose Miller, Frances Mitchell, Andy Small, Brian Smith, Rhonda Wybourn

**I. Call to Order**

Vice-President Monteiro called the regular meeting of the OSC to order at 9:00 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. The motion was seconded by Raices and passed by unanimous vote.

**IV. Approval of January 5, 2017, minutes**

A motion was made by Brown to accept the January 5, 2017, minutes as amended. The motion was seconded by Kozumplik and passed by unanimous vote.

**V. Treasurer's Report**

Davis reported that the only item to report was the refreshments from the OSC's January meeting. Liberty-Baczek inquired if council could once again have written treasurer's reports. Davis said she could do this in future, and would work on preparing a report that would cover accounts and transactions since July. A motion was made by Wyzard to accept the Treasurer's report. The motion was seconded by Brown and passed by unanimous vote.

**VI. Visiting Committees/Guests**

Brian Smith, director of the Employee Assistance Program (EAP), spoke about coping with change. He explained that by the time we are 18 years old, we have

already made up our minds about ourselves. Our reality is based on our life experiences, and our thoughts will cause chemical reactions to certain situations, particularly to those that are similar to events we have already experienced. Smith said that services offered at the EAP are confidential and free of charge. The EAP services can include coaching supervisors to be as effective as possible, and advising employees. He is not aware of any formal training in place for supervisors. Hulseberg cited the lack of an employee handbook. It was suggested that the Workplace Issues committee collaborate with EAP.

## **VII. Public Comment**

None

## **VIII. Announcements/Correspondence**

Doederlein, Long, and Nicholson attended the University Advisory Committee (UAC) meeting. Legislators still do not seem to hear the message regarding higher education. On Wednesday, February 8, 2017, there will be a rally at the Illinois state capitol in Springfield at 1:00 P.M.

The Operating Staff handbook was discussed. It contains policies that become outdated very quickly, and will not be published in hard copy. It will become part of the Policy Library. Online, the handbook's links go to pages that no longer exist. Klaper announced that she has been compiling information in her office which will be presented to Celeste Latham, and possibly Lisa Freeman, sometime next week. Policies need to be accessible. Liberty-Baczek pointed out that it is a morale issue. Long agreed with Klaper on the need for handbooks; so many employees lack information, and the ability to find information. Hulseberg suggested that Laura Alexander be invited to an OSC meeting.

Nicholson announced that President Baker has been invited to the OSC's March meeting. He will be addressing a list of questions provided to him by OSC members.

## **IX. President's Reports**

### **A. [Board of Trustees](#)**

No report

### **B. Faculty Senate**

Long reported. The Senate discussed the December 22 Baker Report, and a possible no confidence vote on President Baker. All guest speakers have been canceled so that Faculty Senate can discuss Baker's answers to questions posed to him by the Senate, and review a report written by Professor Haji-Sheikh. Long addressed what a vote of no confidence is. Historically, it can lead to the resignation of a president. It can also mean asking a president to take greater part in shared governance. Hulseberg pointed

out that there is nothing in the OSC's bylaws that prevents the council from conducting its own vote of no confidence.

Molly Holmes from the Gender & Sexuality Resource Center spoke to Faculty Senate about preferred pronouns. Brett Coryell gave a presentation on Anywhere Prints When the Program Prioritization documents were first released, they were password protected; that protection has been removed so the documents may now be viewed by anyone.

#### C. Supportive Professional Staff Council (SPSC)

No report

#### D. University Council

Long reported. The policy library is still a work in progress. Long is retiring July 1, 2017, and would like to get the library finished before he leaves the university. Chief Diversity Officer Vernese Edghill-Walden discussed the elimination of the Multicultural Transformation Institute, and explained that the Academic Diversity Program Advisory Council and the CMCT (Committee on Multicultural Curriculum Transformation) were combined to form the Committee on Academic Equity and Inclusive Excellence. Joe Grush from the NIU Annuitants Association will attend the March 1, 2017, meeting to discuss retirement issues.

### **X. Committee Reports**

#### A. Council of Councils Ad Hoc Committee

Nicholson reported. The committee has been given a firm budget by Al Phillips. Currently, the committee is working on locating speakers for the event.

#### B. Elections and Appointments

No report

#### C. Employee Morale

The committee has discussed and would like to present to President Baker the idea of allowing NIU employees to take their birthdays off without using benefits, with the intent of boosting morale.

#### D. Executive Committee

Doederlein (SPS Council), Long, and Nicholson met with Provost Lisa Freeman. There are positions being eliminated on campus, but this is not unusual. President Baker is looking at vacant civil service positions in order to determine which should be filled. The State Universities Civil Service System (SUCSS) has a bumping policy in place when workers are furloughed, however NIU Human Resource Services

always tries to find jobs for employees whose positions have been eliminated. Building Service Workers' sick leave policy is not applied equitably.

#### E. Legislative Committee

No report

#### F. Public Relations/Activities

Reported that Bowling Night held January 12, 2017, was successful with around 50 people attending.

#### G. Workplace Issues

There was no January meeting. Would like to get together with Employee Morale committee to discuss equity in the use of benefits. Liberty-Baczek suggested that the committee go back and look at Brown Bag series offered previously and ask for updates.

#### H. Administrative Professionals Advisory Council (APAC)

Miller reported. Brett Coryell spoke to APAC about Anywhere Prints. The annual APAC breakfast will take place Wednesday, April 26. Nominations are currently being accepted for the Pat Siebrasse Award. APAC currently has two vacancies.

#### I. Employee Advisory Committee (EAC)

Small reported. EAC has 17 members across the state, and the January meeting was the first time in several months that all members were allowed to attend the meeting. Small shared the news that he has been elected EAC chair again. 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.

#### J. University Advisory Committee

**See VIII**

### **XI. Prior Business**

None

### **XII. New Business**

#### A. Employee Compensation Policy and Professional Development

This was cosponsored with the Supportive Professional Staff Council, but failed to make it through the University Benefits Committee. The Workplace Issues committee will continue to work on this by benchmarking other Illinois public universities, and learning what these institutions do when employees receive Bachelor's and Master's degrees, and Certificates of Graduate Study. Once that information has been gathered, this policy will once again be presented to the University Benefits Committee.

## B. State Employee Pay during Budget Impasse

Al Phillips has said that NIU employees will be paid despite Illinois Attorney General Amy Madigan's request for an injunction to stop paying state workers on February 28. This is seen as a political move, and NIU employees' pay comes from a different source than that of other state workers.

## C. Wellness Fair

This year's theme is "Empowering and Equipping Employees to Improve their Health." The fair is going to be run differently than in previous years in that departments, groups, and businesses will not set up a table with information and wait for people to come by. There must be something for passers-by to do. This presents a problem for OSC since council will not be able to distribute its brochures, nor will we be able to collect money for our 50/50 raffle for the dependent scholarship fund.

## **XIII. Adjournment**

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

The meeting adjourned at 11:07 A.M.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council