

**Minutes  
Operating Staff Council  
May 4, 2017  
Sky Room – 9:00 A. M.**

*Present:* Barb Andree, Stacey Bivens, Angela Bollinger, Nancy Brown, Ellen Cabrera, Leah Davis, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Jay Monteiro, Holly Nicholson, Pamela Pittman, Mary Wyzard

*Present:* Jeffry Royce (alternate)

*Absent:* Colleen Leonard, Patricia Liberty-Baczek, Carlos Raices, Patricia Wielert

*Guests:* Andrea Allen, Kaitlin Allen, Jenee Carlson, Lorelli Carlson, Tim Carlson, Sarah Klaper, Greg Long, Frances Mitchell, Jessica Seipp

**I. Call to Order**

President Nicholson called the regular meeting of the OSC to order at 9:07 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. The motion was seconded by Brown and passed by unanimous vote.

**IV. Approval of April 6, 2017, minutes**

A motion was made by Hulseberg to accept the April 6, 2017, minutes as amended. The motion was seconded by Kozumplik and passed by unanimous vote.

**V. Treasurer's Report**

Davis reported. Davis pointed out the \$25 catering charge. Andree asked about the \$120 deposit to the Operating Staff Dependent Scholarship fund from the Wellness Fair. Andree remarked that the amount seemed low, and others on the council agreed. Attendance at the Wellness Fair was down compared to previous years, so the amount of money brought in for the 50/50 drawing was less than usual. A motion was made by Andree to accept the Treasurer's report. The motion was seconded by Kozumplik and passed by unanimous vote.

## **VI. Visiting Committees/Guests**

Three NIU students were chosen to receive the Operating Staff Dependent Scholarship Award. They are Kaitlin Allen, Jenee Carlson, and Donald Giebel. Kaitlin's mother is Andrea Allen from Financial Aid, Jenee's mother is Lorelli Carlson from Registration and Records, and Donald's father is Kevin Giebel from Materials Management. OSC welcomed Kaitlin and Jenee to the meeting, where each spoke about their majors and future plans, and had their photos taken with OSC President Holly Nicholson. The third scholarship recipient, Donald Giebel, was unable to attend the meeting because he was taking an exam.

Jessica Seipp from Goodwill spoke to OSC about the resources available to NIU employees at the Goodwill facility. These include public access to computers, assistance with résumé building, and legal assistance.

Cindy Kozumplik conducted an O365 tutorial for OSC members and guests. She showed how to find the OSC group, how to add documents to the group, and how to create folders and subfolders. She gave OSC Secretary Bivens July 1, 2017, as a deadline for putting OSC minutes, agendas, and other pertinent information on O365 in folders for other OSC members, ex officio, and guests to read. She also explained that each person has a personal one-drive that is deleted when that person leaves the university. However, anything that person shares to a group one-drive will stay on that drive. Kozumplik estimates there is approximately one terabyte of storage for O365.

## **VII. Public Comment**

None

## **VIII. Announcements/Correspondence**

Nicholson announced that the Operating Staff Personnel Advisor position will be extended as a pilot for one more year until 2018. Hulseberg has created a report of the previous year's activities, and will share that with the OSC. With the faculty unionizing, the fate of the Faculty/SPS Advisor position is up in the air. Multi-factor authentication (MFA) is coming online. This is the method that DoIT is using to eliminate spam messages. Each time someone logs in to their account, a code will be texted to their phone, and they will have to input that code in addition to their password. Cabrera pointed out that some students do not have cell phones. A number of questions were asked regarding MFA. Nicholson offered to ask Drew Bjerken to come to an OSC meeting to explain MFA.

Nicholson shared the Baker Report, which covered some personnel changes. Matt Streb will be replacing Mike Mann as Chief of Staff. Pending approval from the Board of Trustees on May 18, Derryl Block, who joined NIU in 2012 as dean of the

College of Health and Human Sciences, will be reappointed for another term. Gerald Blazey has been named vice president of the Division of Research and Innovation Partnerships.

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

### **A. Board of Trustees**

The Board of Trustees appointed Dr. Gerald C. Blazey to the permanent role of Vice President for Research and Innovation Partnerships.

### **B. Faculty Senate**

Long reported. Elections were held and Linda Saborío from the Department of Foreign Languages and Literatures was elected president of Faculty Senate and Executive Secretary of University Council. Sarah McHone-Chase was elected to a two-year term as the Faculty and Supportive Professional Staff Personnel Advisor. Long also reported that the Senate voted 37-17 to table the vote of confidence of President Baker, and decided to work with the Board of Trustees proactively. The incoming Executive Secretary will work on the constitution to create greater parity on University Council next year, giving the Operating Staff Council and Supportive Professional Staff Council presidents more input and involvement. Thanking Greg Brady and Holly Nicholson for their assistance, Long shared that the Policy Library is almost to the point of uploading. A major concern, however, is maintenance of the policies. Long sees a need for President Baker to fund a half-time position to maintain and organize the Policy Library.

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

No report

### **D. University Council**

No report

## **X. Committee Reports**

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

No report

### **B. Elections and Appointments**

Monteiro reported. There was a long discussion about electronic voting. Frances Mitchell and Karen Smith are working on the ballots for the Operating Staff Council election. The election will be conducted via electronic voting, and ballots must be submitted by Friday, May 19, 2017. A vacancy had occurred on the Student Conduct Board. A member had left with two years remaining on a three-year term. OSC alternate, Jeffry Royce, had applied to fill this vacancy. He was asked to leave the Sky

Room, so the rest of the council could discuss his application. After discussion, Hulseberg made a motion to accept Royce's application to the Student Conduct Board. The motion was seconded by Cabrera and passed by vote with one abstention.

#### C. Employee Morale

Kozumplik, chair of the Employee Morale Committee, asked if everyone had had a chance to look at the Birthday Proposal document. Andree made a motion to open discussion on the Birthday Proposal. The motion was seconded by Cabrera. Several editorial changes were made to the document. Andree voiced her concern that the document and the benefit it was requesting would become a topic for the collective bargaining unit currently negotiating with NIU. Hulseberg was not in favor of the document moving forward, but in the interest of shared governance, made a friendly proposal to send the document to the SPS Council to get their opinion and possible support. Bollinger expressed her misgivings about a proposal that would take funding. Bollinger was also concerned about OSC taking responsibility for an idea that might get operating staff hopes up, but if not approved, could be a let-down, further damaging employee morale. A motion was made to accept the Birthday Proposal document with editorial changes. It was decided that the final vote would be made by roll call. The motion failed with 7 no votes; 6 yes votes; 1 abstention. Discussion continued. Klaper offered some advice by having Kozumplik and the Morale Committee ask themselves, "What do we have to offer up?" "What ideas can the SPS and OSC Morale Committees generate by working together?" Hulseberg made a motion for the Morale Committee to work on the Birthday Proposal with the SPS Council to formulate a single proposal to bring back to both councils for support. The motion was seconded by Brown. The final vote was done by roll call. The motion passed by 12 yes votes; 1 no vote; 1 abstention.

#### D. Executive Committee

No report

#### E. Legislative Committee

No report

#### F. Public Relations/Activities

No report. Andree announced that the deadline for submitting articles for the upcoming edition of the *Northern Staff News* is May 15. For any ongoing OSC members whose profiles weren't featured in the last edition, Andree will send the questionnaire, which needs to be filled out and sent back to her.

**G. StaffFest**

Brown reported. The committee is conflicted about whether to hold StaffFest in its usual form, or put on an event that is not as elaborate because of the budget situation and layoffs. Andree shared her belief that it should be left the way it is. Nicholson will ask Gigi Beaird if there is still a budget for StaffFest. If the money is still set aside for this event, it was decided that StaffFest will be held on Thursday, August 10.

**H. Workplace Issues**

No report

**I. Administrative Professionals Advisory Council (APAC)**

No report

**J. Employee Advisory Committee (EAC)**

No report

**K. University Advisory Committee**

No report

**XI. Prior Business**

None

**XII. New Business**

None

**XIII. Adjournment**

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

The meeting adjourned at 10:55 A.M.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council