

**Minutes**  
**Operating Staff Council**  
April 5, 2018  
**Sky Room – 9:00 A. M.**

*Present:* Barb Andree, Stacey Bivens, Ellen Cabrera, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Katja Marjetic, Jay Monteiro, Pamela Pittman, Jeffrey Royce, Karen Smith, Patricia Wielert, Mary Wyzard

*Absent:* Judy Burgess, Holly Nicholson

*Guests:* Carla Fagerstrom, Mark Fagerstrom, Micah Fagerstrom, Sarah Klaper, Frances Mitchell, Christine Monteiro, Olivia Monteiro, Joyce Pusateri, Leslie Scarpace, Brian Smith, Pulchratia Smith, Gretta Ward, Mike Ward, Tracey Ward, Vicky Wronkowski

**I. Call to Order**

President Andree 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 Wielert to accept the agenda. The motion was seconded by Hulseberg and passed by unanimous vote.

**IV. Approval of March 1, 2018, minutes**

A motion was made by K. Smith to accept the March 1, 2018, minutes. The motion was seconded by Wielert and passed by unanimous vote.

**V. Treasurer's Report**

Wielert reported. The Operating Staff Dependent Scholarship Endowed Fund is currently worth \$47,985.30. Next fiscal year, the OSC will have \$5900.00 to spend on scholarships. The NIU Foundation does give yearly reports, but Wielert offered to report quarterly on the fund. Wielert and Andree met with Gigi Beard, who told them that the OSC will be granted the same budget as it had in this fiscal year. Nicholson is still working on obtaining stipends for those students who performed at Council of Councils in October. Additionally, since OSC has money in its budget, OSC polo shirts and name badges can be ordered for those members who do not have them. A motion was made by Gutierrez-Vargas to accept the Treasurer's report. The motion was seconded by Wyzard and passed by unanimous vote.

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

A. The OSC welcomed and congratulated the Operating Staff Dependent Scholarship Award recipients and their parents. Those students receiving the scholarship are Micah Fagerstrom, Olivia Monteiro, and Gretta Ward. The fourth recipient, Lucas Gray, was unable to attend the meeting because he had an exam.

B. Leslie Scarpace, the Learning and Organizational Development Administrator, visited the OSC meeting to talk about the Tech. Skills Hub, which is currently in preview mode this month. She presented a scenario in which we as employees are asked to do a presentation at the last minute, and are requested to include slides, data, and some charts. This is where the Tech. Skills Hub can be helpful. It can provide some paths, or explore tailored topics, and offers tool templates and charts. Learning by topic area such as decision-making or interpersonal communication is a very useful feature of the Tech. Skills Hub, and it also includes links to resources. Scarpace said she would share the link to Tech. Skills Hub with Andree, who will share it with the rest of the meeting attendees.

C. Brian Smith from the Employee Assistance Program and Training Center attended to explain the Supervisor Training Program. The program has been developed to offer supervisors guided and gradual training and coaching for their work in leadership roles. This program is open to new and current supervisors as well as employees who would like to take on leadership roles in the future. Brian Smith, Lesley Gilbert, and Karen Smith will be coordinating the training program. The program is based on five basic principles which include personal qualities skills, human skills, managerial skills, ethics, and university resources. Employees taking part in the training go through each of the five principles over the course of a year. There will be a panel of existing supervisors who offer support and mentoring. B. Smith would like to create a cohort of people who would like to become supervisors. Hulseberg asked B. Smith's thoughts about workers/supervisors who do not want to attend the training and say their unions have told them they do not have to go. This is where Lynda.com will be very useful. Gilbert is building courses for Lynda.com. The Employee Assistance Program does not want the Supervisor Training Program to seem punitive or like a punishment.

## **VII. Public Comment**

None

## **VIII. Announcements/Correspondence**

A. The Health and Wellness Fair was a success with over 700 attendees. The OSC's table had many visitors, who stopped by to take an apple and 75 visitors to the booth signed up for one of the door prizes.

B. Bivens shared that Acting Executive Vice President and Provost Chris McCord met with staff and faculty at Founders Library on April 4. He praised the research done by several librarians on the cost of textbooks and its effect on students. He said that the plan is to have a new university president in place by July 1, 2019.

## **IX. Shared Governance Reports**

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

A large group of fraternity and sorority members were in attendance to speak for a fraternity that had five issues during homecoming. A representative from AFSCME 1819 gave an update on negotiations between the union and the university.

### **B. Faculty Senate**

Klaper reported. Saborío was not reelected as Faculty Senate president. Professor Therese Arado from the NIU College of Law Library and Professor Michael Haji-Sheikh from the College of Engineering and Engineering Technology are running for Faculty Senate president. The election will be held at the senate's April 25, 2018, meeting. A task force made of Cathy Doederlein, John Hulseberg, Sarah Klaper, and Jesse Perez is still trying to benchmark other institutions regarding release time for employees and employees' ability to serve on committees and commissions. They would like to have this information by the end of this fiscal year. It might be necessary to reach out to the Council of Councils leadership for their take on this issue. NIU might have to be the leader on this issue, and have operating staff involvement on committees put in writing just as it is for faculty. It is time for the University Council bylaws to change. There are 32 voting faculty members on the council, with just two SPS members and two operating staff members. However, there are **16** voting members who are students. Operating staff need more representation on this council.

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

No report

### **D. University Council**

No report

### **E. University Advisory Committee (UAC)**

No report

## **X. Committee Reports**

### **A. Elections and Appointments**

Nicholson reported. Five to six candidate data sheets have been received so far for the OSC election. There are six openings for council members, plus three openings for alternates. The deadline to submit data sheets is Friday, April 6.

#### B. Employee Morale

Kozumplik reported. She met with Acting Executive Vice President and Provost Chris McCord. He had some concerns about the Take a Day, Give a Day for Others proposal. Andree said that she spoke with a Board of Trustees member, and will be having a more in-depth meeting with this person next week.

#### C. Legislative Committee

Marjetic reported. The committee continues to check the OSC bylaws.

#### D. Public Relations/Activities

Monteiro reported. The recipients of the Outstanding Service Award have been announced. They are Kathryn Buffington, Cathy Craddock, Julie Miller, and Debra Rempfer.

#### E. Workplace Issues

Did not meet. However, Cabrera noted that Campus Parking was restructuring the Anderson parking lot back to a blue/yellow mixed configuration of parking spots, after it was noted that the lot went largely unused when it was set aside for yellow parking permits only.

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

Wronkowski reported. She shared that today's (April 5, 2018) OSC meeting will be her last one, and Joyce Pusateri will begin representing APAC at future OSC meetings. The annual Administrative Professionals Day Breakfast will take place on Wednesday, April 25, 2018, at the Barsema Alumni and Visitors Center. Wielert got the support of the President's office, and the event and program are going to be "awesome." The NIU Steel Band will be providing entertainment, and Jenny Packer will be the speaker at the event. APAC is currently taking nominations for the Pat Siebrasse award. In addition, APAC is working to fill positions on its council.

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

Newly-elected representative Hulseberg reported. He said that he has been reviewing EAC's past meeting minutes and the committee's constitution. He shared that Jill Odom from the University of Illinois at Urbana-Champaign is the new chair of EAC, replacing Andy Small who retired in February. Hulseberg will be attending his first EAC meeting on April 18-19 at Illinois State University.

## **XI. Prior Business**

None

## **XII. New Business**

With all the changes in the Holmes Student Center, employees there have many questions. Royce asked if OSC should be involved in sending the workers to the appropriate offices or people. P. Smith said that there have been group and individual meetings with HSC employees, although there have not yet been discussions with extra help workers. K. Smith has a list of resources she can share. The question was asked if any of the employees had tested to be placed on any other registers at Human Resource Services. Wronkowski explained several of the facets of testing. She shared that putting volunteer experience on a résumé is okay, but it should be something that applies toward a job and speaks to skill sets.

## **XIII. Adjournment**

A motion was made by Gutierrez-Vargas to adjourn the meeting. The motion was seconded by Pittman and passed by unanimous vote.

The meeting adjourned at 11:05 A.M.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council