

Minutes
Operating Staff Council
December 6, 2018
Sky Room – 9:00 a. m.
Approved January 10, 2019

Present: Dave Berg, Stacey Bivens, Ellen Cabrera, Angelica Gutierrez-Vargas, John Hulseberg, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Katja Marjetic, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Jeffry Royce, Nancy Skelley, Jesse Tellez, Pat Wielert, Debbie Williams

Absent: Rebekka Ayres, Rave Meyer, Karen Smith

Guests: Becqui Hunt, Pulchratia Smith

I. Call to Order

Vice President Royce called the regular meeting of the OSC to order at 9:04 a.m.

II. Roll Call

Attendance was recorded by Stacey Bivens.

III. Approval of Agenda

A motion was made by Kozumplik to accept the agenda. The motion was seconded by Cabrera and passed by unanimous vote.

IV. Approval of November 1, 2018, minutes

A motion was made by Cabrera to accept the November 1, 2018, minutes as amended. The motion was seconded by Hulseberg and passed by unanimous vote.

V. Treasurer's Report

The report was presented by Wielert, who pointed out that the OSC's account balance is getting low, and it is all the Council has left for the rest of the fiscal year. It was mentioned that there are still four more issues of the *Northern Staff News* to be issued, and the printing costs associated with those will take up the rest of the budget. A motion was made by Williams to approve the report. The motion was seconded by Kozumplik and passed by unanimous vote.

VI. Visiting Committees/Guests

A. University Policy Librarian, Becqui Hunt, was a guest at the OSC meeting to explain the policy library, more specifically what is currently going on with it,

and where it's at. She explained that the library is a shared governance project which will be housed on NIU's website, and centralized for everyone to access. Policies typically covered in the library are statements of principles associated with conduct consistent with the University's policies, and there is a distinction between Board of Trustees policies and those of the university. The Policy Library will only contain items with an effective date after 1997, and these items must have the potential to affect everyone on campus. All Human Resource Services policies have to be housed in the Policy Library. The library is not to be used to enforce policy, but to inform employees about policy.

VII. Public Comment

None

VIII. Announcements/Correspondence

A. P. Smith reported. A person who will process extra help paperwork will start on Monday, December 10. Human Resource Services (HRS) is still working to fill the front desk position. There is an offer out for a Payroll Specialist position, and HRS is waiting for a response. The Board of Trustees signed a contract with Northwestern to provide health services to students. Layoff notices were distributed, and employees with retreat rights had time to make decisions, and most had jobs found for them. Some employees were hired by Northwestern. Northwestern takes over health services on January 7, 2019, and January 15, 2019, is the last day of work for employees who were laid off and could not find a new position elsewhere on campus. Hulseberg asked if Smith could eventually share with the OSC the exact number of employees who were laid off, retired, found other jobs on campus, or were hired by Northwestern, so that we can correct misinformation if we hear it. Royce pointed out that a Medical Records Technician job is posted online. Smith explained that the job is an NIU position. Northwestern is not going to be in charge of student record keeping. That will still be NIU's responsibility.

B. Kozumplik shared the latest information regarding the 125th Anniversary Committee. It has been decided that there will not be a theme for the anniversary celebration. The budget will be decided in the next two months. In addition, Kozumplik spoke again about Electronic Requisitions/Approvals. Anyone who is a requestor or approver needs to go through training, because all requisitions have to be electronic by January 2, 2019.

C. The search committee for the Executive Vice President/Provost position met, and a search firm has been hired.

D. The General Counsel Search Committee had its first meeting on October 4, 2018.

IX. Shared Governance Reports

A. Board of Trustees

Board of Trustees Chair Wheeler Coleman resigned as Chair effective January 21, 2019. Vice Chair Dennis Barsema will become the new chair.

B. Faculty Senate

No report

C. Supportive Professional Staff Council (SPSC)

No report

D. University Council

Met November 5, 2018. President Freeman attended a meeting of the Illinois Board of Higher Education. Newly-elected Illinois Governor Pritzker wants to support higher education, and increase MAP funding.

E. University Advisory Committee (UAC)

No report

X. Committee Reports

A. Elections and Appointments

Did not meet. Royce is still looking for people to fill spots on the Parking and University Benefits committees, and the Grievance Panel.

B. Employee Morale

Did not meet

C. Legislative Committee

No report

D. Public Relations/Activities

The committee received responses from two departments on what they are doing in regard to teambuilding or other things within the department to bring everyone together.

E. Workplace Issues

Did not meet. Will continue to discuss merging with the PR/Activities Committee.

F. Administrative Professionals Advisory Council (APAC)

Wielert reported. With the departure of J. Pusateri, APAC is currently without a chair. The Council will meet in December to begin planning the annual Administrative Professionals Day Breakfast. This event has always been funded by outreach, but this is no longer possible. APAC was going to ask OSC for financial assistance, but OSC is not in a position to give such assistance.

G. Employee Advisory Committee (EAC)

Hulseberg reported. He attended a Merit Board meeting on November 29, 2018. The migration of Supportive Professional Staff/Academic Professional positions to Civil Service was discussed.

XI. Prior Business

XII. New Business

A. Human Resource Services (HRS) and Updated Job Descriptions

Cabrera noticed HRS has been requesting updated job descriptions, and asked P. Smith about this. Smith explained that HRS is ensuring that it has updated job descriptions for everyone because of the upcoming Civil Service audit. Wielert asked if the revised descriptions are reviewed to make sure they meet current specifications. Smith answered that they are, and the descriptions should also be reviewed between supervisors and employees, and updated in PeopleAdmin.

XIII. Adjournment

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

The meeting adjourned at 10:17 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council