

**Minutes**  
**Operating Staff Council**  
February 1, 2018  
**Sky Room – 9:00 A. M.**  
**Approved March 1, 2018**

*Present:* Barb Andree, Stacey Bivens, Judy Burgess, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Katja Marjetic, Brian Mihalik, Jay Monteiro, Holly Nicholson, Karen Smith, Patricia Wielert

*Absent:* Ellen Cabrera, Pamela Pittman, Jeffrey Royce, Mary Wyzard

*Guests:* Cathy Doederlein, Sarah Klaper, Frances Mitchell, Linda Saborío, Andy Small, Pulchratia Smith

**I. Call to Order**

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

**IV. Approval of January 4, 2018, minutes**

A motion was made by Nicholson to accept the January 4, 2018, minutes as amended. The motion was seconded by Smith and passed by unanimous vote.

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

Small reported. He has stepped down as chair of and will be resigning from EAC in anticipation of his retirement from NIU at the end of February. He is going to Chicago to attend a Merit Board meeting this afternoon, February 1, 2018. The Merit Board is taking a serious look at the situation of defining Civil Service and Academic Professional job classifications. He has been asked to join the leadership of the NIU Annuitants Association. At the conclusion of Small's report, Hulseberg read a proclamation thanking him for his years of service to the students, staff, and faculty of NIU, not only as an employee, but also as a member of the Operating Staff Council and the Employee Advisory Committee. Small was given a standing ovation.

## **VI. Treasurer's Report**

Wielert reported. The account at the credit union is still open. The Dependent Scholarship Fund has been endowed since 2011, and the OSC has been rewarding scholarships from this fund since then. The OSC has been feeding funds into this scholarship with 50/50 raffles, and money from the dunk tank and cream pie throwing from the Civil Service Celebration (CSC). Wielert and Andree met with Cheryl Henert from the NIU Foundation. Henert helps groups with fundraising. The IRS does not allow 501(c)(3) groups to raise money by using gambling or games of chance like raffles. At the CSC, the OSC can ask for donations instead of charging for tickets for the various activities. The OSC can no longer raise money at the Wellness Fair with the 50/50 raffle, but instead could offer a door prize, and accept donations through payroll deduction. We can speak to Mike Adzovic, Director of Northern Fund, for more fundraising ideas. Hulseberg wanted to know what fees OSC will be charged to have the Dependent Scholarship Fund housed at the NIU Foundation. Monteiro noted that the Foundation will take cash. A motion was made by Nicholson to accept the Treasurer's report. The motion was seconded by Monteiro and passed by unanimous vote.

## **VII. Visiting Committees/Guests**

Jennice O'Brien from Web and Internal Communications visited the OSC meeting to discuss engaging employees through internal communications, and address brand survey findings. In the summer of 2017, employee focus groups were assembled with the goals of improving engagement and morale, maximizing effectiveness of our internal communications, and increasing participation. There were three workshops held with 40 employees total. Feedback was gathered from individuals, group discussion, and question and answer. Most participants preferred that communication be reinforced across multiple vehicles. They were least interested in printed information.

One finding was there is confusion between NIU Today, Daily Digest, and Announcements. NIU Today showcases initiatives and developments that relate to values in support of the university's mission and vision, outstanding research, showcase major all-university events like Homecoming, and enhanced with features such as Applaud a Colleague.

Some improvements and changes under consideration are:

- Clarifying the intent: provide notice of an event in 200 words or less by leveraging the calendar
- Redesign
- Make mobile-friendly
- Give them a home outside your mailbox

Not widely publicized is a new, user-friendly calendar, which will include community events, have a social component, be mobile-friendly, and will import feeds. It was also discovered that there is low awareness of the existence of communications programs.

O'Brien explained that Web and Internal Communications is launching a revamped resource page, which OSC Vice President Nicholson worked on. Additional priorities are:

- Bridging the current access gap
- Increasing the relevance of communications through targeting and personalization
- Employee onboarding

P. Smith pointed out that employment information for students was at the bottom of the NIU employment webpage. It was agreed to put the information in the quick links at the top of the page. Also, Burgess described her experience with the daily news summary, which sometimes links to the DeKalb Daily Chronicle, which she cannot read because she does not subscribe to it. Nicholson shared that anyone who would like to opt in to the morning news scan, can send an e-mail to [mediarelations@niu.edu](mailto:mediarelations@niu.edu).

### **VIII. Public Comment**

Saborío reported. She is a member of the Presidential Search Planning Committee, and explained that three ad hoc committees have been formed: best practices, contracts, and job description/points of pride. She wanted input on what staff consider to be points of pride. It was mentioned that operating staff have kept NIU running despite working without raises, and that NIU is a shared governance university and we are all vital to its success. Saborío asked that any other points of pride be e-mailed to her.

### **IX. Announcements/Correspondence**

A. Andree and Doederlein recognized Mitchell for her 10 years of service to NIU. She was given a certificate, and a photo was taken.

B. OSC member Nancy Brown has announced that she is leaving the university and resigning from council. A card was circulated during the OSC meeting so that everyone who has served with Brown on council could sign it. It was decided to invite her to lunch at noon on February 6, at the Junction.

### **X. Shared Governance Reports**

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

No report

#### **B. Faculty Senate**

Saborío reported. Faculty Senate passed a resolution to be sent to the Illinois Board of Higher Education, the governor, and state representatives to emphasize the importance of passing a state budget.

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

No report

#### D. University Council

Met January 31, 2018. Acting President Freeman introduced NIU's new Chief Financial Officer, Sarah McGill. Andree will be meeting with her soon. 10-15 students from the Greek community appeared at the meeting to share their concerns about a watch list they had heard about. This was based on information about software called Maxient, which gave the students the wrong impression that their social media was being trolled.

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

No report

### **XI. Committee Reports**

#### A. Elections and Appointments

Nicholson reported. The committee is still seeking a representative for the University Benefits Committee. Smith said she is thinking it over. There was a request from Matt Streb for someone to serve on the State Legislative Liaison Search Committee. Judy Burgess volunteered for this committee. In addition, the Grievance Panel needed five more members. Hulseberg and Monteiro volunteered, which still leaves three more vacancies. Please contact Nicholson if you'd like to serve on the Grievance Panel.

#### B. Employee Morale

Kozumplik reported. She met with the Ethics Officer, James Guagliardo, regarding the Take a Day, Give a Day for Others proposal. He wanted to make sure it is stated in the policy what the day could not be. Otherwise, he would not comment until the University Benefits Committee gives its approval. Mihalik will meet with the University Benefits Committee this afternoon, February 1, 2018. University Benefits will have to take the proposal to University Council, but there should be someone from the Employee Morale committee to help guide the proposal through.

#### C. Legislative Committee

No report

#### D. Public Relations/Activities

Smith reported. Bowling night has been rescheduled for Wednesday, February 7, 2018, which will appear in the Monday announcements. The committee discussed what the Wellness Fair booth will look like. There are eight applicants for the Operating Staff Dependent Scholarship Award. Mihalik will be giving a presentation at the OSC's March meeting on using Outlook.

E. Workplace Issues  
No report

F. Administrative Professionals Advisory Council (APAC)

P. Smith reported. She advised that Wronkowski is transitioning out of the role of APAC liaison. Smith will introduce the new liaison once they are in place.

G. Affirmative Action Equity Compliance Advisory Committee

Bivens reported. The committee viewed several short Title IX videos produced by Planned Parenthood which used different vignettes to demonstrate how consent should ideally look. After watching them, the committee members rated the videos based on how they felt students, staff, faculty, and the public would perceive them. In addition, there was a presentation on technology accessibility. It is in NIU's best interest to become an accessible campus. Not only is it good for our students, but also for recruitment, retention, our reputation, and risk reduction. Most importantly, accessibility is a civil right.

## **XII. Prior Business**

A. Elect University Benefits Committee Representative  
**See XI. A.**

## **XIII. New Business**

## **XIV. Adjournment**

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

The meeting adjourned at 11:00 A.M.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council