

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

*Present:* Barb Andree, Stacey Bivens, Angelica Gutierrez-Vargas, John Hulseberg, Cindy Kozumplik, Katja Marjetic, Brian Mihalik, Jay Monteiro, Holly Nicholson, Pamela Pittman, Jeffry Royce, Karen Smith, Mary Wyzard

*Absent:* Judy Burgess, Ellen Cabrera, Patricia Wielert

*Guests:* Cathy Doederlein, Deborah Haliczzer, Sarah Klaper, Frances Mitchell, Lynn Neeley, Linda Saborío, Pulchratia Smith, Rahul Thatte

**I. Call to Order**

President Andree called the regular meeting of the OSC to order at 9:05 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 Marjetic and passed by unanimous vote.

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

A motion was made by Marjetic to accept the February 1, 2018, minutes. The motion was seconded by Wyzard and passed by unanimous vote.

**V. Treasurer's Report**

A motion was made by Hulseberg to accept the Treasurer's report. The motion was seconded by Smith and passed by unanimous vote.

**VI. Visiting Committees/Guests**

A. Rahul Thatte from the Computing Facilities Advisory Committee visited the OSC meeting to provide updates and answer questions. He noted that some charges have been eliminated, i.e., there are no longer charges for phones that are Wi-Fi or desktop. There should be four times more Wi-Fi points across campus in five years. He also described the plan to upgrade the telephone system. Requests for proposals are out, and there will be major changes, which will start with an audit of phone use, possibly leading to the use of Skype phones. Wyzard asked about exceptions to this, because the police department depends on landlines.

The goal is to get rid of the wired system and go to Wi-Fi phones, but exceptions will be made if necessary. Hulseberg asked if DoIT would be involved with the renovation of the Holmes Student Center. Thatte said the department would not be directly involved. Thatte reported that the Anywhere Prints program has so far saved NIU \$500,000, but the amount might actually be closer to \$1 million. People are printing less and using less supplies. Smith mentioned that the amount of staff time has increased with Anywhere Prints as they look around for a usable printer, and she wanted to know if that was taken into account when figuring out the amount of money saved on printing. Thatte did not think it was.

He shared that more storage has been purchased, and advised that we start saving documents to One Drive, which might be more secure than saving items locally. If we have questions, we should consult our local IT person. There are upgrades and enhancements coming to Blackboard.

Thatte discussed DoIT's restricted data/clean desk policy. To restrict data that can be seen on our computers, we should always lock the computer screen. In addition, confidential materials should be removed from our desks. It was noted that Building Service Workers (BSW) have the same policy regarding offices in Human Resource Services, but Thatte said the policies were not related.

Andree inquired about access to computers for BSW and food services employees. Thatte related that there are seven year refresh rates for computers, and that it was his feeling that there are not a lot of surplus computers around. Mihalik stated that when things like Title IX training come up, supervisors reserve a lab for workers to use to complete training. Hulseberg noted that there are supervisors who do not always allow staff access to computers.

B. Lynn Neeley and Deborah Haliczler: NIU Annuitants Association (NIUAA)  
Neeley explained that the NIUAA is a branch of the State Universities Annuitants Association (SUAA), which has been protecting the pensions of our working and retired colleagues since 1970~1971. The State Universities Retirement System managed retirement funds until the state offered to take them over, agreeing to match funds. The state did not match funds a number of years, and instead used the money for other things. SUAA has attorneys, lobbyists, and members, and has won retiree annual increases, and protected retiree health care and tuition waivers.

The battle with the state over employee pensions is not over. Because pensions are part of the Illinois constitution, a constitutional amendment would be necessary to make changes. Any changes would take three to four years. In the meantime, join the

SUAA, speak up and speak out, and send letters and postcards to the governor and politicians in Springfield. Haliczzer and Neeley handed out payroll deduction forms so that meeting attendees could join the SUAA if they did not already belong.

#### C. Brian Mihalik: Using Outlook More Effectively

Mihalik, who works at the NIU Helpdesk, answered questions, some of which were submitted to him before the OSC meeting. One question was about retracting a message. Groupwise had that feature, but Outlook does not. Mihalik explained that, although messages cannot be retracted, they can be delayed, and any necessary changes made to them. Outlook also allows you to change the color and font of messages to alert you of the sender. It is also possible to submit your own service tickets through the IT self-service portal. It is helpful to include a screen shot.

### **VII. Public Comment**

None

### **VIII. Announcements/Correspondence**

A. It was shared that Brett Coryell, Chief Information Officer, has announced he will be leaving NIU effective March 31, 2018. Cristine Black, Director of Financial Analysis & State Budget Reports is also leaving effective March 15, and Robin Kenney, Business/Administrative Associate in Development Administration, will be leaving effective March 9.

B. P. Smith reminded the OSC that the election for a new Employee Advisory Committee representative will take place March 7. Civil Service employees may vote at either Human Resource Services or the Holmes Student Center.

C. The OSC received a thank you note from retired council member Nancy Brown, which was shared around the table.

### **IX. Shared Governance Reports**

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

Discussed Anywhere Prints. There was a large turnout of students who are members of the Greek community. They were very concerned about Maxient software, and believe that it trolled their social media, and that a watch list had been created.

#### B. Faculty Senate

Saborío reported. Kendall Thu was chosen to receive the Bob Lane Faculty Advocacy Award. Discussed moving faculty out of the art annex and into Grant South. A textbook affordability presentation was given at the senate meeting.

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

Doederlein reported. There has been a procedure update from the Merit Board regarding supportive professional staff positions which have been identified as civil service positions. There is a 16-month timeframe for those positions to be revised. There is a risk that SPS positions will be discontinued.

### D. University Council

Acting President Freeman testified in Springfield. In collaboration with the University of Illinois, NIU would like to have the same funding as it had in FY 2015 in return for holding tuition/fees flat, which would better assist our underserved students. Doederlein's sense is that this will not pass because this is an election year.

### E. University Advisory Committee (UAC)

No report

### F. Presidential Search Planning Committee (ad hoc)

Wyzard reported. She is a member of a benchmark group that has been formed to see how others conduct presidential searches. The meetings are open so anyone may attend. Send any suggestions or points of pride to Andree by March 16, 2018. Other ideas are to include photos from the Civil Service Celebration, and highlight the Faculty/SPS and Operating Staff Personnel Advisors.

## **X. Committee Reports**

### A. Elections and Appointments

Nicholson reported. The committee will be meeting today, March 1, 2018.

K. Smith was voted in as the University Benefits Committee representative. There is still need for one more person to serve on the Grievance Panel. The yearly Operating Staff Council election is coming up. There are six openings for council members, plus three openings for alternates.

### B. Employee Morale

Kozumplik reported. She explained that that the University of Illinois has three days off, but wished she had known this was at the end of the year, just as NIU has time off then. Mihalik met with the University Benefits Committee regarding the Take a Day, Give a Day for Others proposal. That committee advised the Morale Committee to meet with the Provost for more buy-in. Kozumplik stated she might still approach Board of Trustees member Veronica Herrero, but is fairly certain that the proposal has played out.

### C. Legislative Committee

No report

### D. Public Relations/Activities

Monteiro reported. The rescheduled bowling night took place Wednesday, February 7, 2018. There was a small contingency of operating staff who attended, and everyone seemed to have fun. The Wellness Fair is coming up on March 28. A schedule will be available next week. Pre-printed payroll deduction forms for the Operating Staff Dependent Scholarship Award will be available at the OSC table, since we can no longer raise funds using the 50/50 raffle. Andree announced the recipients of the 2018 Operating Staff Dependent Scholarship Award. They are Micah Fagerstrom, Lucas Gray, Olivia Monteiro, and Gretta Ward.

### E. Workplace Issues

No report

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

P. Smith reported. Joyce Pusateri will eventually be the APAC representative once she is trained.

### G. EAC (Employee Advisory Committee)

P. Smith reported. The EAC election will be held March 7, 2018. Ballots may be cast at Human Resource Services or the Holmes Student Center. The Merit Board meeting was held February 1, 2018. Smith has been notified that NIU will undergo a Systems Office audit in June.

## **XI. Prior Business**

## **XII. New Business**

## **XIII. Adjournment**

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

The meeting adjourned at 10:53 A.M.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council