

Minutes
Operating Staff Council
November 1, 2018
Sky Room – 9:00 a. m.

Present: Dave Berg, Ellen Cabrera, Angelica Gutierrez-Vargas, John Hulseberg, Renee Kerwin, Cindy Kozumplik, Katja Marjetic, Rave Meyer, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Nancy Skelley, Karen Smith, Jesse Tellez, Debbie Williams

Absent: Rebekka Ayres, Stacey Bivens, Natasha Johnson, Jeffry Royce, Pat Wielert

Guests: Sarah Klaper, Celeste Latham, Sarah McGill, Pulchratia Smith

I. Call to Order

President Nicholson called the regular meeting of the OSC to order at 9:10 a.m.

II. Roll Call

Attendance was recorded by Frances Mitchell.

III. Approval of Agenda

A motion was made by Hulseberg to accept the agenda, with the addition under **XI. Prior Business** of a summary of the Council of Councils Conference held on October 3-4, at Urbana-Champaign. The motion was seconded by K. Smith and passed by unanimous vote.

IV. Approval of October 4, 2018, minutes

A motion was made by Kozumplik to accept the October 4, 2018, minutes. The motion was seconded by Gutierrez-Vargas and passed by unanimous vote.

V. Treasurer's Report

A motion was made by Marjetic to approve the report. The motion was seconded by Gutierrez-Vargas and passed by unanimous vote.

VI. Visiting Committees/Guests

A. Sarah McGill, Vice President Administration and Finance and Chief Financial Officer

McGill described herself as a first generation college student imbued with middle class family values. She discussed the scope and responsibilities of

Administration and Finance and her collaborative decision-making approach to achieve balance regarding FY19, and outlined in a PowerPoint presentation eight specific areas of focus for our campus.

Questions and some historical information were brought by Council members regarding:

- Renovation of the Holmes Student Center, vendors, and revenue stream. McGill was not able to discuss specifics, but she did say with all of our dining services, we supply the staff and purchase the food.
- Elevator servicing is a niche business. Our elevator service is controlled by Springfield, and our service provider is out of Madison, WI. McGill expressed interest in learning more about this situation because there is a dire need on campus for elevator servicing.
- FY20 union pay increases expected to be campus wide.
- Property control and inventory. A space survey is in process. Departments should have received reporting materials as usual.
- McGill has six forums scheduled and anticipates one public forum annually going forward. Hulseberg suggested that after the forums, if there are things McGill could share with us, perhaps she could send that to Nicholson. A recap would be great. Berg asked if McGill was planning on having forums more frequently. McGill responded that she wants to meet with DoIT, then annual forums would make sense.

VII. Public Comment

None

VIII. Announcements/Correspondence

A. P. Smith reported. Human Resource Services (HRS) is still in the process of filling all its vacancies. Have started meeting with Health Services employees and will know more by November 15. The civil service audit will occur early next year, but there are no specific dates yet. Nicholson inquired about a pay schedule change. Latham explained that there are costs of changes to People Soft and reporting. In addition, any changes would have to go through committees for approval. HRS reviews reclassifications, reallocations, and add pay, but they all are subject to budgetary approval. Latham will speak to Provost McCord about adding this topic to the Human Resource Services Review Committee's agenda.

Cabrera asked about starting pay for civil service employees and whether it was

possible to start out working entry level commensurate with experience and education. Cabrera also enquired what does the term internal equity (campus wide vs. department) mean? Latham replied that applicants have always been able to request a hiring wage based on experience. She then raised the point that HRS prefers the hiring department not discuss wages with an applicant, even though they have access to the pay range through the applicant tracking system. Departments are to emphasize the many benefits offered by the university as part of the employee package. The discussion then branched into whether those benefits mean as much to the applicants as HRS thinks. Kozumplik shared the widely-held belief in her department that good candidates are turning down offers because of the low pay. She suggested providing a hiring salary range to the job posting so that months do not go by before finding out that an applicant's desired starting wage does not come close to what NIU can offer. Smith and Latham stressed the importance of benefits and that a total compensation package might be a better way to approach candidates.

B. Kozumplik reported on Electronic Requisition/Approval training. The appropriate employees have been identified as either requestors or approvers, and they will receive training materials, and there will be more training sessions held.

Kozumplik shared the latest information regarding the 125th Anniversary Committee. The following have been chosen as possible themes:

Growing Forward Together

Celebrating Our Past, Embracing Our Present, Preparing Our Future

The Making of a Global Huskie

Endless Dreams. Your Reality. NIU

125 Years of Innovations, Progress, and Service

Quasiquicentennial: a Celebration of a Lifetime

There are some openings on subcommittees. If there is anyone interested in serving on one, please contact Kozumplik.

IX. Shared Governance Reports

A. Board of Trustees

No report

B. Faculty Senate

The job description to be used for the Executive Vice President/Provost national search went to the Faculty Senate.

C. Supportive Professional Staff Council (SPSC)
No report

D. University Council
Approved the 2019 holiday schedule.

E. University Advisory Committee (UAC)
Will meet November 5, 2018

X. Committee Reports

A. Elections and Appointments
No report

B. Employee Morale
Met October 16, 2018. Will meet again on November 20, 2018.

C. Legislative Committee
Met October 17, 2018. There was nothing to bring to the Council.

D. Public Relations/Activities
The committee discussed creating informational articles for the *Northern Staff News*. They are working to contact and interview departments that are doing teambuilding or other things within the department to bring everyone together. Nicholson added she was asked to find some volunteer or public service opportunities across campus. She will meet with the committee to discuss this further.

E. Workplace Issues
The committee is looking into linking their survey with the Climate Survey. Meyer will follow up on this.

F. Administrative Professionals Advisory Council (APAC)
No report

G. Employee Advisory Committee (EAC)
Hulseberg reported on the October 3 and 4, 2018, EAC meeting held in Urbana at the offices of the State Universities Civil Service System (SUCSS). The 16-month program for certain flagged SPS positions to migrate back to Civil Service positions began October 1, 2018. Also, SUCSS is looking to change testing procedures for University Police Departments. The goal is to retain

officers after lengthy and expensive training occurs and to make it easier to attract new recruits.

XI. Prior Business

Holly Nicholson, Natasha Johnson, and John Hulseberg attended the 21st annual Council of Councils conference at the University of Illinois on October 5, 2018. The keynote speaker, Marc Changnon, gave an inspiring talk about “Always Doing Your Best.” His speech centered on how leaders can maximize productivity and positivity to help inspire those they work with on a daily basis. Breakout sessions included - Work Group Development, Easy Office Energizers, Occupational Ergonomics, and Social Construction of Disability: How Overall Viewpoints of Disability Can Impact Our Expectations of Individuals with Disabilities. Lastly, Jeff Brownfield provided updates from the State Universities Civil Service System (SUCSS) and Larry Curtis reviewed new changes to the State Universities Retirement System (SURS).

XII. New Business

Berg reminded everyone that November 16th is the deadline to sign up for long-term disability insurance. He said there will not be another enrollment period coming up.

XIII. Adjournment

A motion was made by Kozumplik to adjourn the meeting. The motion was seconded by Williams and passed by unanimous vote. The meeting adjourned at 10:15 a.m.

Minutes recorded by Frances Mitchell, SPSC/OSC Administrative Aide
Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council