

**Minutes**  
**Operating Staff Council**  
April 4, 2019  
**University Suite Dining Room – 9:00 a. m.**  
**Approved May 2, 2019**

*Present:* Rebekka Ayres, Dave Berg, Stacey Bivens, Ellen Cabrera, Angelica Gutierrez-Vargas, John Hulseberg, Natasha Johnson, Renee Kerwin, Katja Marjetic, Rave Meyer, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Jeffry Royce, Karen Smith, Jesse Tellez, Pat Wielert, Debbie Williams

*Absent:* Cindy Kozumplik, Nancy Skelley

*Guests:* Michael Adzovic, Catherine Doederlein, Sarah Klaper, Miriah Ranken, Kouame Sanan, Tim Schwartz, Pulchratia Smith, Natalie Troiani

**I. Call to Order**

President Nicholson 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 Cabrera to accept the agenda as amended. The motion was seconded by Hulseberg and passed by unanimous vote.

**IV. Approval of March 7, 2019, minutes**

A motion was made by Wielert to accept the March 7, 2019, minutes as amended. The motion was seconded by Marjetic and passed by unanimous vote.

**V. Treasurer's Report**

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

**VI. Visiting Committees/Guests**

A. Tim Schwartz from the Division of IT spoke about multi-factor authentication (MFA). He explained that several years ago NIU was phished which resulted in 100,000 e-mails per day sent from the university. Many

companies blocked e-mails from NIU. Once students received MFA, 100,000 e-mails went to no e-mails. Schwartz said that NIU is seeing an increase in phishing attempts of up to 100,000 per week, while higher education overall is seeing a massive increase in phishing attempts. While NIU students have had MFA for two years, it is now being rolled out on April 15 for NIU employees. There are a couple of ways to use MFA. One is to log on to Office 365, and have the system send a text or call you with a code to verify your identity. Another is to download Microsoft's Authenticator App. It is free and is good for those employees who travel, especially internationally. Benefits of MFA are that it provides a second layer of authentication, and it protects the university and university data.

B. Michael Adzovic and Natalie Troiani from the NIU Foundation spoke about the Day of Giving which will take place May 7-8, 2019. It was described as a day to raise money for scholarships. Adzovic offered many suggestions for people and groups to take part. These include using online channels to share what's great about NIU, digital pep rallies, attracting new or younger donors, and challenge matches. The goal is to reach 1000 people and raise approximately \$250,000. There is a link to the Operating Staff Dependent Endowed Scholarship that can be shared on social media from the campaign website – [dog.niu.edu](http://dog.niu.edu).

## **VII. Public Comment**

Kouame Sanan attended the OSC meeting to ask what exactly the tuition waiver benefit covers. He was charged differential tuition this semester, when he was not charged this before. Mr. Sanan was asked if he'd like the council to look into the issue and advocate for differential tuition to be covered just as regular tuition is. Matters pertaining to tuition are the purview of the Board of Trustees. K. Smith said she would be attending the University Benefits Committee meeting that afternoon and would bring up the issue there.

## **VIII. Announcements/Correspondence**

### **A. NIU 125th Anniversary Activities**

The Anniversary website is now live at [niu.edu/anniversary](http://niu.edu/anniversary).

### **B. Pulchratia Smith**

The Human Resources Assistant position has been filled. Salina Heller will start on April 15, 2019. There have been interviews for the position of Human

Resources Assistant Manager, but all offers have been declined. Interviews are underway to fill the Accounting Associate position. Candidates need a strong tax background. The Civil Service Audit will take place April 22-25. The auditors have a list of who they want to meet with. Flex-time for summer 2019 is currently being discussed. Klaper asked how salary is determined. Salary managers are saying they have to start at the bottom of the range. According to Smith, policy is to start at the minimum. To change starting salary, the policy must also change. The biggest constraint is internal equity.

C. Wellness Fair

Nicholson commented on how great the OSC table looked at the Wellness Fair.

**IX. Shared Governance Reports**

A. Board of Trustees

Nicholson reported. The mission, vision, and values statements were approved. Sol Jensen reported on the Strategic Enrollment Plan. Someone is accountable for each part of the plan.

B. Faculty Senate

Listened to the presentation on Multi-factor Authentication

C. Supportive Professional Staff Council (SPSC)

Discussed the Supportive Professional Staff Awards Ceremony which will take place 2:00 to 4:00 p.m. on April 10, 2019.

D. University Council

Discussed proposal change to the constitution and by-laws

E. University Advisory Committee (UAC)

Did not meet

**X. Committee Reports**

A. Elections and Appointments

Still receiving interest sheets for this year's Operating Staff Council election. The deadline is April 5, 2019.

B. Employee Morale

Did not meet.

### C. Legislative Committee

Marjetic had prepared proposals to be read before the Council.

Proposal 1 (Secretary duties): A motion was made by Wielert to accept this proposal. The motion was seconded by Cabrera and passed by unanimous vote.

Proposal 2 (Standing Committees): A motion was made by Wielert to accept this proposal. The motion was seconded by Williams and passed by unanimous vote.

Proposal 3 (Standing Committees): A motion was made by Hulseberg to accept the proposal. The motion was seconded by Royce and passed by unanimous vote.

Proposal 4 (Morale Committee): A motion was made by Cabrera to accept the proposal. The motion was seconded by Monteiro. After discussion, the council decided to vote on discharging the Morale Committee. Marjetic made a motion to take a vote. The motion was seconded by Wielert. A voice vote was taken on whether to discharge the Morale Committee. The motion passed with one nay vote.

Proposals 5 (PR Committee), 6 (by-laws), and 6 (summary): Williams made a motion to table these proposals until the May meeting. The motion was seconded by Berg and passed by unanimous vote.

### D. Public Relations/Activities

Talked about the OSC's budget and its effect on the ability to print copies of the *Northern Staff News*. One solution put forward is to print the newsletter for off-campus addresses only. The students receiving the Operating Staff Dependent Scholarship are Sam Hancock and Maggie Rapp. The Civil Service Celebration will take place August 8. Committee members are needed to help plan the Celebration.

### E. Workplace Issues

Royce met with Sue Mini regarding reclassification in Civil Service and raises offered when there is no budget for them. He also announced that the Staff Recognition Luncheon will take place from 11:30 to 1:00 on May 7.

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

Ranken reported. APAC's new website has launched. The Administrative Professionals Day Breakfast will take place from 8:00 to 10:00 a.m. on Wednesday, April 24. Sarah Klaper, University Ombudsperson, will be the speaker.

G. Employee Advisory Committee (EAC)

Hulseberg reported. The Merit Board will be meeting at the University of Illinois/Urbana-Champaign on April 17-18.

**XI. Prior Business**

A. The Ethics and Compliance Officer Search Committee has given its recommendation to President Freeman.

B. Candidates for the General Counsel position will be on campus April 23, 25, 26, and May 2.

C. Klapner asked Nicholson to talk to Matt Streb about NIU representation on the Merit Board.

**XII. New Business**

K. Smith mentioned that representatives from the State Universities Retirement System (SURS) will soon be visiting NIU soon. If anyone wants to make an appointment with someone at SURS, they should do so as soon as possible because appointments fill up quickly.

**XIII. Adjournment**

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

The meeting adjourned at 11:08 a.m.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council