Minutes
Operating Staff Council
August 1, 2019
Sky Room – 9:00 a.m.
Approved September 5, 2019


Absent: Stacey Bivens, Holly Nicholson (on leave)

Guests: Sarah Klaper, Leslie Lantow, Ian Pearson, Miriah Ranken, Pulchratia Smith, Kendall Thu

I. Call to Order
President Royce called the regular meeting of the OSC to order at 9:01 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. The motion was seconded by Smith and passed by unanimous vote.

IV. Approval of July 11, 2019, minutes
A motion was made by Wielert to accept the July 11, 2019, minutes. The motion was seconded by Meyer and passed by unanimous vote.

V. Treasurer’s Report
A motion was made by Ayres to approve the report. The motion was seconded by Gingrich and passed by unanimous vote.

VI. Visiting Committees/Guests
There were no visiting committees or guests at the August 1, 2019, meeting.

VII. Public Comment
None

VIII. Announcements/Correspondence
A. Pulchratia Smith: Human Resource Services (HRS)  
Smith reported. HRS is currently conducting interviews to replace their front desk position and the graduate assistant processing position. There was a couple of questions asked related to benefits, but Smith did not have an answer at that time.

B. Cindy Kozumplik: NIU 125th Anniversary Activities  
The 125th Anniversary Committee has a tentative list of events that Kozumplik will share with the Council. Kickoff is January 30, 2020, at the Holmes Student Center. A lecture series is planned and Kozumplik asked Thu how to approach faculty to recruit them to encourage students to attend the lecture series, perhaps by offering extra credit. Thu responded that he would publicize the information to faculty a little later in the semester since the first lecture is in February 2020. There will be a birthday cake for the university on July 15; location to be determined. Closing of the anniversary celebration events will be December 1, 2020.

IX. Shared Governance Reports  
A. Board of Trustees  
Did not meet

B. Faculty Senate  
Did not meet

C. Supportive Professional Staff Council (SPSC)  
No report

D. University Council  
Did not meet

E. University Advisory Committee (UAC)  
Did not meet

F. Student Association  
Ian Pearson, Speaker of the Student Association, commented that one of his priorities is to get students involved in shared governance.

X. Committee Reports  
A. Civil Service Celebration  
K. Smith reported that everything is on track. Volunteers are needed to help with the games and setting up. If you can help, let Smith know or show up at the Capitol Room at 9:45 a.m. on August 8. Smith reported there will be a few
coin collection stations where people can see their change spin around and
down into a five-gallon jug. This is to raise money for the Operating Staff
Dependent Scholarship Award Fund. In addition, donations will be accepted
from staff to have their pictures taken with Mission.

B. Elections and Appointments
Monteiro called for nominations/self-nominations for the second
University Council seat and two alternates. The outcome of the ballot voting
was:
  First seat:    Jeffry Royce (pre-determined as president of the OSC)
  Second seat:  Natasha Johnson
  Alternate 1:  Linda Yates
  Alternate 2:  Holly Nicholson

Affirmative Action and Equity Compliance Advisory Committee:
  This committee is under review and not meeting. Nobody needed at this
time.

Athletic Board:  Monteiro is going to send an e-mail blast to civil service
employees to recruit.

Campus Parking:  Calderala, Anthony (2020) to complete Larusso’s term
                  Smith, Karen (2021)
                  Wronkowski, Vicki (2021)

Campus Security and Environmental Quality Committee:
  Carter, Cody (2021)
  Massey, Eugene (2020)

Computing Facilities Advisory Committee:
  Thatte, Rahul (2022)

Grievance Panel:    Ayres, Rebekka
                    Berg, Dave
                    Bivens, Stacey
                    Gingrich, Patricia
                    Gutierrez-Vargas, Angie
                    Royce, Jeffry

Library Advisory Committee:  Jay may include this vacancy in the Athletic
Board e-mail blast.
Parking Appeals:  Royce, Jeffry (2022)  
Seipp, Jessica (2021)

Student Conduct Advisory Board:  
March, Lisa (2020); last year of three-year term

Student Conduct Board:  
Rogneby, Trevor (2020)  
Royce, Jeffry (2022)

University Benefits:  
Geisler, Varsie (2021); Geisler is going to complete the last two years of a three-year term that had gone unfilled last year.  
Smith, Karen (2020)

C. Legislative Committee  
Did not meet

D. Public Relations/Activities  
Did not meet

E. Workplace Issues  
Skelley motioned for a redraft of the committee’s investigation summary regarding, “Inconsistencies in Desk Audits and Reclassification Procedures.”  
The motion was seconded by Monteiro. After a lengthy discussion, the motion was defeated by a show of hands. Hulseberg went on record stating he supports the summary in its present form. P. Smith requested a couple of corrections on page three and four of the document. This was followed by further discussion. A motion was made by Williams to accept the summary as amended. The motion was seconded by Berg and passed by unanimous vote.

F. Administrative Professionals Advisory Council (APAC)  
Ranken reported the Council currently has nine members and two open positions. Ranken asked if information about APAC could be included in the Northern Staff News. Monteiro asked her to write up something and send it to him.

G. Employee Advisory Committee (EAC)  
Hulseberg reported that the committee met two weeks ago, and he has a recap he will send to Mitchell to upload to Sharepoint.

XI. Prior Business
XII. New Business
A. NIU’s Ombudsperson, Sarah Klaper, brought a proclamation proclaiming October 10, 2019, Ombuds Day at NIU. Ombuds Day was created to promote ombuds offices, build awareness, and recognize the value of ombuds offices. Klaper sought the Operating Staff Council’s endorsement of the proclamation. Klaper is also seeking the endorsement of the other shared governance units in preparation for submitting the proclamation to the Board of Trustees for approval at their September meeting. The Ombuds office is planning to do some publicity and an October 10 reception. Hulseberg motioned for a vote, which was seconded by Kozumplik. The OSC endorsed October 10, 2019, as Ombuds Day at NIU by a majority vote, none opposed, with three abstentions. The proclamation was read into the record. Klaper also requested that an item about Ombuds Day be placed in the Northern Staff News.

B. Future Guest Speakers
President Royce asked for suggestions about which senior leaders on campus we might want to invite. Please e-mail suggestions to Royce at jroyce@niu.edu.

C. Meeting Refreshments
Ayres has been trying to get specific cost information for refreshments for our meetings. Catering offered to provide us a lesser amount of beverages than last fiscal year for the same price ($25 per meeting). It was suggested that the OSC not spend money on beverages. After some discussion, Ayres made a motion to table this issue so that Council members would have more time to think about it, and it was added to September’s agenda. The motion was seconded by Skelley and passed by unanimous vote.

D. Priorities
K. Thu asked the OSC to consider what its priorities are for shared governance.

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 10:45 a.m.

Minutes recorded by Frances Mitchell, Administrative Aide

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council