

**Minutes
Operating Staff Council
January 10, 2019
Approved February 7, 2019
University Suite – 9:00 a. m.**

Present: Rebekka Ayres, Dave Berg, Stacey Bivens, Ellen Cabrera, Angelica Gutierrez-Vargas, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Rave Meyer, Jay Monteiro, Holly Nicholson, Jeffry Royce, Nancy Skelley, Karen Smith, Pat Wielert, Debbie Williams

Absent: John Hulseberg, Katja Marjetic, Frances Mitchell (Administrative Aide), Jesse Tellez

Guests: Therese Arado, Dr. Lisa Freeman, Sarah Klaper, Pulchratia Smith

I. Call to Order

President Nicholson called the regular meeting of the OSC to order at 9:00 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 as amended. The motion was seconded by Cabrera and passed by unanimous vote.

IV. Approval of December 6, 2018, minutes

A motion was made by Cabrera to accept the December 6, 2018, minutes as amended. The motion was seconded by Meyer and passed by unanimous vote.

V. Treasurer's Report

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

VI. Visiting Committees/Guests

A. NIU President Lisa Freeman attended the OSC meeting. Knowing that communication is extremely important, she has been visiting all the shared governance groups and colleges. In August, she shared a vision for the university, which included a five-year strategic enrollment plan. Goals include recognition

that it takes significant work to achieve 16-17,000 students, increased enrollment in online classes, work to increase NIU's enrollment until it is 25% Hispanic students, which will allow NIU to be designated as a Hispanic-Serving Institution. Enrollment is also about retention. The fall-to-fall retention rate has increased from 66% to 72%. NIU will be investing in advisors and retention specialists phased in over time. We will be revisiting NIU's vision and mission values plan. Carolinda Douglas has convened a committee, and Nicholson is co-chair. The search for a new provost has garnered more than 100 applicants. OSC representative Wielert is a member of this search committee. The best way to move forward with the strategic plan is through the state appropriations process, which will be smoother than in previous years. We cannot rely on budget cuts.

There were several questions for Dr. Freeman. Kozumplik asked if she was meeting with divisions that are not colleges. She replied that division leaders can invite her as they see fit. Dr. Freeman also commented that she is implementing presidential office hours. Staff and faculty can make appointments during two four-hour blocks of time. The work of the Human Resources Process Committee is still in process. The committee is looking at where things get held up while going from a paper process to a technical one. Dr. Freeman also shared that the university is starting a partnership with Wiley Educational for unbundled services. Wiley can respond to an inquiry within 90 minutes. The services also include analytics capabilities. These can tell from a phone call if a potential student will enroll, how serious a student they are, and whether they'll graduate.

VII. Public Comment

None

VIII. Announcements/Correspondence

A. P. Smith reported. Human Resource Services hired Sandra Jakubiak to do Extra Help processing. On Monday, January 14, they will begin interviewing for the position at the front desk. Phone interviews are being conducted for J. Pusateri's position. Smith has not yet spoken to the employees in Health Services as she is still working with the NIU employees who are being affected by the turnover. The scheduling of the Civil Service audit is still unknown. Right now, Smith knows it will not take place in January or February. The question was asked if an employee moves to another position, can an internal candidate negotiate their wage? Kozumplik inquired if Smith could do a presentation on this topic. Royce wanted to know if employees can find out why they did not get a position.

B. Kozumplik and Monteiro shared the latest information regarding the 125th Anniversary. Activities are being planned, which will take place in the spring and fall of 2020.

C. Nicholson handed out brochures from the Employee Assistance Program. Trustee John Butler, our representative on the Merit Board, will attend the OSC's February meeting.

IX. Shared Governance Reports

A. Board of Trustees

Board of Trustees Chair Wheeler Coleman resigned as Chair effective January 21, 2019. Vice Chair Dennis Barsema will become the new chair.

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)

Met January 8, 2019

X. Committee Reports

A. Elections and Appointments

Did not meet. The Ethics and Compliance Officer Search Committee has formed, and OSC representative Meyer is a member of this committee.

B. Employee Morale

Did not meet

C. Legislative Committee

No report

D. Public Relations/Activities

Would like to do Bowling Night again, but will have to find another venue because of the construction at the student center. Began talking about the Civil Service Celebration.

E. Workplace Issues

Did not meet. Will continue to discuss merging with the Public Relations/Activities Committee.

F. Administrative Professionals Advisory Council (APAC)

No report

G. Employee Advisory Committee (EAC)

No report. NIU will host EAC's July meeting.

XI. Prior Business

XII. New Business

XIII. Adjournment

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

The meeting adjourned at 10:24 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council