

**Minutes**  
**Operating Staff Council**  
June 6, 2019  
**Sky Room – 9:00 a. m.**  
**Approved July 11, 2019**

*Present:* Dave Berg, Stacey Bivens, Ellen Cabrera, Patricia Gingrich, John Hulseberg, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Katja Marjetic, Rave Meyer, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Jeffrey Royce, Nancy Skelley, Karen Smith, Tracey Ward, Pat Wielert, Debbie Williams, Linda Yates

*Absent:* Rebekka Ayres, Angelica Gutierrez-Vargas, Jesse Tellez

*Guests:* Therese Arado, Cathy Doederlein, Sarah Klaper, Miriah Ranken, Pulchratia Smith

**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 Kozumplik to accept the agenda. The motion was seconded by Meyer and passed by unanimous vote.

**IV. Approval of May 2, 2019, minutes**

A motion was made by Wielert to accept the amended May 2, 2019, minutes. The motion was seconded by Hulseberg and passed by unanimous vote.

**V. Treasurer's Report**

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

**VI. Visiting Committees/Guests**

There were no visiting committees or guests at the June 6, 2019, meeting.

**VII. Public Comment**

None

**VIII. Announcements/Correspondence**

#### A. Introduction of New OSC Members and Recognition of Departing OSC Members

Everyone at the meeting introduced themselves. E. Cabrera, K. Marjetic, and J. Tellez were thanked for their work and service to their fellow operating staff members and to council. OSC welcomed new members Patricia Gingrich, Tracey Ward, and Linda Yates. Other new member Lauren Teso-Warner was unable to attend the meeting.

#### B. Pulchratia Smith: Human Resource Services (HRS)

Smith reported that a new manager for extra help, student employment, and graduate assistants has been hired. HRS is still waiting for the results of the on-site SUCSS audit. HRS is staying busy with desk audit requests and scheduling training.

#### C. Cindy Kozumplik: NIU 125th Anniversary Activities

Plans for NIU's anniversary celebration are moving along. The anniversary kick-off event will take place from approximately 3:00 p.m. until 7:00 p.m., on January 30, 2020, in the Holmes Student Center. The main event will occur from 4:15 to 5:00 p.m. There will also be a lecture series.

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

#### A. Board of Trustees

Met May 9, 2019. Trustees Rita Athas, John Butler, Montel Gayles, and Bob Pritchard were sworn in. Discussed the 2020 budget, and the appointment of the new general counsel. The Academic Affairs, Student Affairs and Personnel Committee approved a 3% salary increment for all eligible SPS and civil service staff. There was a review of the Student Conduct Policy. An amendment which eliminates references to President's Staff in the university constitution was approved.

#### B. Faculty Senate

No meeting. Outgoing Faculty Senate President Therese Arado thanked OSC, saying no one group makes the university function; it takes all of us working together.

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

No report

#### D. University Council

No report

#### E. University Advisory Committee (UAC)

No report

## **X. Committee Reports**

### **A. Elections and Appointments**

Nominations for OSC officers were held. The election will take place at the OSC's July 11, 2019, meeting. Nominations and whether the nomination was accepted are as follows:

#### **President**

Hulseberg (no)  
Johnson (yes)  
Monteiro (yes)  
Nicholson (yes)  
Royce (yes)

#### **Treasurer**

Ayres (no)  
Gingrich (no)  
Gutierrez-Vargas (no)  
Johnson (no)  
Kozumplik (yes)  
Skelley (yes)  
Wielert (yes)

#### **Vice president**

Ayres (yes)  
Berg (no)  
Johnson (yes)  
Meyer (ineligible)  
Monteiro (yes)  
Nicholson (yes)  
Royce (yes)

#### **Parliamentarian**

Ayres (yes)  
Berg (no)  
Hulseberg (no)  
Johnson (no)  
Kozumplik (yes)  
Meyer (ineligible)  
Monteiro (yes)  
Skelley (no)  
Smith (no)

#### **Secretary**

Ayres (no)  
Bivens (yes)  
Kerwin (no)  
Kozumplik (no)  
Wielert (no)

Because of the amount of time involved in fulfilling the duties of the office, Nicholson reminded anyone running for OSC president that they need to obtain a memorandum of understanding (MOU) with their supervisor and Sarah McGill.

### **B. Legislative Committee**

Did not meet. Hulseberg thanked Marjetic, the chair of the Legislative Committee, for her work on cleaning up and organizing the OSC's bylaws and constitution.

### **C. Public Relations/Activities**

Smith reported. She shared that MarComm created the layout and paid half the

printing cost for the *Northern Staff News*. There will not be a dunk tank at the Civil Service Celebration this year due to its cost. OSC will have to find other ways to collect money for the Dependent Scholarship fund. Wielert said she could reach out and find that information.

#### D. Workplace Issues

Royce reported. He met with Sue Mini regarding desk audits. The desk audit process is going to change. Desk audits will go through the Executive Budget Committee before going to Human Resource Services. P. Smith reported that this will apply to all positions. Royce hopes that the OSC Executive Committee will follow up on this issue. Also, the council should advocate that new employees be able to spend the bulk of their first 30 days just in training. A simple survey could answer the question whether or not new employees are receiving necessary training to do their job. Yates explained that she has been at NIU for six months, but has worked here before. If she did not have the previous experience, she feels she would be lost.

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

Ranken reported. APAC is working on updating their guidelines, and starting to plan next year's Administrative Professionals Day Breakfast. She advised the OSC that a new plaque for the Outstanding Service Award recipients needs to be purchased. After this year's recipients are added, there is no more space on the current plaque.

#### F. Employee Advisory Committee (EAC)

Hulseberg reported. The next EAC meeting will be held here at NIU on July 18-19, 2019.

### **XI. Prior Business**

#### A. Tuition Waivers

Nicholson drafted revised language for the Board of Trustees to review, which proposes tuition waivers be applied in terms of per year instead of per semester. The proposal is:

20 hours/year for full-time employees

15 hours/year for 3/4 time employees

10 hours/year for 1/2 time employees

Differential tuition charges for employees is also under consideration. Differential tuition is charged to help departments cover costs, so departments would have to find a different way to do this.

## **XII. New Business**

### **A. Campus Security and Environmental Quality Committee**

It was shared that security cameras are being installed in the North Annie Glidden area. Also, Rape Aggression Defense (R.A.D.) training is going to be offered for men

B. Campus parking permits went on sale June 3, 2019.

## **XIII. Adjournment**

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

The meeting adjourned at 10:34 a.m.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council