Minutes  
Operating Staff Council  
May 2, 2019  
Sky Room – 9:00 a.m.  
Approved June 6, 2019


Absent: Nancy Skelley, Jesse Tellez, Debbie Williams

Guests: Emily Hochstatter, John Kearsing, Sarah Klaper, Miriah Ranken, David Rapp, Maggie Rapp, Nicole Wilson

I. Call to Order  
President Nicholson called the regular meeting of the OSC to order at 9:03 a.m.

II. Roll Call  
Attendance was recorded by Stacey Bivens.

III. Approval of Agenda  
A motion was made by Marjetic to accept the agenda as amended. The motion was seconded by Hulseberg and passed by unanimous vote.

IV. Approval of April 4, 2019, minutes  
A motion was made by Wielert to accept the April 4, 2019, minutes. The motion was seconded by Gutierrez-Vargas and passed by unanimous vote.

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

VI. Visiting Committees/Guests  
A. Operating Staff Dependent Scholarship Recipients  
Maggie Rapp attended the OSC meeting, along with her father David Rapp. Maggie is working on a master’s degree, and plans to graduate in May 2020. It was announced the other scholarship recipient is Samuel Hancock, who is an honors student majoring in Biomedical Engineering. He was unable to attend the OSC meeting.
B. Account Accessibility
John Kearsing, Division of IT, and Emily Hochstatter and Nicole Wilson (Administration and Finance), spoke about the issue of account accessibility. Currently, terminated or separated employees still have 200 to 600 days of access to e-mail, OneDrive, SharePoint, and PeopleSoft. Not only is this a security matter, but it also leads to clutter in the e-mail directory. The external auditor said that NIU is at high risk for a security breach. Beginning July 1, 2019, when someone separates from the university, they will lose access to their account, with the exception of retirees. Network access is arranged for 60 days past termination in order to access PeopleSoft for paycheck and W2 information.

There will be a shutdown of 6000 accounts. This will not impact z-ID accounts. There will be three announcements regarding implementation. E-mails will bounce back beginning 75 to 90 days after the employee has separated from the university.

VII. Public Comment

VIII. Announcements/Correspondence
A. Cindy Kozumplik: NIU 125th Anniversary Activities
The Anniversary kick-off event will take place from approximately 3:00 p.m. until 7:00 p.m., on January 30, 2020. It will be an open house on the main floor in the Holmes Student Center, with a special event occurring from 4:00 to 5:00 p.m.

B. Pulchratia Smith: Human Resource Services
No report

C. Hulseberg mentioned that the last candidate for the General Counsel position is on campus today (May 2, 2019).

D. Nicholson had posters that highlighted NIU’s Mission, Values, and Vision statements. She passed them around the table to the Council members.

IX. Shared Governance Reports
A. Board of Trustees
Nicholson reported. The Board next meets on May 9, 2019. Two new trustees have been named. They are Rita Athas and Montel Gayles.

B. Faculty Senate
Royce reported. Kendall Thu was confirmed as the next Faculty Senate President and Executive Secretary of University Council. His term will start July 1, 2019. With the addition of 130 online courses, there was a general discussion of online courses at NIU. Faculty contract negotiations with NIU administration are going well.

C. Supportive Professional Staff Council (SPSC)
Members of SPSC will be handing out cookies to students during final exam week on May 6, 7 and 8. They were asking for volunteers to help.

D. University Council
Met May 1, 2019. The election of Kendall Thu as Faculty Senate President and Executive Secretary of University Council was confirmed. Doederlein talked about faculty referendums which make sense when discussing topics like curriculum, but that staff should be included in broader referendums.

E. University Advisory Committee (UAC)
Nicholson reported. There will be three meetings on May 9. The Board of Trustees will be sworn in. The Board will discuss an increment for staff. They will also consider recommendations for faculty tenure and promotions, as well as an onboarding program. Updates on information technology and facilities are scheduled for discussion. The Board will discuss naming protocol. Lastly, there will be a review of a settlement for litigation, in which NIU was one of the defendants.

X. Committee Reports
A. Elections and Appointments
Met April 17, 2019, and will have ballots for OSC election ready soon. There is a large number of candidates for the six available positions. The committee did a test Qualtrics survey, and expects the election will go smoothly.

B. Legislative Committee
Marjetic had prepared proposals relating to the OSC bylaws to be read before the Council.
Proposal 1 (Public Relations Committee): A motion was made by Cabrera to accept this proposal. The motion was seconded by Wielert and passed by unanimous vote.

Proposal 2 (Annuitant to retiree): A motion was made by Meyer to accept this proposal. The motion was seconded by Johnson and passed by unanimous vote.
Proposal 3 (Added wording): A motion was made by Monteiro to accept the proposal. The motion was seconded by Wielert and passed by unanimous vote.

Proposal 4 (Summary and Bylaws with Corrections): A motion was made by Marjetic to accept the proposal. The motion was seconded by Hulseberg and passed by unanimous vote.

C. Public Relations/Activities
Smith talked about printing the Northern Staff News. Nicholson reminded the group that MarComm will create the layout for the newsletter and pay for half the printing cost. PR/Activities is still working on reducing paper copies. They want to contact 10 departments and find out if they can do without printed copies of the newsletter. The committee discussed articles and ideas for the newsletter, including asking staff to answer three out of five fun/work/personal questions. Fifteen people took part in bowling night on April 4. This activity will likely take place one more year. The Holmes Student Center renovation should be completed by then, so the bowling night could return there. The committee discussed the SPS to Civil Service transition, and how to handle the Outstanding Service Award requirement that workers be employed as civil service for six years before they are eligible to receive the award. The Civil Service Celebration will take place August 8.

D. Workplace Issues
Did not meet. There was an issue regarding unprofessional supervisor behavior. Meyer, Nicholson, and Royce met with representatives from Human Resource Services regarding desk audits and position reclassification.

E. Administrative Professionals Advisory Council (APAC)
Ranken reported. The Administrative Professionals Day Breakfast was a success, thanks in large part to Wielert who worked hard to bring everything together. APAC still has three seats available. OSC representatives Cabrera and Kerwin were nominated for the Patricia Siebrasse Award. Nina Slack was this year’s recipient.

F. Employee Advisory Committee (EAC)
Hulseberg reported the EAC met at the State University Civil Service Systems office in Urbana on April 17-18, 2019. He talked about the employment situation at Western Illinois University. 170 principal administrative employees (SPS) were returned to their proper civil service classification over a span of six weeks. In addition, WIU had to lay off 129 employees, the majority from civil service positions.
Hulseberg also discussed the matter of soft money/grant funded positions. Executive Director, Jeff Brownfield, is still working on the draft language for a policy proposal. The main goal is to provide protections for extended grant funded positions that all other civil service employees receive from the State Universities Civil Service Act.

Lastly, the University of Illinois at Chicago is seeking input from all campuses across the state on how Shared Governance works on each respective campus. UIC is considering a change to their committee structure and is curious to learn more about how things run on other campuses. The next EAC meeting will be held here at NIU on July 18-19, 2019.

XI. Prior Business
A. Tuition Waivers
Smith brought up this issue at the April Benefits Committee meeting. Celeste Latham is looking into where the current language regarding tuition waivers came from. As it is stated now, up to eight credit hours of tuition can be waived during fall and spring semester, and four hours during the summer. This seems counterintuitive, since most courses are three credit hours. Nicholson has spoken to Matt Streb about the number of hours covered by the tuition waiver and drafted revised language for the Board of Trustees to review. 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. Johnson has been in contact with Kouame Sanan, the employee who brought the differential tuition matter to OSC, and he informed Johnson that he is now being charged $200, instead of $400.

XII. New Business

XIII. Adjournment
A motion was made by Royce to adjourn the meeting. The motion was seconded by Meyer and passed by unanimous vote.

The meeting adjourned at 10:30 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council