

Minutes
Operating Staff Council
November 7, 2019 (Approved December 5, 2019)
Sky Room – 9:00 a.m.

Present: Rebekka Ayres, Dave Berg, Stacey Bivens, Patricia Gingrich, Angelica Gutierrez-Vargas, John Hulseberg, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Jay Monteiro, Holly Nicholson, Karen Smith, Tracey Ward, Pat Wielert

Absent: Rave Meyer, Frances Mitchell (Administrative Aide), Jeffry Royce, Nancy Skelley, Lauren Teso-Warner, Debbie Williams, Linda Yates

Guests: Cathy Doederlein, Sarah Klaper, Sabrina Self, Farzana Sharmin, Pulchratia Smith

I. Call to Order

Vice President Monteiro 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 Kozumplik to accept the agenda. The motion was seconded by Hulseberg and passed by unanimous vote.

IV. Approval of October 3, 2019, minutes

A motion was made by Wielert to accept the October 3, 2019, minutes. The motion was seconded by Gingrich and passed by unanimous vote.

V. Treasurer's Report

Wielert reported. A motion was made by Johnson to approve the report. The motion was seconded by Smith and passed by unanimous vote.

VI. Visiting Committees/Guests

Sarah Klaper, University Ombudsperson, presented her annual report to the OSC. She started by stating that ombudspersons are not mental health professionals, but they do help people find a path through their current problem. Klaper's office assists with conflict resolution, preservation, strategies moving forward, and coaching. The qualities of the Ombudsperson's office are confidentiality, neutrality, informality, and the ombudsperson is independent. Klaper noted that complex cases brought to her office increased by 71 over the last year. The situations and people have become more

complex with multiple visits on the same issue. The types of people Klaper is seeing are students, Civil Service employees and Supportive Professional Staff employees. Around 160 people have visited Klaper's office with issues dealing with unprofessionalism. Student concerns are mainly grade appeals. Kozumplik asked if Klaper does presentation for departments. Klaper responded, yes, she does that. Monteiro asked if Klaper has concerns about being a Clery reporter. Yes, Klaper has concerns about being a Campus Security Authority, because she doesn't want it to erode her office's confidentiality.

VII. Public Comment

K. Smith reminded everyone that the ethics training deadline is November 22, 2019.

VIII. Announcements/Correspondence

A. Pulchratia Smith: Human Resource Services (HRS)

Smith reported. HRS filled the front desk service center position. There is a vacancy in Student Employment. HRS is interviewing hiring coordinators. Smith announced that Laura Alexander, Senior Associate Vice President of HRS, is leaving NIU to accept a position at the University of Colorado.

B. Cindy Kozumplik: NIU 125th Anniversary Activities

The kick-off for the anniversary activities will take place on Thursday, January 30, 2020, from 3:00 to 6:00 p.m. A student oral history program will be presented starting at 4:00 p.m. on Monday, December 9, 2019, in the Sky Room in the Holmes Student Center. The list of the top 125 moments in NIU history will be released soon.

C. Huskies Give Back

During her President's State of the University address on October 22, 2019, Dr. Freeman introduced the Huskies Give Back program in which employees may receive one paid day off in order to volunteer with a charitable organization. This concept is very similar to the "Take a Day, Give a Day" proposal which Kozumplik and the Employee Morale committee worked on for more than two years.

IX. Shared Governance Reports

A. Board of Trustees

Did not meet

B. Student Association (SA)

Sabrina Self reported. Two resolutions passed on the floor. 1) Encourage faculty (not mandatory) to include all four mental health facilities in their syllabi, and 2) No plastic November – reduce single-use plastic.

C. Faculty Senate

Met October 30, 2019. Reviewed its role in shared governance. Also discussed curricular issues.

D. Supportive Professional Staff Council (SPSC)

Doederlein reported. SPS Council's next meeting is November 14, 2019. The council has been talking about holding a "Mythbusters" event in order to answer questions and clear up misconceptions about the SPS to Civil Service transitions.

E. University Council

Met November 6, 2019. There was an update on rethinking Faculty Senate and shared governance.

F. University Advisory Committee (UAC)

Will meet November 7, 2019

X. Committee Reports

A. Elections and Appointments

Did not meet.

B. Legislative Committee

Kozumplik did the first reading of edits to article 3 of the OSC It was decided to wait to approve the edits.

C. Public Relations/Activities

Ayres reported. The committee is waiting to see which rooms in the student center are available after Orientation makes its reservations. The committee is still working on making the *Northern Staff News* more cost-effective. The deadline to apply for the Operating Staff Dependent Scholarship Award is coming up in January.

D. Workplace Issues

The committee has proposed a new name for itself, and will work with Klaper to establish a document.

E. Administrative Professionals Advisory Council (APAC)

Wielert reported. A call for nominations for the Pat Siebrasse award will go out sometime in January or February. Wielert added that a speaker and entertainment for the annual Administrative Professionals Day Breakfast have been found.

F. Employee Advisory Committee (EAC)

Hulseberg shared the highlights of the October EAC meeting with a handout.

XI. Prior Business

A. Awards Luncheon

A survey was conducted by OSC members to find out what operating staff thought about possible changes to the type of and time of year for the awards ceremony. However, not all survey results are back, so it was decided to leave the Awards Luncheon under Prior Business to be discussed at the December meeting.

B. Council of Councils

Johnson shared her impressions of the gathering, which was held at the University of Illinois at Chicago.

XII. New Business

K. Smith shared that the State Universities Retirement System (SURS) has announced that there will be changes to the self-managed plan. She also reminded those at the meeting that anyone who attends retirement seminars in Naperville and/or Champaign should not use benefits.

XIII. Adjournment

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

The meeting adjourned at 10:28 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council