

Minutes
Operating Staff Council
September 5, 2019
Sky Room – 9:00 a.m.
Approved October 3, 2019

Present: Rebekka Ayres, Stacey Bivens, Patricia Gingrich, Angelica Gutierrez-Vargas, John Hulseberg, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Rave Meyer, Frances Mitchell (Administrative Aide), Jay Monteiro, Jeffry Royce, Nancy Skelley, Karen Smith, Lauren Teso-Warner, Tracey Ward, Pat Wielert, Debbie Williams,

Absent: Dave Berg, Holly Nicholson (on leave), Linda Yates

Guests: Chris Dawe, Cathy Doederlein, Sarah Klaper, Leslie Lantow, Sabrina Self, Pulchratia Smith, Kendall Thu

I. Call to Order

President Royce 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 Ayres to accept the agenda. The motion was seconded by Wielert and passed by unanimous vote.

IV. Approval of August 1, 2019, minutes

A motion was made by Ayres to accept the August 1, 2019, minutes. The motion was seconded by Skelley and passed by unanimous vote.

V. Treasurer's Report

Wielert reported. The OSC's allotted budget is \$10,164.41, which is an increase of \$106.41 over last year. A charge of \$109.50 which was for EAC will be credited back to our account. Money available for the 2020 Operating Staff Dependent Endowed Scholarship Fund disbursement is \$1992.00. The Civil Service Celebration brought in \$114.01 in change and \$279.00 in bills for a total of \$393.01, which was deposited to the principal of the scholarship fund. A motion was made by Williams to approve the report. The motion was seconded by Ayres and passed by unanimous vote.

VI. Visiting Committees/Guests

Chris Dawe from Recreation and Wellness presented “NIU Well-being: Creating Conditions for Success.” He stated that healthier people provide conditions for success for students. Dawe showed a video with the message that it’s better to take care of what’s happening “upstream,” than to wait for people to fall in and need to be rescued downstream. A second video addressed the question of how we design healthy campus communities. Thirty-seven countries have signed the Okanagan Charter which calls for embedding health in all aspects of campus culture. The intention is to create cultures of compassion, well-being, equity, and social justice, as well as improve the health of people who live, learn, work, play, and love on charter members’ campuses.

Achieving NIU well-being means building a culture at NIU that inspires and supports optimal health and well-being as a foundation for student and employee success. The OSC can help spread the concept. It will need sponsors, a steering committee, contributing stakeholders, and then the concept can spread to the NIU community. NIU’s strategy needs to have collective impact. We should look at NIU well-being resources and links, and use well-being thinking in our work and decisions.

Klaper asked if the concept has administrative support. Dawe explained that he has had conversations with Matt Streb, and President Freeman asked how NIU could sign the Okanagan Charter.

VII. Public Comment

None

VIII. Announcements/Correspondence

A. Pulchratia Smith: Human Resource Services (HRS)

Smith reported. HRS hired Dawn Harter for the front desk position. Mary Hoebing has moved to the service center in Swen Parson. Smith announced that there will be an election on October 15, 2019, to choose an NIU Employee Advisory Committee (EAC) representative to the State Universities Civil Service System. This position is currently held by John Hulseberg. There are four meetings per year that require overnight stays, and EAC representatives are encouraged to attend Merit Board meetings. Anyone who is interested in running for this position must have supervisor approval and submit the appropriate paperwork.

B. Cindy Kozumplik: NIU 125th Anniversary Activities

Kozumplik explained that information about upcoming events is going to be printed on cards for distribution. People should see something about the anniversary activities at homecoming. Kozumplik reminded the group that the kick-off is January 30, 2020.

C. K. Smith announced that the dates for flu shots are September 26, and October 23, 2019, from 10:00 a.m. until 4:00 p.m. in the Holmes Student Center Regency Room.

D. It was announced the OSC group photo will be taken on Thursday morning October 3, 2019, at 8:30 a.m., prior to the October meeting. All OSC members will meet on the east side of the student center promptly at 8:30.

IX. Shared Governance Reports

A. Board of Trustees

Met August 15, 2019. Discussed capital projects. NIU is requesting funding for a Health Informatics & Technology Center. This request is second on the IBHE's priority list. NIU is also requesting six million dollars for campus-wide boiler replacement. In addition, Board of Trustees' approval was requested so that design development for a remodel of the changing rooms in the student recreation center could proceed.

B. Student Association (SA)

Sabrina Self reported. The SA currently has 20 members. Working on involvement and recruitment. There is a gap between student groups and the Student Association even though the SA provides their funding.

C. Faculty Senate

Met September 4, 2019. Elections were held for officers. Discussed shared governance changes. Also discussed recycling, and how NIU should be using recyclables, especially plastics.

D. Supportive Professional Staff Council (SPSC)

Have not met

E. University Council

Have not met

F. University Advisory Committee (UAC)

Discussed committee assignments

X. Committee Reports

A. Civil Service Celebration

K. Smith reported. Everyone seemed to have a good time, and there were lots of compliments. It was asked if the OSC might change the day of the celebration.

It was noted that the name of one of the Operating Staff Dependent Scholarship recipients was misspelled on the PowerPoint at the celebration.

B. Elections and Appointments

Monteiro read the applications for positions on university committees.

Athletic Board: Lesley Gilbert applied for the position on the Athletic Board. A motion was made by Ayres to accept Gilbert's application. The motion was seconded by Royce and passed by unanimous vote.

Library Advisory Committee: This application is pending.

University Benefits: Varsie Geisler applied for the position on the University Benefits Committee. A motion was made by Skelley to accept Geisler's application. The motion was seconded by Hulseberg and passed by unanimous vote. Monteiro will forward the recommendation to the University Council office to be forwarded to the President for approval.

C. Legislative Committee

Met August 19, 2019. The committee talked about streamlining the election process, and term limits were brought up. They are working on a one page summary of the OSC bylaws, and learning the proper use of Robert's Rules of Order. The committee still must pick a chair.

D. Public Relations/Activities

Met August 19, 2019. The committee felt the Civil Service Celebration went well. Talked about the Outstanding Service Award and how to handle the issue of employees who were Supportive Professional Staff then transitioned to Civil Service. They are working successfully with MarComm in getting the newsletter out in a more cost-effective manner.

E. Workplace Issues

Met August 13, 2019. Meyer is chair of the committee, with Yates as secretary. The committee revisited the staff survey. They also met with the university police to discuss active shooter training. Alert, Lock-down, Inform, Counter, and Evacuate (ALICE) training is available and those attending the OSC meeting were advised to inform their departments about this opportunity – "In your department, for your department." The committee talked about student employee hours, specifically, at what point were they capped at 25 hours per week.

F. Administrative Professionals Advisory Council (APAC)

Wielert reported. There will soon be new guidelines on APAC's website. The annual Administrative Professionals Day Breakfast will take place Wednesday, April 22, 2020.

G. Employee Advisory Committee (EAC)

Hulseberg reminded OSC members that Council of Councils is taking place on Friday, October 18, 2019, at the University of Illinois at Chicago. This is a great opportunity to meet and network with operating staff from other universities. It is hoped that as many OSC members as possible will be able to attend.

XI. Prior Business

A. Meeting Refreshments

A motion was made by Hulseberg to open discussion on meeting refreshments. The motion was seconded by Williams. OSC members considered several options, including having no refreshments, eliminating decaffeinated coffee, and having smaller amounts of each type of refreshment. There was a vote taken which resulted in 10 votes for keeping refreshments, 7 votes against keeping them, and no abstentions. After voting to keep refreshments, a motion was made by Royce to keep our refreshment order at \$25 per meeting. The motion was seconded by Gutierrez-Vargas. A vote was taken in which 11 OSC members voted to keep the order at \$25.

XII. New Business

A. Administrator Questions

NIU President Dr. Lisa Freeman will be our guest at the October OSC meeting. Royce reminded everyone that the deadline for submitting questions to Dr. Freeman is September 13, 2019.

B. Shared Governance Priorities and Goals

Royce will send around a list.

XIII. Adjournment

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

The meeting adjourned at 11:07 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council