Minutes
Operating Staff Council
August 6, 2020
Teams – 9:00 a.m.
Approved September 3, 2020


Absent:  Dave Berg

Guests:  Bradley Beyer, Sarah Klaper, Pulchratia Smith, Kendall Thu

I. Call to Order
President Johnson 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

IV. Approval of July 9, 2020, minutes

V. Treasurer’s Report
Yates reported. The Operating Staff Dependent Scholarship Fund balance is $3260.04. There have been no FY 21 gifts yet. There are no anticipated expenses because OSC has gone electronic. Monteiro asked Yates if she would send out electronic copies of the Treasurer’s report. She said she would. A motion was made by Williams to accept the report. The motion was seconded by Kozumplik and passed by unanimous vote.

VI. Visiting Committees/Guests
There were no visiting committees or guests at the August 6, 2020, meeting.
VII. Public Comment
None

VIII. Announcements/Correspondence
A. Natasha Johnson: President’s Announcements
Johnson reported that she had been in a meeting with President Freeman and other senior leadership. They discussed Protect the Pack. It is important that everyone is on the same page regarding the protocols and regulations. There was a question about what kind of PPE is needed. Johnson asked if temperatures were going to be taken. Dr. Freeman said no. There are just too many variables to do this. People should work from home if possible. However, be flexible. There has to be enough people at the university so that it can run as smoothly as possible.

B. Pulchratia Smith: Human Resource Services (HRS)
Smith reported that Jill Secor has retired and HRS is trying to redistribute her workload. She said that Vernese Edghill-Walden has been a huge asset to HRS. Currently, HRS is working on online I-9 processing and partnering with Student Employment in “Huskies Get Hired” which has put application materials in PeopleAdmin. Nicholson asked about the supervisor training for associate vice presidents and deans. She wondered if the information was shared with supervisors/foremen. Hulseberg mentioned there were no physical plant foremen in supervisor training. He also wondered what the status was of the PowerPoint presentation regarding Civil Service information. Could OSC have one? Smith was asked if there will be more layoffs. She responded that HRS is still having meetings and more than likely there will be more layoffs coming.

C. Cindy Kozumplik: NIU 125th Anniversary Committee
Kozumplik reported there is no new information.

IX. Shared Governance Reports
A. Board of Trustees
Did not meet

B. Student Government Association
Beyer reported. The association has come up with an idea that will stagger the returning student employees’ work schedules.
C. Faculty Senate
The Faculty Senate is implementing changes that were decided on earlier in the year.

D. Supportive Professional Staff Council (SPSC)
No report

E. University Council
No report

F. University Advisory Committee (UAC)
Did not meet

X. Committee Reports
A. Elections and Appointments
Monteiro is the chair of this committee, which has not met yet. However, he did go over applications he had received for university committees.
- University Benefits Committee: Phil Torgerson applied to be a member of this committee. Kozumplik knows Torgerson and said he would be an asset. Monteiro will contact Torgerson to inform him about the committee. A motion to accept Torgerson’s application was made by Kozumplik. The motion was seconded by Williams and passed by unanimous vote.
- Student Conduct Board: There was an application from Trevor Rogneby who has been serving on this board and would like to continue to do so. A motion to accept Rogneby’s application was made by Williams. The motion was seconded by Johnson and passed by unanimous vote.
- Athletic Board: There was an application from Lesley Gilbert who has been serving on this board and would like to continue to do so. A motion to accept Gilbert’s application was made by Williams. The motion was seconded by Kozumplik and passed by unanimous vote.
- Parking Appeals: K. Smith applied to continue serving on this committee. A motion was made by Johnson to accept Smith’s application. The motion was seconded by Williams and passed by unanimous vote.

B. Legislative Committee
Did not meet

C. Public Relations/Activities
Did not meet
D. Workplace Issues
Committee met. Yates was elected chair and Nicholson was elected secretary. There was discussion about changing the committee’s name and there were several suggestions, including Advocacy and Workplace Betterment Committee. There will be a Polly vote in the future. Committee members brought issues for discussion. One of these was that HRS salaries are not posted.

E. Administrative Professionals Advisory Council (APAC).
Because Miriah Ranken could not attend the OSC meeting, she asked OSC member Williams to speak about APAC. After discussion, APAC has decided to remain as a stand-alone committee.

F. Employee Advisory Committee (EAC)
Because there were new members present, Hulseberg gave a brief explanation of EAC. He explained that EAC is part of the State Universities Civil Service System (SUCSS). The executive director is Jeff Brownfield. There is also the Merit Board which hears employee discipline and appeals cases. The next Merit Board meeting will be on October 23 at the Southern Illinois University School of Medicine in Springfield. The annual Council of Councils conference will be held virtually. Hulseberg stated that when he hears what is going on at other universities, he sees NIU as doing quite well.

XI. Prior Business
OSC/APAC Ad Hoc Committee Update
See X.E. Hulseberg was curious to know why APAC backed away from the agreement made at the July OSC meeting.

XII. New Business
A. Committee Liaisons

B. Changes in OSC Members
Pat Wielert resigned from OSC at the July 9, 2020, meeting, and Renee Kerwin retired at the end of July, which led to the following changes in the OSC membership:

- Jeffry Royce became a full member with Wielert’s resignation
- Mary Schlagel became a full member after Kerwin’s retirement
- Sandy Jakubiak became an alternate
- Tammie Pulak became an alternate
C. University Council
There are positions for five operating staff members. Three positions will be filled by OSC President Johnson, Vice President Monteiro and former President Royce, so two more operating staff needed to be chosen. Nicholson and Teso-Warner were nominated, and both accepted.

D. Faculty Senate
There are positions for two operating staff members. President Johnson will fill one position. Royce and Yates were nominated for the second position. Royce was elected.

E. University Council Personnel Committee

F. FS/UC Rules, Governance and Elections Committee

G. Faculty Senate Steering Committee

H. Ombudsperson Search and Review Committee?

Openings for committees E, F, and G will draw from those people already appointed to University Council and Faculty Senate.

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

The meeting adjourned at 10:43 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council