

Minutes
Operating Staff Council
February 6, 2020
Sky Room – 9:00 a.m.
Approved March 5, 2020

Present: Dave Berg, Patricia Gingrich, Angelica Gutierrez-Vargas, John Hulseberg, Natasha Johnson, Renee Kerwin, Cindy Kozumplik, Rave Meyer, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Jeffry Royce, Karen Smith, Lauren Teso-Warner, Tracey Ward, Pat Wielert, Debbie Williams, Linda Yates

Absent: Rebekka Ayres, Stacey Bivens, Nancy Skelley

Guests: Sarah Chinniah, Ashley Dwy, Beth Ingram, Sarah Klaper, Miriah Ranken, Sabrina Self, Pulchratia Smith, Kendall Thu

I. Call to Order

President Royce called the regular meeting of the OSC to order at 9:06 a.m.

II. Roll Call

Attendance was recorded by Frances Mitchell.

III. Approval of Agenda

A motion was made by Wielert to accept the agenda. The motion was seconded by Gutierrez-Vargas and passed by unanimous vote.

IV. Approval of January 9, 2020, minutes

A motion was made by Nicholson to accept the January 9, 2020, minutes as amended. The motion was seconded by Hulseberg and passed by unanimous vote.

V. Treasurer's Report

Wielert reported. She has contacted Gigi Beaird about the OSC's budget for next fiscal year but has not yet heard back. She announced the amount of expenses which were \$15, plus or minus, and the final balance. A motion was made by Gingrich to approve the report. The motion was seconded by Nicholson and passed by unanimous vote.

VI. Visiting Committees/Guests

A. Royce welcomed Provost Beth Ingram and Chief Financial Officer Sarah Chinniah. Dr. Ingram opened the discussion period by pointing out they had no set agenda and were present to listen and respond to questions. Questions from

the group covered various topics including individual pay inequities, equipment maintenance, balancing the budget, and charge backs to departments. The bottom line is that the university will be running a budget deficit in the short term. In closing, council members were asked to help them as they strive to rebalance the NIU checkbook, and to do things differently. Let them hear from you. Your input is very helpful. You can e-mail, call, or attend Coffee with Provost Beth Ingram: <https://www.niu.edu/provost>

Wednesday, March 25, 2020 8:15 a.m. – 9:15 a.m. Swen Parson 258

Thursday, April 16, 2020 11:00 a.m. – 12:00 p.m. Music Library 287

B. Royce welcomed Jeffrey Salmon, who gave a PowerPoint presentation about how NIU is handling the 2020 Census. For example, students not living in the dorms should respond to the census. The census comes out April 1.

International students are counted. There are no citizenship questions on the census. It is only seeking numbers and not personal information. Watch out for scams. Questions on the census will never ask for personally identifiable information. Please urge your students to take part in the census and get themselves counted. There will be some incentivizing items coming from the Dean of Students office. Reach out if you have any questions or ideas:

jsalmon1@niu.edu.

VII. Public Comment

A. Royce shared that NIU is continuing to invest in higher education and infrastructure.

B. Regarding State University Retirement System (SURS) visits, Kozumplik suggested that the “no more available appointments” message be put at the beginning of the phone message tree, not at the end after the employee has gone through the request for an on-campus consultation.

VIII. Announcements/Correspondence

A. Pulchratia Smith: Human Resource Services (HRS)

Smith reported. HRS is hiring an assistant to help in the Temporary area. She started February 3. Interviews have started for the Benefits Representative vacancy. Smith also reported that as a result of Ellen Cabrera’s presentation to the OSC in January – something Smith was already working on – HRS does have some administrator training and they are trying to get that included in the regular Employee Assistance Program training. There are two parts to administrator training: orange is the request side and blue is the hiring side. There is no requirement to take both training sessions; it depends on the

employee's job responsibilities. There is also an updated I-9 form. Several communications will be coming out on Monday, February 10, in Announcements, and everyone should receive an e-mail. The I-9 form is applicable to anyone who is hired. Smith also shared that there will be open forums with Audrey Southard, NIU Distinguished Alumna and human resources consultant. This is an opportunity for the rest of the campus to learn about what does and does not work in human resources, and everyone is encouraged to attend. The forums will be held at the following times in Holmes Student Center room 405:

Thursday, Feb. 13, from 12 to 1 p.m.

Tuesday, Feb. 18, from 9 to 10 a.m.

Wednesday, Feb. 19, from 3 to 4 p.m.

B. Cindy Kozumplik: 125th Anniversary Committee

Regarding the anniversary kick-off, very positive comments were made wherever Mission was present. Upcoming events are:

February 18 at 7:00 p.m. Diversity Dialogues: Groundbreakers at HSC,
Sandburg Auditorium

February 22 at 1:00 p.m. Women's basketball

March 24 at 6:30 p.m. Women at Northern: The First Twenty-five Years,
featuring Barbara Cole Peters, HSC, Sandburg
Auditorium

All events can be viewed at the 125th Anniversary calendar at:

<https://www.niu.edu/anniversary/index.shtml>

C. Holly Nicholson: Division of Information Technology (DoIT) External Review

Nicholson is a member of a committee conducting an external review on the Division of Information Technology. She is looking to OSC for feedback regarding the following areas:

- Adequacy of resources and infrastructure
- Operations (central vs. distributed)
- Service delivery
- Administrative and organizational structures
- Governance
- Overall efficiency/effectiveness of DoIT efforts

IX. Shared Governance Reports

A. Board of Trustees

Did not meet

B. Student Government Association (SGA)

No report

C. Faculty Senate

Met January 22. There was a call for nominations for the Bob Lane Faculty Advocacy Award. Approved the proposed admissions policy as corrected which states that all student will receive a holistic review, instead of will be eligible for a holistic review. Evaluation committees were selected for: President of Faculty Senate and Executive Secretary of University Council and Faculty Personnel Advisor.

D. Supportive Professional Staff Council (SPSC)

Met January 9. The council discussed the next STEM Café program which will cover the legalization of marijuana in Illinois. Matt Streb, a guest at the meeting, reasserted that the blue emergency lights are not going away. Some are being moved, while others will be phased out. The SPS Council also talked about the Huskies Give Back program. Organizations that need volunteers can sign up to be part of this, and so far around 20 organizations have registered. The call for nominations for the Presidential awards and the SPS Staff Awards have been published. Also, Certificates of Recognition are awarded. The tentative date for the awards ceremony is Thursday, April 16, 1-3p.m. This year the SPSC and OSC award ceremonies are combined. Reid reported the application period deadline for the SPS Dependent Scholarship Fund is January 31. As of now there have been zero applicants. The council will talk to Rachel about advertising for the \$1000 scholarship.

E. University Council

Met January 29. Thu reported some successes. This is the second year the Illinois Board of Higher Education requested an increase of 3% that may be signed by the governor which would put NIU to within 5% of the FY 2015 budget appropriation. Also, new admission qualifications are going into effect.

F. University Advisory Committee (UAC)

No report

X. Committee Reports

A. Elections and Appointments

Did not meet

B. Legislative Committee

Did not meet

C. Public Relations/Activities Committee

Met January 27

D. Workplace Issues

Klaper gave a good presentation on how to handle complaints. Two members of the committee met with Celeste Latham and Provost Beth Ingram regarding job descriptions in PeopleAdmin. The information obtained from this meeting may be included in the *Northern Staff Newsletter* and PeopleAdmin training.

E. Administrative Professionals Advisory Council (APAC)

Ranken reported. The Administrative Professionals Day Breakfast will take place on April 22, 2020.

F. Employee Advisory Committee (EAC)

Hulseberg reported. Met January 29 and 30 in Urbana. Merit Board met on December 17, 2019 and Julie Annette Jones from Illinois State University was elected the new Chair of the Merit Board. Leslie Arvan (Senior Director of Labor & Employee Relations) and Elyne Cole (Associate Provost & DER) from UIUC led a lengthy discussion about Extra Help (900 hour) workers, mandatory supervisor training, and the desk audit process. During this discussion, Hulseberg mentioned Ellen Cabrera's request to ensure new employees fully understand their rights under the SUCSS act. Likewise, Ellen's desire to ensure hiring managers know all relevant info (job duties, classifications, etc.) when making staffing determinations for their department/program was mentioned as well. The consensus from EAC was that these types of considerations are typically handled by each university's HR departments. Hulseberg was elected Parliamentarian and therefore also serve as chair of the Election Committee. During 2020, new EAC elections for EIU, SIUE, UIC, & UIUC will be held. Next meetings: Special meeting on March 5th at Governors State University, and 2nd quarter meeting on April 22nd and 23rd at Illinois State University.

XI. Prior Business

A. Feedback on Proposed Definition of Equity

Royce sent out this presentation.

B. OSC Bylaws 3.1, 3.12
Tabled indefinitely

XII. New Business

A. Committee liaisons

This was tabled until the March meeting.

XIII. Adjournment

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

The meeting adjourned at 11:20 a.m.

Minutes recorded by Frances Mitchell, Administrative Aide

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council