Minutes  
Operating Staff Council  
January 9, 2020  
Altgeld 125 – 9:00 a.m.


Absent: Rebekka Ayres, Dave Berg, Patricia Gingrich, Angelica Gutierrez-Vargas, Frances Mitchell (Administrative Aide), Karen Smith, Lauren Teso-Warner, Debbie Williams

Guests: Tamara Boston, Ellen Cabrera, Sarah Klaper, Ian Pearson, Miriah Ranken, Pulchratia Smith, Matt Streb

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 Kozumplik to accept the agenda. The motion was seconded by Skelley and passed by unanimous vote.

IV. Approval of December 5, 2019, minutes  
A motion was made by Royce to accept the December 5, 2019, minutes. The motion was seconded by Johnson and passed by unanimous vote.

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

VI. Visiting Committees/Guests  
A. Tamara Boston is a member of the Committee for Academic Equity and Inclusive Excellence. She explained the committee was charged with developing an equity statement. The charge involved creating an equity statement, establishing benchmarks for equity goals, and implementing initiatives to reduce equity gaps. The committee has developed a proposed equity statement. The statement and a
B. Matt Streb
Streb mentioned NIU’s 125th Anniversary kick-off which takes place January 30, 2020. There will be a Huskies exhibit. Streb discussed the Huskies Give Back program. Employees get one paid day off to volunteer in local communities. The employee does not have to volunteer in DeKalb County, and the hours can be broken up.

VII. Public Comment
Ellen Cabrera attended the OSC meeting to request that council ask university administration to direct Human Resource Services to develop a PeopleAdmin training system that is less of a “how to use” PeopleAdmin, but specifically tailored for NIU and explains the processes involved in each request. Also, she suggested that employees have training on the State Universities Civil Service System (SUCSS) website, so they know how to use it as a resource. Royce referred Cabrera’s suggestions to the Workplace Issues committee.

VIII. Announcements/Correspondence
Human Resource Services (HRS)
Ranken reported that the Supportive Professional Staff (SPS) and Civil Service Outstanding Service Awards event will be a dessert buffet held on April 16, 2020, from 1:00 to 3:00 p.m. The SPS and Civil Service years of service event will be a dinner held in October.

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

B. Student Government Association (SGA)
Did not meet

C. Faculty Senate
Did not meet

D. Supportive Professional Staff Council (SPSC)
No report

E. University Council
Did not meet

F. University Advisory Committee (UAC)
Did not meet

X. Committee Reports
A. Elections and Appointments
Did not meet

B. Legislative Committee
No report

C. Public Relations/Activities Committee
Did not meet, however the committee is ready to send out its first electronic-only newsletter.

D. Workplace Issues
Did not meet, however the wording on pay dates has been changed to bank holiday.

E. Administrative Professionals Advisory Council (APAC)
Ranken reported. Microsoft Teams training is ongoing. APAC is considering changing the minimum number of years of employment from 15 to 10 for those employees being nominated for the Pat Siebrasse Award.

F. Employee Advisory Committee (EAC)
Hulseberg reported. The next EAC meeting will be held at the end of January in Urbana. Also, the committee has not yet elected a new chair.

XI. Prior Business
A. OSC Bylaws 3.1, 3.12
Tabled

B. Campus Security and Environment
Royce has heard conflicting information about the blue light emergency stands; They are going to be left alone, they are all going to be removed, or they are going to be removed by attrition as they stop working.

XII. New Business
A. Goal Reflection
Royce suggested the two following goals: 1) In an outreach effort, an OSC officer and a member have a meeting at a college to hear concerns, and 2) Reach out to former SPS Council members, encourage them to attend an OSC meeting, and possibly run for election to OSC.

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

The meeting adjourned at 11:04 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council