

Minutes
Operating Staff Council
September 3, 2020
Teams – 9:00 a.m.
Approved October 1, 2020

Present: Dave Berg, Patricia Gingrich, Angie Gutierrez-Vargas, Sandy Jakubiak, Natasha Johnson, Cindy Kozumplik, Frances Mitchell (Administrative Aide), Jay Monteiro, Holly Nicholson, Tammie Pulak, Sara Richter, Jeffrey Royce, Mary Schlagel, Nancy Skelley, Karen Smith, Lauren Teso-Warner, Tracey Ward, Debbie Williams, Linda Yates

Absent: Rebekka Ayres, Stacey Bivens

Guests: Bradley Beyer, John Hulseberg, Sarah Klaper, Rave Meyer, Miriah Ranken, 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 recorded by Frances Mitchell.

III. Approval of Agenda

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

IV. Approval of August 6, 2020, Minutes

Monteiro moved to accept the August 6, 2020, minutes. The motion was seconded by Schlagel and passed by unanimous vote.

V. Treasurer's Report

Yates reported. Yates pointed out that the budget amount was \$9,462.54 rather than \$10,164.41 as previously reported because the Board of Trustees did not approve what was posted in the Controllers report. The Operating Staff Dependent Scholarship Fund expendable balance is \$3260.04. There have been no FY 21 gifts yet. There are no anticipated expenses because the *Northern Staff News* has gone electronic. Skelley made a motion to accept the report. The motion was seconded by Ward and passed by unanimous vote.

VI. Visiting Presenters:

There were no visiting committees or guests at the September 3, 2020, meeting. The Council held a brief discussion to solicit suggestions for future guest speakers. Matt Streb, Sarah Chinniah, John Heckmann and Chief of Police Phillips were mentioned. Johnson asked the council if they have specific questions that they would like to ask the presenters, to reach out to Frances via e-mail, so the questions can be collected and sent to the presenters in advance.

VII. Public Comment

None.

VIII. Announcements/Correspondence

A. Natasha Johnson: President's Announcements

Johnson reminded council members about using the #Campus Clear app. Please be honest in responding to the questions.

Meetings have been updated on the website.

Johnson suggested we do a blast in the next newsletter using Formsite to gather information from constituents about the primary concerns civil service workers have that the Council needs to address.

Vice President Monteiro referenced an e-mail letter from the Provost regarding a new reporting feature for violators of NIU health guidelines. Williams mentioned that those not able to wear masks for medical reasons should contact Susan Swegle in Employee Assistance Program to have it documented. Klaper clarified that masks are required, no exceptions. Those who cannot, will be worked with for options of not being on campus (for classes or working).

B. Pulchratia Smith: Human Resource Services

This is a very busy time for HR with all the hiring, re-appointments for faculty as well as student workers and graduate assistants. Jill Secor's retirement from HR has had a significant impact.

HR is in the process of transitioning to online I-9 processing and e-verify.

Smith reported she will have layoff data to the Council by the next meeting. They do not track positions that have been eliminated, but she will give the Council as much information as possible.

Smith was asked if someone has run out of sick leave should they still be reporting sick leave, or do they have to deduct time? Smith's reply was if you are unable to work you should be reporting accordingly and then work with the benefits office to determine the leave options available. See also the link on the HR website: Leaves and Accommodations.

C. Cindy Kozumplik: NIU 125th Anniversary Committee
Kozumplik reported no new updates on 125th Anniversary activities. She did receive a letter to share from the Local 1890 union that contributed \$750 to the Student Emergency Fund.

IX. Shared Governance Reports

A. Board of Trustees

The University is \$39 million over budget. While NIU is doing better than some others, we are not out of the woods. We need to cut expenses and costs. There will be further layoffs.

B. Student Government Association (SGA)

Beyer reported having conversations with senior leadership about our priorities for the year. SGA is working with the Dean of Students about how student leaders can set good examples, i.e. off-campus parties; how to approach/engage students about best practices. Most student workers are back. All SGA meetings will be virtual beginning September 13.

C. Faculty Senate

First meeting was yesterday, September 2. Next virtual meeting will be Wednesday, September 30 from 3-5 p.m.

Thu reported they are dealing with social justice issues – expressing their solidarity with our Black students. On the upcoming agenda is the formation of an ad hoc committee to take action to remove our structural barriers. Thu reported that he and the Provost are reviewing assessment practices.

Thu also reported they are conducting a five-year review of the student evaluation of their teachers. He invited everyone to listen in to Faculty Senate (9/30) and University Council next Wednesday (9/9).

Thu was asked if there is a threshold relative to COVID-19 when things would have to shut down. Thu replied that is an ongoing topic with leadership. NIU has a new surveillance program where every student is going to be tested and faculty

too, if they want. Faculty and instructors also have the autonomy to shut down a class if they think it is not safe.

D. Supportive Professional Staff Council (SPSC)

Next virtual meeting is September 10, 9:00 a.m.

E. University Council

Next virtual meetings September 9 and October 7, 3:00 p.m.

F. University Advisory Council (UAC)

No report

X. Committee Reports

A. Elections & Appointments

Monteiro reported the committee has not met. As Vice President, Monteiro is the chair, and he will be the recording secretary as well. Monteiro the following appointments: Lauren Teso-Warner and Holly Nicholson to the University Council Personnel Committee; Jeffry Royce to the F/S-UC Joint Committee on Rules, Governance and Elections; Natasha Johnson to the F/S Steering Committee. Peter Olson requested assignment to the Parking Appeals Committee; Kristie Crane to the Student Conduct Advisory Board; Karen Smith to the Campus Parking Committee. Monteiro asked for a motion for omnibus approval of the appointments. Royce so moved. The motion was seconded by Kozumplik and passed by unanimous vote. Monteiro mentioned there is one more spot for an operating staff employee on the Campus Parking Committee.

B. Legislative Committee

Skelley, chair, noted one more operating staff council member is needed on the committee. Skelley also proposed to the full Council for discussion that the President's term be changed from a one-year term to a two-year term which would require amending the Bylaws and the Constitution. Skelley's proposal was discussed and returned to committee.

C. Public Relations/Activities

K. Smith, chair and recording secretary reported they are working on developing virtual events and considering expanding the newsletter.

D. Workplace Issues Committee

Nicholson moved to waive a second reading to change the name of Workplace Issues Committee. The motion was seconded by Skelley and passed by unanimous

vote. Nicholson moved to change the name of the Workplace Issues Committee to the Workplace Guidance Committee. The motion was seconded by Ward and passed by unanimous vote.

Nicholson reported the committee obtained and shared information about mask acquisition and the need for clarifying information about mask enforcement policies relative to operating staff.

E. Administrative Professionals Advisory Council (APAC)

Ranken explained why APAC changed their mind on becoming a sub-committee of the OSC. APAC, encouraged by President Freeman, wants to work on ways to bring professional development to their members. Royce made a motion to disband the Ad Hoc Committee on APAC. The motion was seconded by Kozumplik and passed by unanimous vote.

F. Employee Advisory Committee (EAC)

No report. Hulseberg did share that the Council of Councils is scheduled for Friday, October 23 at SIU School of Medicine at Springfield. However, they are debating whether they are going to be able to have it this year. He will keep us updated.

XI. Prior Business:

A. There was discussion about how to accomplish a new group photo. Wade Duerkes, NIU photographer, suggested setting a date and have individuals show up at 15-minute intervals and he could create a banner that would cycle through the website.

XII. New Business

None

XIII. Adjournment:

Williams moved to adjourn the meeting. The motion was seconded by Kozumplik and passed by unanimous vote. The meeting adjourned at 11:00 a.m.

Minutes recorded by Frances Mitchell, Administrative Aide

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council