

**Minutes**  
**Operating Staff Council**  
April 1, 2021  
**Teams – 9:00 a.m.**  
**Approved May 6, 2021**

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

**Guests:** Adrienne Arhos, John Barnett, Halle Beverley, Brad Beyer, Deborah Bonnell, Gerald Bonnell, Renata Catlett, Cathy Doederlein, Evan Forbes, Christopher Gilbert, Lesley Gilbert, Steve Greer, Ed Hall, Barbara Hancock, Samuel Hancock, John Heckmann, John Hulseberg, Meg Junk, Krystyna Kamka, Jory Keller, Sarah Klaper, Beatrice Kooken, Caroline Kosmel, Lauren Kurpius, Patricia Liberty-Bazcek, Laura Lundelius, Elizabeth Mehren, Rave Meyer, Christine Monteiro, Roderic Moyer, Rolf Oxnevad, Daksha Patel, Andrew Peccarelli, Mark Pietrowski, Miriah Ranken, Ellen Smith, Pulchratia Smith, Jeanie Sparacino, Theresa Stack, Marzena Szmydt, Kendall Thu, Jenna Villani, Patricia Wallace

**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 Bivens.

**III. Approval of Agenda**

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

**IV. Approval of March 4, 2021, Minutes**

Nicholson moved to accept the March 4, 2021, minutes as amended. The motion was seconded by Kozumplik and passed by unanimous vote.

**V. Treasurer's Report**

Yates reported. The report showed a breakdown of the starting fund balance of \$9462.54 on July 1, 2020. It also showed the amount spent on the new plaques from Hirschbein's which was \$251.00. This left a balance of \$9173.54. Nicholson

made a motion to accept the Treasurer's report. The motion was seconded by Kozumplik and passed by unanimous vote.

## **VI. Visiting Presenters & Guests**

### **A. Operating Staff Dependent Scholarship Recipients**

Halle Beverley and Sam Hancock were the recipients of this year's Operating Staff Dependent Endowed Scholarship awards. Halle is a Marketing major and plans to use her degree to become a pharmaceutical sales representative. Sam is a Biomedical Engineering major who appreciates the scholarship money as it allows him to work less and study more.

**B. John Heckmann** gave a presentation entitled "Campus Planning in Support of University Priorities." Resource development and fiscal responsibility are strategic objectives. NIU's infrastructure suffers from decades of underinvestment, deferred maintenance, and a growing backlog of deferred deficiencies. The majority of the university's buildings are more than 50 years old. The options to reverse this situation are to increase investment, change demand, integrate investment and space objectives, and increase opportunities for multi-use spaces. Moving forward, it is important to recognize the challenge, change mindsets about space, and develop a long-term planning focus. This includes the implications for remote working. How more spaces can be shared which are now used for limited, specific purposes. How space can be repurposed for better utilization.

After his presentation, Heckmann answered several questions. He was asked if he knew anything about the fate of Adams Hall. His answer was he knew nothing definitive, but the writing is on the wall and the building probably needs to be demolished. Yates said that she noticed an outside contractor working on Montgomery Hall's roof. Yates asked if work like that is warrantied. Heckmann responded that, yes, it has a warranty. There were several questions about charge backs and where that money goes. The rate to campus for work done by physical plant employees is \$92.50 an hour. Heckmann explained that charge backs are an accounting mechanism which allows you to see where costs are going. The charges cover employees' salaries/hourly pay, benefits (vacation, sick leave, and training), buys tools and equipment, and maintains vehicles. Charge backs are a "41" cost center and revenue must be estimated. Sometimes costs have to be cut which can mean letting people go. Klaper pointed out that the charges are limiting. If departments do not have the budget for the work to be done, then it is never completed.

## **VII. Public Comment**

A. Patricia Liberty-Baczek brought an issue to OSC regarding a graduate student in her department. The student is ABD (all but dissertation) and is writing their dissertation, but no longer registering for classes. Because of this, the Division of IT cut the student off from e-mail and campus computer resources, thereby blocking the student from all their research. To restore the student's access to their research, their department had to hire them to get them an A-ID. Because this is an ongoing problem on campus, Liberty-Baczek asked OSC to look into it and try to find a resolution.

## **VIII. Announcements/Correspondence**

### **A. Natasha Johnson: President's Announcements**

Johnson reported. President Freeman's contract was renewed for four more years. Johnson will continue as a member of the ad hoc Social Justice Committee. NIU will continue with COVID vaccinations.

### **B. Pulchratia Smith: Human Resource Services (HRS)**

Smith reported. The Additional Pay approval process is now online. The e-mail for submitting forms is [AddPayForms@niu.edu](mailto:AddPayForms@niu.edu). The Chief of Human Resource Services Officer search is underway. Dr. Vernese Edghill-Walden will remain acting head of Human Resource Services until the new hire is in place. Smith shared that process improvements announcements went out this week.

## **IX. Shared Governance Reports**

### **A. Board of Trustees**

Thu reported. The ad hoc Social Justice Committee has completed a draft of its report. The deadline is April 7. Thu asked Johnson to share a copy of the draft with OSC. There was a budget presentation which was like the one shown to University Council. NIU administration says there are no plans to cut programs. After fiscal year 2023, the university will return to multi-year budgeting.

### **B. Faculty Senate**

Thu reported. He announced that he will not be running for Faculty Senate President in April.

### **C. Supportive Professional Staff Council (SPSC)**

No report

### **D. Student Government Association (SGA)**

Beyer reported. His last official day is April 18. He discussed the many

challenges the SGA faced this year. The SGA elections closed at midnight on March 31. Beyer will be focusing on transitions for the rest of this semester. The SGA reformed finance policy to support groups more equitably. He feels that this made the SGA more responsible stewards of the money budgeted to them.

#### E. University Council (UC)

Royce reported. Met March 31, 2021. President Freeman spoke about the recent shootings in Florida and Colorado and praised the Social Justice Committee. There was a discussion of the university's budget. Sarah Klaper, the University Ombudsperson, was recommended for retainment. Interviews for the Dean of the Graduate School and Associate Vice President for International Affairs are ongoing. Chris McCord gave an update on streamlining.

### **X. Committee Reports**

#### A. Elections and Appointments

Monteiro reported. It has been discovered that OSC is not electing its representatives in an even manner. This year there are eight seats available, in 2022, there are six seats available and in 2023, there will be just three seats available. Royce has a proposal to rectify the situation:

The Elections and Appointments committee, in consultation with the Legislative Committee, seeks the approval of the OSC to award the top six candidates receiving the most votes with the standard 3-year terms, the following two candidates with 2-year terms, and the next 3 candidates with the usual 1-year terms as alternates. This would restore the balance to the OSC election cycle as follows: • 2022 election: 6 seats • 2023 election: 5 seats (this includes the two 2-year seats proposed here) • 2024 election: 6 seats (the top six candidates from 2021 election) o ---- repeat --- Any ties will be handled in the usual fashion. The Elections and Appointments Committee will tailor subsequent communications to clarify term lengths to candidates and winners.

Nicholson moved to amend Article 2.3 of the OSC Constitution to allow for the top six candidates of the 2021 OSC membership election to receive 3-year terms, and for the following two candidates to receive 2-year terms in favor of balancing our 3-year election cycle. The motion was seconded by Royce and approved by majority vote. Royce moved to waive a second reading of the proposal. The motion was seconded by Monteiro and passed by majority vote.

The question of how to vote for officers for the coming year while meeting over Teams will be handled later. The call for candidates for the yearly OSC election

will go out next week. Athletic Board reports from Lesley Gilbert will be shared after this OSC meeting.

**B. Legislative Committee**

No report

**C. Public Relations/Activities**

K. Smith reported. The committee is reviewing survey results. They are trying to create something for operating staff in lieu of the Civil Service Celebration. They received requests for hands-on Microsoft training. This will likely be taken to the Workplace Guidance committee.

**D. Workplace Guidance**

Did not meet

**E. Administrative Professionals Advisory Council (APAC)**

Ranken reported. APAC is working on the virtual Administrative Professionals Day event. The recipient of the Patricia S. Siebrasse Administrative Professionals Award for Excellence has been chosen. Service awards letters were sent out. Employees had two weeks to respond with their choice of gift. There were a few glitches, so reminders are being e-mailed. The virtual SPS Presidential Awards will be held April 15, 2021. The goal is to keep the ceremony small. Ranken said she will be meeting briefly after the OSC meeting with Liz Guess, Jodi Tyrrell, and Cathy Doederlein regarding the award ceremony.

**F. Employee Advisory Committee (EAC)**

No report. Hulseberg shared that the next EAC meeting will take place on April 14. The Merit Board meets next on May 13. Hulseberg is a member of the search committee for the new Chief of Human Resource Services Officer. He said the ad for the position went out March 24, 2021. The search will begin in earnest in late April or early May.

**XI. Prior Business**

**A. Civil Service Emergency Fund**

Yates reported. The committee has been solidified. Members are Linda Yates, Cathy Doederlein, John Hulseberg, Sandy Jakubiak, Frances Mitchell, Holly Nicholson, and Debbie Williams. They are seeking out ways to grow this fund.

**XII. New Business**

**A. University Council Seats**

Royce wrote a proposal to resolve the conflicting language between the University Council bylaws and the OSC bylaws regarding election procedures for Operating Staff representation on University Council. Royce moved to send the proposal to the Legislative Committee where the language of the proposal will be clarified. The motion was seconded by Nicholson and passed by unanimous vote.

### **XIII. Adjournment**

Kozumplik moved to adjourn the meeting. The motion was seconded by Schlagel and passed by unanimous vote. The meeting adjourned at 11:27 a.m.

Respectfully submitted,  
Stacey Bivens, Secretary  
Operating Staff Council