I. Call to Order – Holly Nicholson  
   A. Called to order at 9:01 AM

II. Roll Call – Frances Mitchell/Zac Birch

III. Approval of Agenda  
   A. Schagel moves to approve. Meyer second.  
   B. Going off amended agenda.  
   C. Motion passes

IV. Approval of Minutes of November 4, 2021 OSC Meeting  
   A. Teso-Warner moves to approve. Ward second.  
   B. Motion passes.

V. Treasurer’s Report  
   A. Allocated $300 for holiday social  
   B. Deadline for endowed scholarship is in January  
   C. CS Emergency Fund—letters to the Union have gone out  
   D. Meyer moves to approve. Kozumplik second.  
   E. Motion passes.

VI. Visiting Committees/Guests  
   A. Bill Hodson—moved to January  
   B. Chief of Police will be moved to March  
   C. Susanne Logsdon  
      i. ADEI  
      ii. Sharing about workforce professional development series  
      iii. Support positive and effective working relationships in the workplace  
      iv. Seeking feedback and topics as well as presenters for the series  
      v. Goal is to have the rollout by March 1, 2022  
         1. Two workshops a month till July, then restart for a full year pilot  
      vi. Questions  
         1. Kozumplik: How long are the workshops going to be?  
            a. Open and flexible within ADEI

VII. Public Comments  
   A. No requests received

VIII. Announcements/Correspondence  
   A. President’s Report – Holly Nicholson  
      i. Introduction of New OSC Alternates  
         1. Welcome to Eric Hoffman, Kevin Shirley, Jorie O’Brien  
      ii. BOT meeting comments  
         1. Laid out everything that are not being fixed: salary, classification, respect, supervisor issues
2. Two meetings come out of these comments: Lisa Minor and HR

iii. University Council
   1. Identified issue of shared governance that University Council’s role has not been clearly defined
   2. Going to be thinking about how to make it more meaningful and fruitful
   3. Collecting feedback for the next UC meeting

B. Council Spotlight
   i. Karen Smith
      1. Karen recognizes Katie Stoddard

C. Human Resource Services Update
   i. Civil Service Audit is still ongoing
      1. Needed to add a form to show that the employee and supervisor have been reviewed
      2. Follow up on concerns that Nicholson has raised; meeting is next week
   iii. Continuing to struggle with staff shortages
   iv. Questions
      1. Nicholson: Will Position Description Form allow for digital signature?
         a. Yes
      2. Hulseburg: What if an employee doesn’t agree with the Position Description? Do they have to sign?
         a. No, it indicates that they have reviewed
      3. Meyer: What if there are duties and responsibilities in a position description that are outside of class? Is there an add pay option?
         a. The supervisor and employee should review the job description together and sign the form that it has been reviewed. If there are changes, it needs to be resubmitted. They should go through the normal review if there are additional responsibilities.
      4. Slagstad: What is HR doing to push the salary change?
         a. We are always looking at salary surveys. We are a member of CUPA—this looks at issues that are specific to higher education. Bill is looking at salary inequities across the campus.
      5. Mosher: What are we doing in the interim while job descriptions are being processed?
         a. No good answer: we are doing the best we can with the staff we have.
      6. Yates: We are seeing a lot of extensions. Does this mean that people are not applying and is HR reevaluating the starting salaries?
         a. Doesn’t mean that they are not seeing the applicants. Could be falling out at various points of the process. Would extend if the applicant pool is low or none. Try to offer departments a choice in the applicants. People are also not looking for jobs for a variety of reasons, including salaries. Advertising on busses and Convo Center.

IX. Shared Governance Reports
A. Board of Trustees
   i. University Goals
   ii. NIU Security Force—unarmed officers trained in de-escalation
   iii. Approval of Football Team for Bowl Expenses
   iv. Frazier is now Director of Recreation

B. Faculty Senate
   i. Faculty Senate Personnel Advisor vote failed
   ii. President of Faculty Union will come and talk in January

C. Supportive Professional Staff Council (SPSC)
i. Continuing to work on filling the SPS Advisor role. Hope to have it filled by mid-January
ii. SPS Campus Climate survey

D. **Student Government Association (SGA)**
i. Will be submitting written reports in the future.

E. **University Council**
i. Discussion on quarterly meetings for the spring. It was voted down.
ii. Reimagine where we want UC to go.

X. **Operating Staff Council Committee Reports**
A. **Elections and Appointments Committee**
i. Did not meet.
ii. Elected three alternates.
B. **Legislative Committee**
i. Ethics Statement is being worked on
C. **Public Relations/Activities Committee**
i. Talked about newsletter and the wellness fair
D. **Workplace Guidance Committee**
i. Keeping the momentum going from Jeffry’s comments
ii. Talking about add pay, salary, and compression
iii. Want to draft something to Liz Wright to get some Administrative Closure Days
   1. Meyer: Maybe looking at the 12/20-22 as closure days from President’s Office

E. **Administrative Professionals Advisory Council (APAC)**
i. No report

F. **Employee Advisory Committee (EAC)**
i. No report

G. **Civil Service Emergency Fund**
i. Finalized letter to the unions.
ii. Did receive a donation from AFSCME local 1890.
iii. Flyer is going out.

XI. **Prior Business**
A. **Council of Councils**
i. Ad Hoc to plan NIU bid for Council of Councils
   1. Mosher wants to help with this process

XII. **New Business**
A. **Holiday Party**
i. 12/14 4-6PM but may have some conflict with HSC party
ii. Nicholson will update as she gets more information.
B. **Spring Semester Meetings**
i. Nicholson moves to have hybrid meetings until July. Ward seconds.
ii. Mosher: Will there be data that triggers fully virtual?
   1. Weather and/or severe uptick in cases
iii. Motion passes

XIII. **Adjournment**
A. Monteiro moves. Meyer seconds.
B. Motion passes.
C. Meeting ends at 10:13AM.