

Minutes
Operating Staff Council
March 4, 2021
Teams – 9:00 a.m.
Approved April 1, 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, Nancy Skelley, Karen Smith, Lauren Teso-Warner, Tracey Ward, Debbie Williams, Linda Yates

Guests: John Barnett, Scott Betts, Brad Beyer, Deborah Bonnell, Gerald Bonnell, Renata Catlett, Sarah Chinniah, Bethany Cockburn, Richard Collin, Chris Doe, Cathy Doederlein, Pat Erickson, Evan Forbes, Christopher Gilbert, Liz Guess, Aubrey Hense, John Hulseberg, Yvonne Johnson, Meg Junk, Sarah Klaper, Beatrice Kooken, Caroline Kosmel, Lauren Kurpius, Laura Lagreid, Laura Lundelius, Erica McFarland, Rave Meyer, Christine Monteiro, Roderic Moyer, Rolf Oxnevad, Daksha Patel, Miriah Ranken, Tim Rasmussen, Pulchratia Smith, Roselyn Snell, Theresa Stack, Matt Streb, Marzena Szmydt, Kendall Thu, Jenna Villani, Mandy Wescott, Rachel Xidis

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

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

IV. Approval of February 4, 2021, Minutes

Kozumplik moved to accept the February 4, 2021, minutes. The motion was seconded by Schlagel and passed by unanimous vote.

V. Treasurer's Report

Yates reported. The OSC Past Presidents plaque has been updated. When the quotes from Hirschbein's Trophies are known for new plaques for the Outstanding Service Award recipients, Yates will update us on the budget at that time. The amount of money the OSC can award for the Operating Staff Dependent

Scholarship Award recipients is \$1000.00 and \$800.00. Skelley moved to accept the Treasurer's Report. The motion was seconded by Monteiro and passed by unanimous vote.

VI. Visiting Presenters

VII. Public Comment

Roderic Moyer came to speak to OSC. He was asked to provide background on an incident that happened in 2019 between him and NIU instructor Michele Duffy in Graham Hall. Moyer also provided a copy of the incident report via screen share. He feels he was treated disrespectfully and wants proper accountability from the College of Education. Royce asked Moyer what he would like OSC to do. He would like us to look into things and if there are signs of injustice, ask questions. He said he was speaking for himself and anyone else who could face a similar situation in the future. Johnson thanked Moyer for attending the meeting and for speaking up.

VIII. Announcements/Correspondence

A. Natasha Johnson: President's Announcements

Johnson reported. She attended the leadership meeting with President Freeman. They are looking at the work at home policy and whether there are efficiencies and savings in that. Summer work hours are an option. Dr. Edghill-Walden, vice president for Diversity, Equity and Inclusion and chief diversity officer, has said that employees can work flex-time if possible. Chris McCord is working with CFO Chinniah on streamlining.

B. Pulchratia Smith: Human Resource Services (HRS)

Smith reported. She will be presenting workshops. One is an overview of the State University Civil Service System and is like the workshop she presented to OSC in November 2020. The other is on writing job descriptions that include specialty factors. There have been process improvements. HRS is no longer limiting percentages to 30% for each duty on job descriptions. Effective immediately, percentages can go lower than 10%. In addition, HRS is no longer limiting overlap of employees in a position. HRS is getting ready to test Civil Service probationary evaluations online. Hopefully this summer, employee evaluations will be online. There was a question about the cost of background checks. Johnson said there is no individual breakdown of cost. Ranken said she could investigate and get back to Johnson regarding this matter.

C. Karen Smith

Smith reported that the Campus Parking Committee has decided there will be no price increase for parking permits this fiscal year. On March 10 from 11:00 a.m. to noon, front line people can attend a presentation by the Northern Illinois Food Bank called My Pantry Express.

IX. Shared Governance Reports

A. Board of Trustees

No report

B. Faculty Senate

No report

C. Supportive Professional Staff Council (SPSC)

Doederlein reported. The SPSC Presidential Award recipients are being notified.

D. Student Government Association (SGA)

Beyer reported. The SGA is still implementing changes, reforming finance policy and getting the budget together. The SGA election is in full swing.

E. University Council (UC)

Royce reported. UC met February 24. Dr. Freeman talked about how much she enjoyed surprising the recipients of the SPSC Presidential Awards. The council voted on and approved the search for the Chief Human Resources Officer.

X. Committee Reports

A. Elections and Appointments

Monteiro reported. Met February 16 and discussed the 2021 OSC election. The committee created an election timeline by starting at the first official meeting of new electees in July and working backwards to call for candidates. The OSC also needed to elect an individual to represent the operating staff on the Chief Human Resources Officer search committee. John Hulseberg was elected as the representative.

B. Legislative Committee

Nicholson reported. Nicholson conducted the second reading of OSC Bylaw Article 4: Role of Administrative Aide. This defines the time OSC officers meet with the Administrative Aide after the July meeting or after an aide is hired. Kozumplik moved to accept the change. The motion was seconded by Berg and passed by unanimous vote.

C. Public Relations/Activities

The Operating Staff Dependent Scholarship Award recipients have been chosen but haven't been notified yet. We were able to give two \$900.00 scholarships. The question was raised of will there be award ceremonies for winners. Ranken said that she will be meeting with leadership next week and she believes that award ceremonies will still be virtual. Events with up to 50 people will be allowed, but no food or drink. Johnson pointed out that with four Outstanding Service Award recipients and two Dependent Scholarship Award recipients, we really need to offer them something since we (OSC) have the funds. Ranken said that in-person events were not budgeted for this year.

D. Workplace Guidance

Yates reported. She remarked how happy she was to see so many new people on the OSC Teams call. She reminded everyone that the Workplace Guidance submission box is on Teams. She shared that an issue regarding confidentiality with an employee in Human Resource Services was brought to them. Brian Smith in the Employee Assistance Program took this to managers in HRS. On the Spring 2021 schedule for training is a State Universities Civil Service System (SUCSS) overview.

E. Administrative Professionals Advisory Council (APAC)

Ranken reported. APAC has been busy. They met with Affirmative Action and want to roll out the guides they have been working on for most of the last year. Administrative Professionals have seen a marked decrease (20%) in their numbers in the last two years. Royce added that this decrease impacts many people on campus. He would like to see the Workplace Guidance committee take the lead in investigating this matter. Ranken shared that there are many more options for service awards (years of service) gift selections this year. If we hear any feedback regarding gift selection, please let Ranken know. The Patricia S. Siebrasse Administrative Professionals Award for Excellence nominations are due March 19, 2021.

F. Employee Advisory Committee (EAC)

No report. Hulseberg shared the news that Jeff Brownfield, Executive Director of State Universities Civil Service System, has some health issues that will keep him out of the office for several weeks.

XI. Prior Business

XII. New Business

Johnson shared information about the newly formed Civil Service Emergency Fund. An NIU Foundation account has been established to provide temporary financial relief to operating staff. This account will assist with things like paying a utility bill. Donations to the fund are tax deductible and can be made through payroll deduction. OSC also plans to contact alumni and local businesses. The members for the emergency fund ad hoc committee are Linda Yates, Frances Mitchell, John Hulseberg, Sandy Jakubiak, Holly Nicholson, and Debbie Williams.

XIII. Adjournment

Nicholson moved to adjourn the meeting. The motion was seconded by Ward and passed by unanimous vote. The meeting adjourned at 10:56 a.m.

Respectfully submitted,
Stacey Bivens, Secretary
Operating Staff Council