**Minutes**

**Operating Staff Council**

December 5, 2024

Hybrid Meeting (Teams) – 9:00 A.M.

***Present*:** Nicole Adams, Angie Gutierrez-Vargas, Cindy Kozumplik, Natasha Johnson, Mandy Kreitzer, Frances Mitchell/Admin. Aide, Tracey Ward, Cindy Robinson, Jay Monteiro, Kathy Mosher, Rob Kerschke, Patty Wallace, Jessie Alex, Tamara Boston, Rave Meyer, Tawanda Paul, Sara Richter.

***Non-members present:*** Holly Nicholson, Karen Smith, John Heckman, Aaron Nicholson, Linda Srygler, Wes Jones, Lisa Pitney, Chris Doe, Joseph Thomas, Gigi Beaird, Felicia Bohanon, Renata Catlett, Caroline Kosmel.

***Absent:*** Tiffany Morris, Jim Slagstad, David Rapp, Sam Hawkins.

**I. Call to Order**

Vice President Monteiro called the regular meeting of the OSC to order at 9:03 AM

**II. Roll Call**

Attendance was called by Mandy (Kreitzer) Thompson. Met the minimum quorum of 9.

**III. Approval of Agenda**

Myer made a motion to accept the agenda. The motion was seconded by Ward and passed by vote.

**IV. Approval of Minutes**

Kozumplik a motion to accept November 7, 2024, minutes. The motion was seconded by Myer and passed by vote.

**V. Treasurer’s Report**

Report on file read by Mosher. $15,986.33 in our Operating Staff General Fund. We have $314.36 in the Civil Service Emergency Fund. We have not received an update since 9/30 but hope to have an update on the staff dependent scholarship at the end of the year with $729.74 remaining for Fiscal Year 25. Motion by Meyer. Seconded by Ward. Motion carried.

**VI.** **Visiting Committees/Guests**

1. John Heckman, Associate Vice President, Facilities Management and Campus Services came to present a facilities and space overview.
   1. Capital investment programs related to the State and NIU including capital investment backgrounds from FY00 through FY32. This included NIU maintenance, NIU major repairs, NIU mission enhancements, State major repairs, State capital projects, Maintenance and repair target, and cumulative deferred maintenance.
      1. State Capital Projects
         1. Capital Projects (modernization)
            1. Bauter Bahwell Health Technology Center ($77M) including $10M recent donation contribution. Detailed design in 2025; construction start in 2026.
            2. Northern Illinois Center for Community Sustainability ($15M) including a $2.5M Donation support where the design/build award Spring 2025; construction to start late 2025.
         2. Capital Renewal Projects (repairs)
            1. $35M of active projects with CDB (Capital Development Board), $31M under construction, $4M in design, $35M of current $52.9M authorization awaiting execution.
            2. Pending share of recent $450M boost for higher education.
         3. State Renewal Projects
            1. Visual Arts Building structural repairs
            2. Campus boiler replacement
            3. Swen Parson Hall roof repairs
            4. Gabel Hall and Music Building roof replacement
            5. Anderson Hall & Still Hall/Gym Repairs
         4. Capital – Future Priorities – Modernization prioritizes assessed by student impact and building age
            1. Davis Hall Renovation
            2. McMurry & Wirtz Hall Renovation
            3. Gabel & Graham Complex Renovation
            4. Still Hall & Still Hall Gym Renovation
            5. Reavis Hall Renovation
            6. Watson Hall Renovation
            7. Psychology/Computer Science Renovation
            8. Montgomery Hall Renovation
            9. DuSable Hall Renovation
            10. Williston Hall Renovation
         5. Capital Renewal – Future Priorities
            1. Current Authorization

Anderson structural repairs

Boiler replacement project

Electrical infrastructure upgrades

DeKalb campus – roof repairs and replacements

DeKalb campus – elevator upgrades

* + 1. NIU – funded (fees) – FY25
       1. Campus Improvement Support (~$2M budget)
       2. Living Learning (~$1.5M budget)
       3. Auxiliary Reserves (~$4M budget)
  1. Energy Improvements - $56M investment; $8M incentives – 26% energy savings
     + 1. Energy Improvements – Solar: Field Arrays, Chessick, DuSable, Stevens, Visitor Parking.
  2. Space/Real Estate
  3. Questions

**VII. Public Comment**

1. None

**Announcements/Correspondence**

1. **President’s Report –** Bob Martins has passed away and was our EAC representative for serval years. He had 35 years at NIU and was known as Santa Bob who had a heart for NIU. Reminders for the Civil Service Emergency Fund as well as the Operating Staff Dependent Scholarship for donation this season as well as the Huskie Closet and the Huskie Food Pantry.
2. **VIII. Human Resources Update –** No report.

**IX. Shared Governance Reports**

1. Board of Trustees – Ben Creed reported. Focus on all aspects on the fiscal health and fiscal sustainability and getting to a balanced budget by fiscal 26.
2. University Council – Ben Creed reported. The main items of conversation were around deficit mitigation strategies. Overview of the activities and then a deeper dive into what human resources has been working on related to strategic personnel goals that were rolled out in April. Continued research on shared services, phased retirement program, and technology efficiencies. The new budget website will be launched next week. There was discussion on various working groups to implement various aspects of their strategic personnel processes and then also working to develop a deficit mitigation strategy.
3. Faculty Senate – Been Creed reported. Similar financial presentation as University Council.
4. Supportive Professional Staff Council (SPSC) – Felicia Bohanon. Continued work on the SPSS survey. Soliciting donations to support the SPSS Dependent Scholarship Fund. Looking at additional professional development opportunities in the spring. Accepting nominations in the next week or so for SPSS Awards. Accepting nominations to replace the SPSS advisor, Joe Lovelace, who left the University.

**X. Operating Staff Council Committee Reports**

1. Elections and Appointments –Jay Monteiro no report.
2. Legislative Committee –
   1. Second reading of the bylaw change. Motion by Mosher to approve. Second by Richter. Motion carried.
   2. First reading of updated terminology of our personnel advisor on how the person is appointed to the committee as well as if we should ever remove the advisor, how we would go about doing that. Second reading will be in January.
   3. Public Relations/Activities – Jay Monteiro reported on behalf of Sam Hawkins.
      1. Working on presenters for workshops including graduate student hiring and looking for that to take place in February.
      2. December 17th from 3-4:30pm will be gift wrapping in the Holmes Student Center.
3. Workplace Guidance –No report.
4. Civil Service Emergency Fund – Patty Wallace reported. We have some ideas with Staff Fest and building awareness for payroll deductions as well as for Crowd Funding. For Crowd Funding we are looking at February 7th to March 14th.
5. Celebration Committee – No report.
6. Scholarship update – No report.
7. President’s Report – Employee Advisory Committee (EAC) – Chris Doe reported. – Our last meeting, our quarterly meeting was at the end of October that ran in with Council councils at the University of Illinois, Chicago, which was a really great experience. Our group got to have a really great conversation, Trustee John Butler was our Board of Trustee Vice Chair right now is currently the Merit Board Chair and we were able to have about two 2 1/2 hours with trustee Butler to just talk about things that are on our mind. We also participated in a morning long training with the Systems Office, which was really beneficial to all of the Members.

**XI. Prior Business –**

1. Council of Councils went well and there isn’t an identified university to host next year yet.
2. Staff Fest is March 12th. There will be a QR code for registration coming out in January.

**XII. New Business** – Linda Srylger inquired on the possibility of a welcome email going out to new hires.

**XIII. Adjournment**

Kozumplik moved to adjourn the meeting. The motion was seconded by Meyer and passed by unanimous vote. The meeting was adjourned at 10:25.a.m.

Respectfully submitted,

Mandy (Kreitzer) Thompson, Secretary

Operating Staff Council