**Minutes**

**Operating Staff Council**

January 9, 2025

Virtual Only (Teams) – 9:00 A.M.

***Present*:** 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 (1st alternate - voting), Tamara Boston, Tawanda Paul (3rd alternate -nonvoting), Sara Richter. Tiffany Morris, Jim Slagstad, David Rapp, Sam Hawkins (2nd alternate – nonvoting).

***Non-members present:*** President Lisa Freeman, Chief of Staff Matt Streb, Holly Nicholson, Chris Doe, Joseph Thomas, Gigi Beaird, Felicia Bohanon, Renata Catlett, Caroline Kosmel, Patricia Erickson, Lynette Fisher, Chris Gilbert, Wes Jones, Lauren Kurpius, Mark Pietrowski, Linda Srygler, Jessica VanEtten, Liz Wright

***Absent:*** Rave Meyer, Nicole Adams

**I. Call to Order**

President Johnson called the regular meeting of the OSC to order at 9:01 AM

**II. Roll Call**

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

**III. Approval of Agenda**

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

**IV. Approval of Minutes**

Richter a motion to accept December 5, 2024, minutes. The motion was seconded by Boston and passed by vote.

**V. Treasurer’s Report**

Report on file read by Mosher. $15,978.29 in our Operating Staff General Fund. We have $199.61 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 $741.14 remaining for Fiscal Year 25. Motion by Kozumplik. Seconded by Robinson. Motion carried.

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

1. President Lisa Freeman and Chief of Staff Matt Streb attended with President Freeman presenting.
   1. February 25, 2025, is the new date for the State of the University in hopes of having more information regarding federal and state fronts by that time over the original January date. <https://calendar.niu.edu/event/state-of-the-university>
   2. President Freeman shared about budget constraints and things that the University is looking to generate revenue as well as streamline processes.
   3. She also spoke about the important role of staff with students, retention, and overall success.
   4. President Freeman shared about the long-term energy savings strategy, sharing campus services differently than we have previously.
   5. The staff will be part of working groups in late January and February to make changes since our current state is not sustainable.
   6. She also shared leveraging technology and sharing services across the University or colleges as well as comfort in remote working.
   7. President Freeman also shared about the timing of the SURS purchasing timeline.
   8. She talked about the Huskie Pledge and where the funding is coming from to support those students. This is from the AIM High program where NIU designs it and there is a match that isn’t a one-to-one ratio.
   9. President Freeman also shared about joining the Mountain West Conference and what that transition looked like and is revenue positive for the University members. The exit fee from the MAC was paid by the Mountain West.

**VII. Public Comment**

1. None

**Announcements/Correspondence**

1. **President’s Report –** We are working on a new survey based on the results of the original survey in terms of building skills for positions and/or for a permanent position. We are going to ask for the top five choices, including how to use technology, how to use Outlook, SharePoint, how to create Qualtrics, Kuali build, how to use Adobe, how to record voice overs, etc. choices will be offered.
2. Jay Monteiroshared that Patricia Siebrasse passed away and had over 50 years of service with NIU and her services are today. The Pat Siebrasse Administrative Professionals Award was created in her name as a valued member of NIU.
3. **VIII. Human Resources Update –** No report.

**IX. Shared Governance Reports**

1. Board of Trustees – No report.
2. University Council – No report.
3. Faculty Senate – No report.
4. Supportive Professional Staff Council (SPSC) – No report.

**X. Operating Staff Council Committee Reports**

1. Elections and Appointments –Jay Monteiro no report.
2. Legislative Committee – Kozumplik reported.
   1. Second 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. Motion by Slagstad. Second, by Mosher. Motion carried.
   2. The next item that will be looked at will be budgetary information this coming Monday.
   3. Public Relations/Activities – Sam Hawkins no report.
3. Workplace Guidance –No report.
4. Civil Service Emergency Fund – Tamara Boston reported. We have some ideas about 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 – Cindy Kozumplik reported. Staff Fest is March 12th 11:00am – 2:00PM in the Duke Ellington Ballroom. RSVP is required and closes February 27th at 4:30pm.
6. Scholarship update – No report.
7. President’s Report – Employee Advisory Committee (EAC) – Chris Doe no report. Next meeting is January 22nd.

**XI. Prior Business** – None

**XII. New Business** – None

**XIII. Adjournment**

Mosher moved to adjourn the meeting. The motion was seconded by Kozumplik and passed by unanimous vote. The meeting was adjourned at 10:20. a.m.

Respectfully submitted,

Mandy (Kreitzer) Thompson, Secretary

Operating Staff Council