

**Operating Staff Council
Regular November Meeting**

Hybrid Meeting: virtual on Teams and in-person in the Illinois Room of HSC
December 2, 2021, 9 a.m.

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

- 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 til July, then restart for an 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
 - ii. 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 Jeffrey'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.