

Operating Staff Council Regular Meeting
Minutes – November 4, 2021
Teams and Illinois Room South, HSC
Approved December 2, 2021

- I. Call to Order – Holly Nicholson
 - A. Called to order at 10:09AM

- II. Roll Call – Frances Mitchell/Zac Birch
 - A. Members Present: Gutierrez-Vargas, Kozumplik, Ward, Nicholson, Teso-Warner, Yates, Jakubiak, Mosher, Johnson, Birch, Schlagel, Meyer, Rapp, Richter, Slagstad
 - B. Members Not Present: Gingrich, Monteiro
 - C. Guests: John Hulseberg, Bill Hodson, Pulchratia Lacey, Peter Chomentowski, Patricia Erickson, Debbie Williams

- III. Approval of Agenda
 - A. Moved by Kozumplik, seconded by Richter. Motion approved.

- IV. Approval of Minutes of Oct. 7, 2021 OSC Meeting
 - A. Moved by Mosher, seconded by Kozumplik.
 - B. Updates: Rapp was present.
 - C. Motion approved.

- V. Treasurer’s Report
 - A. See report via email.
 - B. Moved to approve by Mosher, seconded by Schlagel. Motion approved.

- VI. Visiting Committees/Guests
 - A. Update on upcoming guests – Nicholson
 - i. None for November, but guests are secured for the next several months
 - 1. December 2021: Bill Hodson
 - 2. January 2022: Chief of Police
 - 3. February 2022: Lisa Freeman
 - 4. March 2022: Matt Parks
 - 5. April 2022: Charles Fey

- VII. Public Comments
 - A. Security and ethics training is due tomorrow 11/5/21

- VIII. Announcements/Correspondence
 - A. President’s Report – Holly Nicholson
 - i. State of the University on 11/16 in BVAC
 - ii. Holiday Social Hour for OSC is forthcoming
 - iii. Looking to update the ethics statement update to Legislative committee.
 - iv. Holly has been approved as a chair of rules, governance, and election committee for university council.
 - 1. Asked to create a cyber bullying policy
 - v. Personal note: people have been talking about not being able to care. It has been a difficult few months, with losing council members and friends. Jeffrey made

comments at UC. His remarks have made it around campus. Workplace guidance for add-pay as a means to make up for work. Working with SPS to create comments for BOT. Talked with President Freeman about CS hiring and filling openings— University leadership across the state are looking to reduce requirements. Holly is hopeful for change.

B. Council Spotlight

- i. Karen Smith—will join in December to spotlight

C. Human Resource Services Update

- i. Civil Service Audit at the end of September. We are working on getting requested information to SUCSS. Waiting on getting final report. Thanks to employees who participated in the audit. This was an audit of HR, not of employees.
- ii. Lots of vacancies in HR. In the process of filling. Looking to restructure and fill. Classification and Compensation will be reviewing requests that come in. Talent Acquisition will focus on recruitment and advertising. No big roll out.
- iii. Ask for patience and understanding. It may seem like HR is not hearing or responding quickly. Currently there are two employment coordinators for the university. Many have stepped up to cover the work, including Bill Hobson. Don't give up hope; change is coming.
- iv. Bill: Thank you for the partnership. Training with ADEI and EOE for helping to improve the culture on campus, focusing on legal issues and developing mutual respect.
- v. Questions:
 1. Ward: Is anyone in conversations with other universities in Illinois? Are these feelings unique to Illinois? Are we doing anything?
 - a. Leadership is talking about it. Lots of strong feelings throughout the state. May want to reach out to the other councils to work collaboratively on solutions.
 - b. Mass retirements have created holes. The pandemic has focused people on what is really important. With this, there is a knowledge void. This is across campus and the industry. HR directors are meeting and having the same conversations.
 2. Hulseberg: Would Bill be willing to talk about what rules the Presidents and Chancellors are looking at, including the out of state residency requirements?
 - a. Bill: Premature to say exact rules but working to put forward recommendations for changes to President Freeman and the other chancellors/presidents.

IX. Shared Governance Reports

A. [Board of Trustees](#)

- i. 11/18. This will be the committee meetings
- ii. 1:30PM will be the Special Meeting. Dr. Freeman will be presenting the University Goals. This will be both virtually and in-person.
- iii. Full meeting will be in December.

B. [Faculty Senate](#)

- i. Went to a second reading on Personnel Advisor. Did not have the vote on it. There were more questions about the wording and meeting with others. Hope to bring it up for a vote in December to change the by-laws

- ii. Tim Paquette and Brian Smith presented on services that are offered to faculty and staff including emotional support and counseling. Additionally, provided opportunities on how to have conversations with people who need it.
- C. [Supportive Professional Staff Council \(SPSC\)](#)
 - i. Please send thoughts to Felicia as she is working through a family emergency
- D. [Student Government Association \(SGA\)](#)
 - i. No report
- E. [University Council](#)
 - i. Met for 38 minutes
 - ii. Lisa Freeman and Matt Streb talked about bills that are being discussed in the senate
 - iii. Huskie Harvest—program to help with food insecurity. All staff and faculty can volunteer for 7.5. Can contact Nancy Prange in Health and Human Sciences
- F. Questions
 - i. Is this one day for volunteering or can it be split into smaller time slots?
 - 1. Will be following up with Lisa to make sure.
 - 2. Can confirm that it can be broken up into smaller time blocks. Now that COVID-restrictions are being lifted, there will be more communications about the volunteer programs
 - ii. Great talent within some smaller departments. Would we be looking to promote people to HR posts?
 - 1. Direct people to Bill so he can have the conversations.
 - 2. May leave smaller departments understaffed.

X. Operating Staff Council Committee Reports

- A. Elections and Appointments Committee
 - i. Meyer: Openings on committees. Looking for three people for student grievance panel, one for parking appeals, and two for student conduct board (one ends in June 22, and one ends in June 23).
 - 1. Jakubiak has interest in Student Conduct Board ('23).
 - 2. Motion to appoint Jakubiak by Johnson, seconded by Slagstad.
 - 3. Motion approved. Jakubiak is appointed.
 - 4. Do not have to be on OSC to volunteer for these
 - ii. Jakubiak has interest in student grievance panel
 - 1. Motion to appoint Jakubiak by Richter, seconded by Schlagel
 - 2. Motion approved. Jakubiak is appointed.
 - iii. Williams: Can I get more info on parking appeals?
 - iv. Williams has interest in parking appeals.
 - 1. Motion to appoint Williams by Hulseberg, seconded by Nicholson.
 - 2. Motion approved. Williams is appointed.
 - v. Nicholson has interest in Student conduct board
 - 1. Motion to appoint Nicholson by Kozumplik, seconded by Johnson
 - 2. Motion approved. Nicholson is appointed.
 - vi. Kozumplik has interested in student grievance panel
 - 1. Motion to appoint Kozumplik by Johnson, seconded by Gutierrez-Vargas.
 - 2. Motion approved. Kozumplik is appointed.
 - vii. Have not heard about student fee committee. Nicholson will follow up. Johnson said that it may be because they may not be selected.
- B. Legislative Committee

- i. Second reading of Bylaws Article 8 Referendum, subsection 8.4 and article 1: officers—powers and duties
 - ii. Motion to approve by Schlagel, second by Meyer.
 - 1. Schlagel: Excellent work! Excited that it is done.
 - iii. Motion approved. Bylaw changes are in effect.
- C. Public Relations/Activities Committee
- i. Is there a chair?
 - 1. Chair may be Karen.
 - 2. Jay usually does the reporting.
 - 3. Meyer: went over the articles for the newsletter. Talk about the health fair, but not finalized yet.
 - a. There will be a president’s corner when Nicholson designs it.
- D. Workplace Guidance Committee
- i. Will be meeting on 11/17. Did not meet due to Ally Training and will meet a week early due to Thanksgiving.
- E. [Administrative Professionals Advisory Council \(APAC\)](#)
- i. No updates to share
- F. [Employee Advisory Committee \(EAC\)](#)
- i. Initial discussion took place regarding why EAC is not meeting “in-person”. Several committee members strongly urged we return to in-person mtgs, while an equal amount of committee members feel our remote meetings work just as well. They also pointed out that meeting remotely provides financial savings for our campuses. I see both sides of the argument and think a reasonable solution would be to have two in-person and two remote mtgs each year. Perhaps spring and fall in-person (CoC in the fall) and the January & July mtgs remote (bad weather and vacation).
 - ii. Merit Board update – next meeting 12/9/21 – no pending discharge cases involving NIU - Several new Merit members - No word on permanent hire for SUCSS’s Executive Director position. (Gail Schiesser – Legal Counsel has been Interim ED since 7/1/21)
 - iii. Illinois JCAR (Joint Committee on Administrative Rules - Bipartisan legislative oversight committee for General Assembly) is now requiring all state agencies to review their own procedures and determine if the procedures should really be rules. Seems like bureaucratic red-tape, but the System Office will need to comply. More work for an already stretched office.
 - iv. Qualified Research Program Project – being driven by UIUC – large \$\$ research projects that have civil service employees in very specific jobs and a bumping scenario could jeopardize the entire project – System Office still unsure what a plan would look like, how it would be monitored, etc. – More discussions with UIUC in the future
 - v. Compliance Audit – as many are aware NIU had our audit in late September – Still waiting for final audit report to be publicized – Asked Cindy Neitzel if any initial red flags for NIU, but she did not offer anything of significance..?
 - vi. Class Plan updates – many new revisions – new Admissions & Records series (4 levels now) – new Health Info Series (combined 3 classifications) – new Financial Planner series – still revising HR Associate custom class – Budget Analyst series being revised – NIU working with System Office to develop new Sheet Metal series and test
 - vii. Council of Councils – tentatively scheduled for October 21, 2022 – hosted by NEIU?
 - 1. I really think we should start planning now for 2023 (and perhaps be ready to step in for 2022 if NEIU is unable to host again next year)

G. Civil Service Emergency Fund

- i. Met on 10/22. Working on getting letters to all the unions to solicit for donations. Approved and stamped flyer to bring awareness. Reached out to Michael Adzovic and will include it in the Thousands Strong campaign. Have asked if we can reduce the 15% maintenance fee. Looking into it.
 1. Meyer: has there been discussion on doing one of those challenges? \$25 to the CSEF or ice water over your head.
 - a. Talked about matching funds through Thousands Strong.
 - b. Social media ambassadors would help
 2. Ward: can there be a fund raiser at a local restaurant?
 - a. Good idea. Will be talking about it at the next meeting.

XI. Prior Business

A. Council of Councils

- i. John covered this

XII. New Business

A. December OSC Meeting

- i. Can do a hybrid meeting. What are thoughts on going all virtual?
 1. Schlagel: hybrid
 2. Slagstad: if this is going to be able to be set up, we can keep hybrid. If it will be a struggle, it might be something to change
 3. Could be issues with feedback.
 4. Schlagel: if we are going to the in-person, there is not a lot of handicapped parking around the HSC. This makes it hard to come through snow. Could we get more handicapped parking around HSC?
 - a. Nicholson: the options for the foreseeable future will be hybrid or virtual. Not going to have a fully in person option.
 - b. Nicholson wants to bring donuts.
- ii. Hybrid meeting in December.
 1. Moved by Rapp, seconded by Richter.
 2. Motion approved. December will be a hybrid meeting.

XIII. Adjournment

A. Motion made by Mosher, seconded Kozumplik.

B. End of meeting.