

**Operating Staff Council  
Regular April Meeting**

Hybrid Meeting: virtual on Teams and in-person in Altgeld 125

April 7, 2022, 9 a.m.

**Approved May 5, 2022**

- I. Call to Order – Holly Nicholson
  - a. 9:03AM
- II. Roll Call – Frances Mitchell/Zac Birch
  - a. Present: Gutierrez-Vargas, Kozumplik, Slagstad, Richter, Gingrich, Ward, Nicholson, Yates, Johnson, Rapp, Monteiro, Meyer, Birch, Schlagel, Hoffmann
  - b. Not Present: Mosher, Teso-Warner, O’Brien, Shirley
  - c. Guests: Caroline Kosmel, Debbie Williams, Merlynette Griffin, Patricia Erickson, Pulchratia Lacey, Felicia Bohanon, Miriah Ranken, Darby McGowan, Mark McGowan, Mark Pietrowski, Izaiah Webb, Jessica Webb
- III. Approval of Agenda
  - a. Moved by Johnson. Seconded by Kozumplik. Motion passes.
  - b. Nicholson wants to move the guest and public comment to first agenda item.
    - i. Moved by Slagstad. Seconded by Johnson. Motion passes.
- IV. Approval of Minutes of March 3, 2022 OSC Meeting
  - a. Moved by Kozumplik. Seconded by Johnson. Motion passes.
- V. Treasurer’s Report
  - a. See attached.
  - b. Fundraising spending for the Civil Service emergency fund. Moved by Meyer. Seconded by Slagstad. Motion passes.
  - c. Report approval. Moved by Kozumplik. Seconded by Meyer. Motion passes.
- VI. Visiting Committees/Guests
  - a. Dependent Scholarship Recipients
    - i. Izaiah Webb
    - ii. Darby McGowan
    - iii. Morgan Haga (not present), daughter of Sandy Jakubiak
- VII. Public Comments
  - a. Scholarship recipients thanked OSC for their support of their educational endeavors.
  - b. Thank you note from Samuel Hancock (2021 winner)
  - c. Thank you note from Sandy Jakubiak for supporting her daughter.
  - d. Pietrowski: Advisor in College of Engineering did not have Medicare/Medicaid out of paycheck from 2018-present. NIU HRS requested \$1500 by the end of the month. Wants to advocate for the employee because this was an error that should have been caught.
    - i. Johnson: Was a payment plan offered?
      1. Pietrowski: Not to my knowledge
    - ii. Monteiro: The employee should contact Payroll to see if they can spread the amount over several pay periods.
      1. Lacey noted that she will make a comment during HRS updates.
- VIII. Announcements/Correspondence
  - a. President’s Report – Holly Nicholson
    - i. N/A

- b. Council Spotlight – Nominations from past recipients
    - i. Cannot reach Katie Stoddard.
    - ii. Opening nominations from the floor from anyone who has received it in the past.
      - 1. Kozumplik: I will do it for May.
  - c. Human Resource Services Update
    - i. Still trying to hire people and fill vacancies
    - ii. Lacey’s response to Pietrowski:
      - 1. Completing an audit. Working with each individual that has an issue. Lacey is the name to reach out to. Several people were affected. If they are a current employee, they can do a payment plan.
        - a. Johnson: There were letters sent out to people who no longer work for the university?
          - i. Yes, because it affects their social security and Medicare
      - 2. Advisor salaries are being discussed
- IX. Shared Governance Reports
- a. [Board of Trustees](#)
    - i. [Several expenditures have been approved](#)
    - ii. [Searching for VP for Administration and Finance](#)
    - iii. [Strategic Enrollment Management plan was presented](#)
  - b. [Faculty Senate](#)
    - i. [One nomination for Faculty Senate president.](#)
    - ii. [ADEI presented the anti-racist statement](#)
    - iii. [Strategic Enrollment Management Plan was discussed](#)
    - iv. [Awards were given to long serving Vice President and Parliamentarian](#)
  - c. [Supportive Professional Staff Council \(SPSC\)](#)
    - i. SPS personnel advisor was announced—Joe Lovelace
    - ii. Accepted nominations for SPS Council for 2022-2023.
      - 1. Elections will occur at the end of April
    - iii. SPS survey data analysis. Hoping to get it out by end of academic year
  - d. [Student Government Association \(SGA\)](#)
    - i. Devlin is leaving and a new president was elected
  - e. [University Council](#)
    - i. [Vote for updates to the student grievance panel](#)
    - ii. [Strategic Enrollment Management Plan was presented by Provost Ingram](#)
    - iii. [HB1172 \(affect Civil Service\) will be postponed until the next legislative session](#)
- X. Operating Staff Council Committee Reports
- a. Elections and Appointments Committee
    - i. Student Grievance Panel
      - 1. Need to choose three of the current eleven
        - a. The eleven need to tell Rave if they want to continue for the 2021-2022 year
        - b. If we have more than three interested, Rave will conduct an email vote.

- c. Johnson: It is a significant amount of time and work. If you are already overloaded, think about stepping down
          - i. Nicholson: We are talking about the student grievance panel, not the staff
          - ii. Johnson: I don't know anything about that
        - ii. Student Conduct Board & Campus Security and Environmental Quality
          - 1. Jakubiak left an opening on both
            - a. Birch volunteered for Student Conduct
            - b. Meyer will be conducting electronic votes
  - b. Legislative Committee
    - i. Constitution updates – second reading (vote)
      - 1. Moved by Rapp. Seconded by Yates. Motion passes.
    - ii. OSC Ethics Statement updates – second reading (vote)
      - 1. Moved by Ward. Seconded by Kozumplik. Motion passes.
  - c. Public Relations/Activities Committee
    - i. Dependent Scholarship discussion
      - 1. Looking into adding procedures to the policies for students that receive the scholarship and their parent leaves NIU while the student is using the money
    - ii. Discussed new ideas for newsletter
  - d. Workplace Guidance Committee
    - i. Seen lessening in administrative professionals (32% down)
    - ii. With APAC, submitted a proposal to HRS on March 18 concerning the administrative professionals lessening on campus.
      - 1. Have had initial meetings and will continue to meet
    - iii. Remote work guidance will be coming soon
  - e. [Administrative Professionals Advisory Council](#) (APAC)
    - i. Working on proposal with OSC (See above)
    - ii. Working on lunch for AP staff
    - iii. Soliciting nominations for awards
  - f. [Employee Advisory Committee](#) (EAC)
    - i. HB 1172 will be discussed at length
    - ii. Ombudsperson search is ongoing
  - g. [Civil Service Emergency Fund](#)
    - i. April 29 3-5PM event
    - ii. Make sure people are aware of the fund
    - iii. Dr. Freeman will speak at the event
  - h. Council of Councils Ad Hoc Committee
    - i. Finalizing a few things; have President Freeman for Council of Councils Day
    - ii. Trying to finalize the venue
- XI. Prior Business
  - a. N/A
- XII. New Business
  - a. Rapp: Nicolson and I have had some discussions about awards.
    - i. Nicholson: Brought concerns about awards. Working with Liz Wright and Felicia Bohanon to address concerns with computer access equity.

- ii. Nicholson: Working to create a combination where employment class is not a major part of it.
- iii. Nicholson: Want to create a more equitable awards system
- iv. Rapp: I have gone over the last several years of Outstanding Service Award recipients and the concern is that most of the winners have been office employees. While the winners have been qualified for awards, employees in building services, food service, and the trades have not been represented
- v. Slagstad: Most of these awards are presented when some staff (dining staff) cannot go. Maybe we need to have a summer ceremony to allow for more staff to attend
- vi. Rapp: We also need to think about “going above and beyond” is because some people may see this as working out of class or taking someone else’s job
- vii. Nicholson: I want to create an advisory committee on awards
  - 1. Kozumplik, Rapp, Slagstad, and Ward have all volunteered
- viii. Nicholson: Should we think about printing and sending the Applaud a Colleague via campus mail?
  - 1. Support was given to this
  - 2. Maybe look at a way for tickers/electronic displays

XIII. Adjournment

- a. Moved by Rapp. Seconded by Ward. Meeting concluded at 10:17AM.