

**Operating Staff Council**  
**Minutes of the Regular January Meeting**  
Hybrid Meeting: virtual on Teams and in-person in Altgeld 125  
Jan 6, 2022, 9 a.m.  
**Approved February 3, 2022**

- I. Call to Order – Holly Nicholson
  - A. Meeting called to order at 9:01AM
  
- II. Roll Call – Frances Mitchell/Zac Birch
  - A. Present: Gutierrez-Vargas, Kozumplik, Richter, Ward, Nicholson, Mosher, Yates, Teso-Warner, Johnson, Jakubiak, Rapp, Monteiro, Birch, Schlagel, Hoffmann, Shirley
  - B. Not Present: Slagstad, Gingrich, Meyer, O’Brien
  - C. Guests: Caroline Kosmel, John Hulseberg, Karen Smith, Lauren Kurpis, Liz Guess, Mark Pietrowski, Patricia Erickson, Peter Chomentowski, Pulcratia Lacey, Tom O’Grady, Bill Hodson (came at 10AM)
  
- III. Approval of Agenda
  - A. Kozumplik motions to approve. Mosher seconds. Motion passes. Agenda is approved.
  
- IV. Approval of Minutes of December 2, 2021 OSC Meeting
  - A. Kozumplik motions to approve. Schlagel seconds. Motion passes. Minutes are approved.
  - B. Hulseberg: Adding who is present and who is not to the minutes.
    - i. Birch: Yes, I can add that.
  
- V. Treasurer’s Report
  - A. Holiday social allocated \$302. Should be less.
  - B. CSEM has grown. \$1,079.53. Goal to \$2,500.
  - C. Kozumplik motions to approve. Gutierrez-Vargas seconds. Motion passes. Treasurer’s Report is approved.
  
- VI. Visiting Committees/Guests
  - A. Bill Hodson (10 AM)
    - i. Concerns that he has seen:
      1. Culture of entitlement—wishes that we could focus on others first
      2. HR as the mediator/police officer—rapport between employees and supervisors is not great
        - a. Bring back supervisor meetings to empower them in roles
        - b. Employees will go to their council or HR instead of being empowered within their roles
      3. Not a lot of empathy on campus—take the time to listen; we don’t do a good job listening
    - ii. Questions:
      1. What is Bill’s plan to restore trust in HR?
        - a. Decisions that are made are made quickly and not with all the facts
        - b. HR needs to do a better job about educating staff about HR rules and statutes
        - c. Working on procedures on how to file a grievance
        - d. HR is looking at a shared service model—need to be able to better partner with individuals in divisions and departments
      2. What is a SMART plan for HR?
        - a. Does not have a SMART plan yet

3. Is there an intention about having unconscious bias for management level employments?
  - a. For everyone on a search committee, there is training
  - b. Could use the Harvard Implicit Bias Test
  - c. HR will continue to focus on this
4. Is there an official university policy for working remotely?
  - a. Drafted a policy and guidelines which will be rolled out in the next several weeks
  - b. Supervisor training will be occurring.
  - c. Will be presented for public comment.
  - d. Supervisor is the ultimate authority, but there will be appeal processes. It should be based on the job, not the individual.
  - e. There are different interpretations of what availability to students means; how do we maximize the ability to reach students?
5. Has there been any discussion about where funds would come from to get NIU to the place where we should be?
  - a. Doing a salary survey for CS from across the state
  - b. Developing a compensation policy
    - i. NIU expects to take resources as needed to pay people at a certain percentile and work to raise it up over time.
  - c. Strategic approach to compensation—won't just pay at the minimum.
  - d. Must be negotiated with the councils and unions
  - e. Looking at places that NIU can target classifications which are underpaid
6. How can OSC partner with HR and you?
  - a. Bill wants to use fact-based and truthful data to make decisions; less feelings/emotions
  - b. Share data about turn over and talk through exit interview data
  - c. Wants to be transparent

## VII. Public Comments

- A. No public comments

## VIII. Announcements/Correspondence

- A. President's Report – Holly Nicholson
  - i. Happy New Year! Hope break was restful
  - ii. Surveillance testing for vaccinated employees—20% per week, will rotate every five weeks
  - iii. Classes will still happen in person and offices will be open
- B. Council Spotlight – Katie Stoddard
  - i. Pushed to February
- C. Human Resource Services Update
  - i. Lacey: HR is short staffed. Doing the best to plow through the work. Bill has met with some members of the Exec committee about concerns about timing and compensation.

## IX. Shared Governance Reports

- A. [Board of Trustees](#)
  - i. Approved a new major combining Geology and Geography
  - ii. Approved extra pay for President Freeman on University goals; donated to scholarships
- B. [Faculty Senate](#)
  - i. Did not meet
- C. [Supportive Professional Staff Council \(SPSC\)](#)
  - i. O'Grady: Climate survey was administered. Data was collected but has not been reviewed yet.

- ii. Hulseberg: Has the SPS Advisor been filled?
  1. Chomentowski: It was approved by UC in October/November. It has not been filled yet.
  2. Nicholson: What is SPS doing in the meantime without a Personnel Advisor?
    - a. O'Grady: Getting through. No appointment of anyone taking it on an interim basis.
    - b. Chomentowski: Go-to liaison. Ombudsperson is the point person. All work together.
    - c. Nicholson: Technically, it is Faculty/SPS, correct?
    - d. Chomentowski: Yes, he is contactable. Will connect with Ombudsperson.
    - e. Hulseberg: Ombudsperson is great but cannot advocate for SPS in the same way as a personnel advisor.

D. [Student Government Association \(SGA\)](#)

- i. Did not meet

E. [University Council](#)

- i. Did not meet

X. Operating Staff Council Committee Reports

A. Elections and Appointments Committee

i. Parking Appeals Committee

1. Monteiro: Did not meet but looking for someone to volunteer to be on the Parking Appeals Committee.
2. Birch volunteers. Kozumplik motions to approve. Hoffmann seconds.
3. Rapp also volunteers.
4. Nicholson: I will reach out to other members and have an election in the coming weeks. Motion Tabled.

B. Legislative Committee

- i. Nicholson: Did not meet but will be starting the Ethics statement at Monday's meeting.

C. Public Relations/Activities Committee

- i. Did not meet.

D. Workplace Guidance Committee

- i. Did not meet.

E. [Administrative Professionals Advisory Council \(APAC\)](#)

- i. Did not meet.

F. [Employee Advisory Committee \(EAC\)](#)

- i. Hulseberg: Meeting in two weeks.
- ii. Talking about other institutions not embracing the migration to CS from SPS
- iii. Hoffmann: As someone who has been recently transitioned from SPS to CS, no one has given me a rationale why.
  1. Hulseberg: Complaint was filed with OEIG about classifications. Illinois GA reviewed the case. Told the system office to centralize the process for exemption
  2. Lacey: CSSO revised the exemption definitions. New guidelines came out October 2018. Reviewed SPS positions under the new guidelines. CS has revised classifications has been made broader. Additionally, there was a claim of seniority rights that also has played into this.
  3. Hoffmann explained his experience of being transitioned without having a voice or knowing what was going on.
  4. Nicholson: We need to have supervisor training about how to handle these conversations. It is also complicated when seniority is brought in or not carried over from SPS to CS.
  5. Monteiro: Are people still transitioning?

- a. Lacey: Yes, it is an on-going process.
- 6. Hoffmann: The way my department charter is written gives faculty the vote on how the department is run. Now that I'm CS, I don't have a vote on how the department is run. How do I make this change?
  - a. Monteiro: Go to college's council
  - b. Chomentowski: Talk to department chair and dean.
  - c. Lacey: SPS were considered faculty?
    - i. Hoffmann: Yes, faculty rank zero.

G. [Civil Service Emergency Fund](#)

- i. Did not meet
- ii. Nicholson: Getting close to halfway point of fundraising. Looking for ideas to continue to fundraise. Print off the flyer and hang it where you can in your area.

H. Council of Councils Ad Hoc Committee

- i. Did not meet. Scheduled for January 26.
- ii. Hulseberg: Happy to serve on the committee.
  - 1. Mosher: Yes, looking for more people to join. Please message me.
  - 2. Nicholson: Add me to this.

XI. Prior Business

A. Next Meeting

- i. Hybrid for rest of the semester. Matching the University's administration.

XII. New Business

A. N/A

XIII. Adjournment

- A. Mosher moves to adjourn. Johnson seconds. Motion passed. Adjourned at 10:38 AM