

**Operating Staff Council
Regular March Meeting**

Hybrid Meeting: virtual on Teams and in-person at Altgeld 125
March 3, 2022, 9 a.m.

Approved April 7, 2022

- I. Call to Order – Holly Nicholson
- II. Roll Call: Holly Nicholson
 - Present: Gutierrez-Vargas, Hoffman, Jakubiak, Johnson, Kozumplik, Meyer, Monteiro, Mosher, Nicholson, Rapp, Richter, Schlagel, Slagstad, Ward, Yates
 - Not Present: Birch, Gingrich, Teso-Warner
 - Guests: John Barnett, Tamara Boston, Renata Catlett, Patricia Erickson, Christopher Gilbert, Merlynette Griffin, Liz Guess, John Hulseberg, Beatrice Kooken, Caroline Kosmel, Lauren Kurpius, Pulchratia Lacey, Rolf Oxnevad, Matthew Parks, Mark Pietrowski, Miriah Ranken, Kevin Shirley, Karen Smith, Alan Smith
- III. Approval of Agenda (Kozumplik/Meyer)
- IV. Approval of Minutes of February 3, 2022, (Meyer/Gutierrez-Vargas)
- V. Visiting Committees/Guests
 - A. Matt Parks, Division of Information Technology, talked about the decision to use Teams Voice application to replace the 1980's telephone system at NIU. All 753 numbers will be moved to the Teams Voice application within Microsoft which can also be used on mobile devices. Some areas and services still require traditional telephone service, i.e. elevators, emergency call boxes, etc. Please peruse the website for more information. Park's presentation was followed by a few questions and some questions he will be getting back to us about. Parks shared the project website you can access anytime and get the latest updates. <https://www.niu.edu/doit/services/collaboration/microsoft-teams/teams-voice.shtml> Parks opened the floor for questions.
 - B. Academic Diversity, Equity, and Inclusion
 - Tamara Boston made a short presentation about the work of the Committee for Academic Equity and Inclusive Excellence which has created an anti-racist statement borne out of the events of 2020 to address some of the issues happening in the world, not necessarily on campus. This statement is like the equity statement we have from 2019. We use this statement to guide the work we do. We are seeking feedback and expect to present the statement to the Board of Trustees in May.

The statement: Anti racism recognizes the experiences and the impact of racial oppression. anti-racism is defined as values and actions that promote practices, policies and environments that actively work against all forms of racism. The goal of anti-racism is to create a united active community, recognizing all humanity, especially marginalized groups, historically marginalized groups. And is committed to eliminating racial inequities and marginalizing practices due to assumptions and stereotypes based on an individual's racial identification.

The committee will be taking feedback through March.

VI. Public Comment: None.

VII. Treasurer's Report: Yates reported on the OSC budget, the OS Dependent Endowed Scholarship Fund (three awarded) and the Civil Service Emergency Fund (two grants have been given; balance allows two more grants.) A motion to approve was made and seconded (Rapp/Kozumplik). All in favor, none opposed, motion passed.

VIII. Announcements/Correspondence

A. President's Report: Vice President Meyer read the President's report covering Higher Learning Commission's (HLC) ten-year cycle. Their narrative will be completed this year. Feedback will be gathered 2023 and a site visit (to NIU) will be March 25 and 26 of 2024.

The President's budget planning committee met Monday to talk about the budget process being put together by Jerry Blazey. There will be a clear, timely schedule for the budget process. It will align with the Mission, Vision, and Values of NIU. There will be clear priorities. There will be goals and strategies for reducing the deficit. There will be an investment mechanism to support and incentivize innovation. There will be an education program for all stakeholders. Holly suggested that the staff salaries and positions be reviewed to create a plan for addressing low pay and vacated positions.

B. Council Spotlight – Katie Stoddard - Katie Stoddard was not present.

C. Human Resource Services Update: Pulchratia Lacy reported. The HR employee contact page directs users to our shared inboxes rather than contacting individual employees. We are still very short staffed and are making some hires. With the shared resources there is more than one person manning those boxes. The Website usage survey that we invite all of you to use to share with your colleagues for website feedback. Another survey coming out soon, "Great Colleges to Work For", from Bill Hodson. We want everyone to participate and provide feedback in both of those surveys.

Pulchratia reported a couple of new hires, in processing SPS and Faculty positions. And someone to help us with internal/external auditors. We are building up our talent acquisition area and the testing offices. Hopefully we can be fully staffed in the not-too-distant future. The employment coordinator position was split into "Compensation" and "Talent Acquisition." Compensation makes sure positions are classified and does salary analysis for refills etc., those types of things. Talent acquisition will be handling the position requests and recruitment. HRS has a website user survey--looking for perspectives from all university employees. Please take a few minutes to [complete the survey](#) before April 1.

IX. Shared Governance Reports

A. Board of Trustees: No report.

B. Faculty Senate: Peter Chomentowski: No report.

C. Supportive Professional Staff Council (SPSC) President Bohanon submitted a written report. Vice President Meyer relayed some highlights regarding SPSC awards; modest tuition increases; SPS Personnel Advisor selection; relocation of HRS to first floor of Neptune North. The complete report was posted in Chat.

D. Student Government Association (SGA): No report.

E. University Council: Peter Chomentowski: No report.

X. Operating Staff Council Committee Reports

- A. Elections and Appointments Committee: Meyer reported. The committee is scheduled for March 22 to begin working on May elections.
- B. Legislative Committee: Please review the first reading of the ethics statement. It will be voted on at our April meeting. The Committee also reviewed and updated the Bylaws and is now updating the Constitution to be congruent with the Bylaws. (These documents were sent with the agenda.) Please review this material and give Holly your feedback.
- C. Public Relations/Activities Committee: Dependent scholarship recipients were selected and the newsletter is on target.
- D. Workplace Guidance Committee: Linda Yates reported they did not meet. The committee is finalizing their proposal for a process to fill vacancies.
- E. Administrative Professionals Advisory Council (APAC) Miriah Ranken reported the Administrative Professionals annual breakfast is scheduled for **April 27**. Watch for announcements and a Call for Nominations for the Patricia S. Siebrasse Award given to an outstanding administrative professional. Also, on **April 28** Rave Meyer and Shay Hanlon will be co-chairing the Awards Ceremony for SPS Presidential and Staff Awards and the OSC Outstanding Service Award from 3-5 p.m., Altgeld Auditorium.
- F. Employee Advisory Committee (EAC): No report.
- G. Civil Service Emergency Fund Committee: Plans are being made for an event to showcase the success of the Fund and increase awareness. Scheduled for **April 29** in the Sky Room with Mission in attendance. The committee plans to invite department heads, deans, administrators and grant recipients.
- H. Council of Councils Ad Hoc Committee: Kathy Mosher reporting. The committee will be meeting next month; anyone who would like to join us is welcome.

XI. Prior Business: None.

XII. New Business: None.

XIII. Adjournment: Meyer called for a motion to adjourn. (Kozumplik/Johnson). Meeting adjourned at 10:37 a.m.