

Operating Staff Council
Regular May Meeting
Teams and Altgeld 125 9:00 a.m.
Minutes
May 5, 2022
Approved June 2, 2022

- I. Call to Order – Holly Nicholson
 - a. 9:03AM
- II. Roll Call – Frances Mitchell/Zac Birch
 - a. Present: Gutierrez-Vargas, Kozumplik, Slagstad (not voting), Richter, , Ward, Nicholson, Yates, Johnson, Rapp, Monteiro, Meyer, Birch, Schlagel, Hoffmann
 - b. Not Present: Gingrich, Mosher, Teso-Warner, O'Brien, Shirley
 - c. Guests: Caroline Kosmel, Chris Gilbert, Felicia Bohanon, Krystyna Kamka, Lauren Kurpius, Liz Guess, Mark Pietrowski, Miriah Ranken, Patricia Erickson, Peter Chomentowski, Pulchratia Lacey
- III. Approval of Agenda
 - a. Kozumplik moves to approve the agenda. Schlagel seconds.
 - b. Need to add Michaela Holtz to present on the Staff professional academy under VI.
 - c. Motion passed and agenda approved.
- IV. Approval of Minutes of April 7, 2022 OSC Meeting
 - a. Schlagel moves to approve the minutes. Meyer seconds.
 - b. Motion passes and minutes approved.
- V. Treasurer's Report
 - a. OSC budget was \$8,806.04.
 - i. Recent spending was \$50 for Mission and \$179.50 for HSC catering for Civil Service Emergency Fund event on 4/29.
 - ii. Operating Staff Dependent endowed scholarship balance is \$64.87.
 - iii. Civil Service Emergency Fund balance is \$1457.70 which did not include the cash donation made at the event.
 - b. Rapp moves to approve the report. Richter seconds.
 - c. Motion passes and Treasurer's report approved.
- VI. Visiting Committees/Guests
 - a. Michaela Holtz—Staff Professional Academy
 - i. Opportunity to develop as staff members to develop.
 - ii. 15 fellows in cohort model—meet monthly for a year.
 - iii. Will touch on all aspects of the university
 - iv. Topics may include advocacy for NIU on state and federal levels, creating partnership with the community
 - v. Focus on professional development to chat with experts to develop career plan and skill development
 - vi. Mentor portion of the program.
 - vii. Online application—due June 1.
 - viii. Kozumplik: Why only 15? How can a group get involved with the training?

1. Wanted to create an intimate cohort. Wanted to create this as an opportunity. If any bigger, it would not be as impactful. This is a pilot year, so the number was picked by feeling what was right.
 2. If anyone wants to get involved, reach out to Michaela.
- ix. Rapp: What kind of people are you looking for in this program?
1. Non-academic staff of all levels. Desire to learn more about how the university functions. Develop plan for growth within role and get involved with the larger university. No specific model for who they are looking for.
 2. Have a promotion plan for all staff, especially those who do not see the NIU Today announcements. Flyers are going into the break rooms. Supervisors need to support.
 3. Want to have a diverse cohort from various area on campus.
 4. Virtual info session on Monday 5/9 and Tuesday 5/10; on the website

VII. Public Comments

- a. N/A

VIII. Announcements/Correspondence

- a. President's Report – Holly Nicholson
 - i. New CFO—Dr. Jim Cofer; will be with us until the end of the calendar year
 - ii. Check the event calendar because there are lots of events this time of year
 - iii. Ombudsperson interviews are ongoing
 - iv. Benefits Choice period is open
 1. Can join sick bank during this time
 2. COVID absence policy is in the email
 - v. Co-chairing a committee for promoting shared leadership and professional development; will want to have advisory groups to help with this
- b. Council Spotlight – Cindy Kozumplik
 - i. Angie Gutierrez-Vargas
- c. Human Resource Services Update
 - i. Hoping to have more staff in HR soon
 - ii. Benefits Choice is open
 - iii. Staff Professional Academy—apply and nominate
 - iv. Bill Hodson is leading the charge on the salary review
 - v. Employee Experience person—applicants are being reviewed and bringing candidates in for interviews, want to have an open forum. No timeline in terms of when this position will be hired.

IX. Shared Governance Reports

- a. [Board of Trustees](#)
 - i. Informal talk about hiring an executive firm to hire a dean of CHHS
 - ii. President Freeman wants to contract with a company to help with career readiness; develop skills to aid in the job search. May be able to use to get credit toward graduation.
 - iii. Next meeting is next week.
- b. [Faculty Senate](#)
 - i. Ishmael Montana was elected as Faculty Senate President

- ii. First reading on student evaluation review; second reading will be in the fall.
 - iii. Dr. Edgehill-Walden reported on ADEI
 - iv. Met new SGA president
 - c. Supportive Professional Staff Council (SPSC)
 - i. Preparations for elections over the next two weeks.
 - ii. Committee to revise the presidential awards. Looking to increase the number of awards and that they consider the various positions on campus.
 - d. Student Government Association (SGA)
 - i. N/A
 - e. University Council
 - i. Passed change voting bylaws to match the Faculty Senate. First reading and waived second reading.
 - ii. Introduced new CFO. Appointed Bart Sharp to be the Shared Governance representative on the search
 - 1. Who is the interim CFO? Dr. Jim Cofer.
- X. Operating Staff Council Committee Reports
 - a. Elections and Appointments Committee
 - i. Elections are going on—200+ votes; need to cast ballot by 5/20
 - ii. Open positions in OSC starting July 1:
 1. Campus Security & Environmental Quality Committee- 2 positions, 2-yr term (one is a replacement & 1 yr term).
 2. Computing Facilities Advisory Committee – 1 position, 3-yr term
 3. Faculty Senate- 2 positions, 1-yr term
 4. Faculty Senate Social Justice Committee- 1 position, 1-yr term. Must also be a member of Faculty Senate.
 5. Faculty Senate Steering Committee- 2 positions, 1-yr term. Must also be a member of faculty senate.
 6. FS-UC Rules, Governance & Elections Committee- 1 position, 1-yr term, must also be a member of UC or FS.
 7. Libraries Advisory Committee- 1 position, 3-yr term, OSC nominated, but selected by EVPP
 8. Non-Union Faculty and Staff Grievance Procedures- 3 positions
 9. Parking Appeals Committee- 1 position, 3-yr term
 10. Student Conduct Board- 1 position, 3-yr term
 11. University Council – 5 positions open, 1-yr term
 12. University Council Personnel Committee- 2 positions open, 1-yr term
 - iii. Issues with elections. There is a work around—need to email Meyer to get the fix. Meyer will make an announcement of what to do if there are issues.
 - 1. Need to provide a way if there are issues with A-ID
 - a. Need to provide feedback to DoIT
 - b. Legislative Committee
 - i. N/A
 - c. Public Relations/Activities Committee
 - i. New guidelines for Dependent Scholarships
 - d. Workplace Guidance Committee

- i. Meaningful conversations with Bill Hodson. Provided ideas for vacancy.
 - ii. Remote taskforce report should be coming soon.
 - iii. Work toward a sliding scale for child care on campus. Don't have ideas for subsidies
 - iv. Working on campus wide minimum wage.
 - e. [Administrative Professionals Advisory Council](#) (APAC)
 - i. Administrative Professional breakfast.
 - 1. Two Patricia S. Siebrasse award winners: Louise Calderon & Renee Page
 - ii. APAC is dissolving as a group effective May 1
 - 1. Advocacy has changed. Union and OSC have changed the culture and take up APAC's advocacy work.
 - f. [Employee Advisory Committee](#) (EAC)
 - i. Met at Illinois State University on April 7 & 8.
 - ii. House Bill 1172—have not moved on this legislation; committed to meet about it over the summer and fall.
 - iii. Bylaw changes to improve elections of officers and update to include virtual meetings
 - iv. Council of Councils being held on October 14, 2022 at NEIU
 - g. [Civil Service Emergency Fund](#)
 - i. Committee Vacancy—need a seventh member
 - ii. Finalized event for April 29
 - iii. Flyer tells about how to apply and how to donate to the Civil Service Emergency Fund
 - h. Council of Councils Ad Hoc Committee
 - i. Working on dates, waiting for Homecoming 2023 dates to be determined
- XI. Prior Business
 - a. Ombudsperson search—open forum will be occurring later today
- XII. New Business
 - a. OSPA Annual Report will be sent to Nicholson for review. Will be talking about it in June.
- XIII. Adjournment
 - a. Birch moves to adjourn. Kozumplik seconds. Meeting adjourned 10:10am.