

**Minutes**  
**Operating Staff Council**

March 2, 2023

Hybrid Format (Altgeld Hall 225/Teams) – 9:00 A.M.

**Present:** Zac Birch, Angelica Gutierrez-Vargas, Natasha Johnson, Cindy Kozumplik, Rob Kerschke, Mandy Kreitzer, Rave Meier, Frances Mitchell (Administrative Aide), Jay Monteiro, Kathy Mosher, Holly Nicholson, David Rapp, Sara Richter, Mary Schlagel, Jim Slagstad, Linda Srygler, Tracy Ward

**Guests:** Nicole Adams, Amanda Ascencio, Felicia Bohanon, Renata Catlett, Sandra Cox, Chris Doe, Cathy Doederlein, Lesslie Erickson, Patricia Erickson, Patrick Gerhardt, John Heckman, John Hulseberg, Wes Jones, Beatrice Kookan, Caroline Kosmel, Lauren Kurpius, Pulchratia Lacey, David Mannia, Andrew Mazur, Catina Mead, Ismael Montana, Tiffany Morris, Miriah Ranken, Jessica Van Etten

**Absent:** Mark Pietrowski, Kevin Shirley

**I. Call to Order**

President Nicholson called the regular meeting of the OSC to order at 9:00 AM

**II. Roll Call**

Attendance was recorded by Monteiro online and in person.

**III. Approval of Agenda**

Kozumplik made a motion to accept the agenda as amended. The motion was seconded by Kreitzer and passed by vote.

**IV. Approval of Minutes**

Meyer made a motion to accept the February 2, 2023, minutes. The motion was seconded by Slagstad and passed by vote.

**V. Treasurer's Report**

Yates reported.

- a. OSC Beginning balance – \$9,462.54
- b. Endowed Scholarship balance – \$2,352.00 available for FY2023
- c. Civil Service Emergency Fund ending balance – \$477.92. Two \$250.00 grants were dispersed in February.

Kozumplik moved to accept the Treasurer's Report. The motion was seconded by Meyer and passed by vote.

**VI. Visiting Committees/Guests** – John Heckmann, Associate Vice President Facilities Management and Campus Services presented on the FY22 Capital Investment Review and Forecast.

- A. Sustainment/Capital Renewal Investments

- a. 2% Plant Repair Value (PRV) for each building based on value of each building.
  - b. We need state funding to do repairs rather than raising tuition.
  - c. A list of current renewal projects was given with costs and completion dates.
- B. Capital/Modernization Investments
- a. Active projects: Health Informatics Technology Center, Northern Illinois Center for Community Sustainability.
  - b. \$29M of state repair investment in pipeline and \$34M of authorization remaining.
- C. Strategy Review
- a. Commitment to use less space and share more.
  - b. Flexible spaces used by a number of entities.
  - c. Reevaluating file storage needs.
  - d. Disposing of property.
  - e. Master planning framework: west campus, space utilization, sustainability.
- D. Srygler asked if there is a plan of sharing of costs when there is multi-departmental building use. Heckmann said that perhaps a system of assigning costs based on percent of building usage could be developed. Heckmann suggested running this idea through Academic Affairs.
- E. Rapp asked if projects in the presentation were already funded. Heckmann said that NIU received a \$52M lump sum from the state and NIU prioritizes how it is spent. Discussion of Major roof repairs vs. “band-aid” repairs followed. Heckmann explained that this is sometimes done to get us by until full funding is achieved to repair entire roofs.

## **VII. Public Comment – None**

## **VIII. Announcements/Correspondence**

- A. President’s Report – None
- B. Council Spotlight – Will be given by Kathy Mosher in April
- C. Human Resource Services Update – Lacey reported
  - a. Staffing Changes
    - i. Liz Guess has been named Interim Chief Human Resource Officer.
    - ii. The posting for the permanent CHRO will be posted in the next day or so.
  - b. The civil service system is working with the state universities to make updates to IT related classifications. Leadership from DoIT participated. The primary change is to online credential assessment.
  - c. HR directors are planning to meet with EAC.
  - d. Monteiro asked on behalf of a constituent why employees are required to work a small amount of time on their last day of work. Lacey said it is because of the Illinois Finance Act. Employees are not allowed to use benefit time to extend their insurance.
  - e. Outboarding and Orientations are being looked at for revamping. Meetings are scheduled to discuss. Nicholson reminded that new employees check the email address they used for their application.

## **IX. Shared Governance Reports**

### **A. Board of Trustees – Nicholson reported on committees**

- a. Academic Affairs, Student Affairs and Personnel Committee  
Professor Holly Jones presented on restoration and conservation during the biodiversity crisis – the subject of her sabbatical.
- b. Research and Innovation, Legal and Legislative Affairs Committee
  - i. Anna Quider, Director of Federal Relations left NIU to start her own consulting company. There are three finalists to replace Quider.
  - ii. NICCS had a project manager transition, so the build had been delayed. It is now back on track.
  - iii. There is going to be a new office for Interdisciplinary Research Development and Artistry.
  - iv. Presentation about project FLEX in the College of Education. It is a program that works on leadership building for incarcerated youths.
- c. Finance, Audit, Compliance, Facilities and Operations Committee – Montana reported
  - i. Quarterly financial summaries for the first two quarters of FY2023.
  - ii. There were 16 university recommendation requests discussed for FY2024. Some of those were:
    1. Room and board pricing recommendations.
    2. Zero percent raise in base and differential undergraduate and graduate tuition.
    3. Increase in graduation fee to \$40 to \$55 for undergraduate and graduate students respectively. This fee had not changed since 1999.
    4. The university is negotiating student health insurance which will be decreasing in FY2024 if approved.
    5. Heckmann presented on the FY22 Capital Investment Review and Forecast.
    6. Bohanon added that concern was raised about printers being reduced across campus by 100.

### **B. Supportive Professional Staff Council (SPSC) – Bohanon reported**

- a. They are looking for additional opportunities for professional development and where additional funding may be needed.
- b. SPSC awards deadline is March 17<sup>th</sup>.
- c. They are looking at revising their bylaws.
- d. SPSC Dependent Scholarship was February 28<sup>th</sup> and they had three times the number of applicants this year.

### **C. Faculty Senate – Montana reported**

- a. Carrie Kortegast introduced herself as the new Faculty Personnel Advisor. Kortegast outlined duties and responsibilities of the position and invited faculty to be in contact.
- b. Generative Pre-trained Transformer (GPT) and Artificial Intelligence (AI) technology in teaching was presented by presented by Jason Rhode outlining NIU to support faculty to understand this.

- D. University Council – Montana reported
  - a. Clint-Michael Reneau, Vice President Student Affairs, and Andrea Drott, Associate Director of Student Wellness and two students presented on mental health issues, trends, resources and what faculty and staff can do to help. It will take us all to recognize mental health issues. They explained that mental health is the foundation to student success.
- E. Student Government Association (SGA) – Nicholson reported
  - Elections are coming up. They want students to get involved. If you have any students in your area, urge them to vote.

## **X. Operating Staff Council Committee Reports**

- A. Elections and Appointments – Slagstad reported
  - a. Communication will be coming out about open positions on university committees for operating staff.
  - b. The committee discussed moving the OSC officer election timeline to a month earlier to give the current board time to work with new members. The committee decided to make the changes next year.
- B. Legislative Committee –
  - First reading of the change to Bylaw Article 7: Nominations and Elections to move elections of OSC officers from July to June. This would allow transition time for new officers. Hulseberg asked if this would exclude new OSC members from being officers. Slagstad responded that this idea was brought to the Elections Committee too late to move general elections this year, but they would be moved next year.
- C. Public Relations/Activities – Johnson reported
  - a. Four Operating Staff Dependent Awards were selected. Recipients were notified yesterday. Recipients are Darby McGowan, Jack Mizgalski, Samantha Schumacher, and Alessandro Vargas.
  - b. A special meeting will be held later this month to discuss the new questions for Confessions of a Rookie for the newsletter.
  - c. There was a discussion of ideas for newsletter articles.
- D. Workplace Guidance – Srygler reported.
  - a. APAC and OSC has been working two years with HR because administrative professional employees were down 19%. Former CHRO Bill Hodson had reported a year ago that the number had gone to 32%. They are going to continue this conversation with Interim CHRO Liz Guess. An administrative professional vacancy process has been created.
  - b. Staff Awards has asked for a published list of all nominees for service awards. Asking to encourage letter writers to share letters with their nominees.
  - c. Karen Smith reported that people were being denied for the purchase of off-campus equipment. Please let Workplace Guidance know if this is happening as it might have been an error in OnBase that caused this.
  - d. Slagstad clarified that when hiring, with the use of credential assessments you receive the applicants with top three scores no matter how many people have that score. You may see more than three applicants with banded scores.
- E. Civil Service Emergency Fund – Srygler reported

- a. The maximum amount that can be awarded in one year is \$500. That can be done over several applications.
  - b. There was a first-time application on behalf of another employee. It was decided that the person applying would have to reach out to the recipient to make sure they approved before the committee would agree to dispense the funds.
  - c. There is a link on the OSC website from the Family Service Agency with a comprehensive list of where else to receive help in DeKalb County. Nicholson put a link on the OSC website for denotations to the fund.
- F. Civil Service Celebration Committee – Kozumplik reported
- a. We were asked to consider merging with the Homecoming Committee to do a joint day for all employees. After further discussion after the presentation the committee has decided not to since we have not done a civil service celebration for four years. We will try on for just civil service. If the numbers are down, we may consider merging next year.
  - b. Still working on a date and activities.
- G. Council of Councils Ad Hoc Committee – Kozumplik reported
- a. The date has been set for October 20<sup>th</sup>
  - b. Working on a theme centered around advocacy/advocate.
  - c. A tentative agenda and possible speakers is being developed.
- H. Employee Advisory Committee (EAC) – Hulseberg reported
- a. The Merit Board meeting has been moved to March 16, there are no discharges proceedings for NIU being discussed.
  - b. EAC will meet in April for the second quarterly meeting for the year.
  - c. Lacey asked if NIU was hosting EAC, Hulseberg responded; yes in October associated with Council of Councils.

## **XI. Prior Business**

- A. Open work orders  
More people are being hired and work orders are being done as quickly as possible.

## **XII. New Business – None**

## **XIII. Adjournment**

Kozumplik moved to adjourn the meeting. The motion was seconded by Slagstad and passed by unanimous vote. The meeting adjourned at 10:39 A.M.

Respectfully submitted,  
Jay Monteiro, Secretary  
Operating Staff Council