

# Operating Staff Council Regular Meeting

**Approved October 5, 2023**

Hybrid Meeting: virtual on Teams and in-person in Altgeld 203  
September 7, 2023, 9 a.m.

- I. Call to Order 9:00 AM
- II. Roll Call
  - A. Members present- Adams, Nicole; Birch, Zac; Gutierrez-Vargas, Angie; Johnson, Natasha; Kerschke, Rob (Alt); Kozumplik, Cindy; Kreitzer, Mandy; Meyer, Rave; Monteiro, Jay; Mosher, Kathy; Pietrowski, Mark; Rapp, David; Richter, Sara; Robinson, Cindy; Schlagel, Mary; Slagstad, Jim; Ward, Tracey
  - B. Members Absent- Srygler, Linda
  - C. Others in attendance- Acardo, John; Bohanon, Felicia; Creed, Ben; Doe, Chris; Cox, Sandra; Doederlein, Catherine; Erickson, Leslie; Erikson, Patricia; Gerhardt, Patrick; Gilbert, Christopher; Guo, Jessica; Hawkins, Sam; Jones, Wes; Keller, Jory; Kosmel, Caroline; Lacey, Pulchratia; Andrew Mazur; Mead, Catina; Mitchell, Frances; Morris, Tiffany; Paul, Tawanda; VanEtten, Jessica
- III. Approval of Agenda
  - A. Meyer 1<sup>st</sup>, Schlagel 2<sup>nd</sup>
    1. Due pass
- IV. Approval of Minutes for August 3, 2023, OSC (Operating Staff Council) Meeting
  - A. Motion by Kozumplik, Mosher 2<sup>nd</sup>
    1. Due Pass
- V. [Treasurer's Report](#)
  - A. Beginning balance \$24,258, ending balance \$16,618.67
  - B. We spent approximately \$7600, most of it was spent on the civil celebration.
  - C. Endowed Scholarship Fund still has a \$30 deficit that will be recovered as FY 24 gifts.

- D. Still on hold for civil service emergency fund \$569.17
- E. Motion to approve Treasure's Report Birch-, Meyer 2<sup>nd</sup>
  - 1. Due Pass-11 (approved)

## VI. Visiting Committees/Guests

### A. Sandra Cox (University Ombudsperson)- Office located on 6<sup>th</sup> floor of Holmes Student Center Suite 604 (directly across from the elevators.)

- 1. We are structured to be independent of the University and a neutral party. The ombudsperson tries to speak informally to foster a strong relationship. Confidentiality is always held unless there is a concern with safety to self or others. The ombudsperson is there to help an individual explore all options as well as helping individuals through formal process, as necessary.
- 2. Services are mainly provided to students and employees, but really can be anyone in need of assistance within the NIU community.
- 3. Last year just under 800 individuals came through the office seeking assistance. In addition to conflict resolution the office also taking an active role in preventative measures including reviewing policies and recommending changes
- 4. There is a new Director, Aimee Walker. With the addition of her the hope is more people can be reached.
- 5. Ombudsperson's office goals for the coming year:
  - a) Culture change
  - b) More training
  - c) Supervisory skills challenges- work load, personality differences,
  - d) Morale (catch all for things similar to stress) -collaborative partners to define and see what tangible things can be done.
  - e) Looking at policies- compassionate policies (black and white, but can there be gray to meet individual needs at times?)
  - f) Meeting directly with folks, but also global things.

## VII. Public Comments-None

## VIII. Announcements/Correspondence

### A. President's Report- Priorities Survey

- 1. I want to let everyone know priorities- survey deadline extended to see what matters most to civil service and operating staff. Please pass it to others who have not received it. This will help us gauge the plan this year.

2. If you can attend the Board of Trustees's meetings, in person or virtually, please do. It is important to be involved and understand what happens. There is a lot of transparency happening. If you feel like you do not know what is going on, tune into the different meetings.

B. Human Resource Services Update- Lacey/ Doederlein

a) HR (Human Resources) has hired Class and Comp Officer Noah Doshier to process refills and job description updates. Talent and acquisition to help with postings Isiah Rivera. Another new hire is Amanda who is working with extra help processing. To replace Sharetta. I'm still looking to hire into grad/student hire position. Report that EAC (Employee Advisory Committee) NIU is hosting the joint meeting for HR directors, civil service and EAC coming up October 18th. More details with EAC

b) Have not yet received the final audit in the civil service system for 2021.

c) We are working to bring more energy and excitement to beginning employment. There was a Kick-Off Welcome in August for employees hired after July 1<sup>st</sup>. The focus of the Welcome event is tradition and roots of NIU, sharing information on benefits and rewards of employment and a resource fair. Offices from all over campus participated and we are looking forward to hosting another Welcome event in the future.

(1) Does not include safety training. Currently that is covered in the onboarding/orientation.

(2) If you have new employees who may need to go to a welcome event, please send them to Cathy or Susan Swingle. Previously hired employees can also attend, but please contact Cathy or Susan. Please send any additional questions to Cathy

IX. Shared Governance Reports

A. [Board of Trustees](#)-August 24 they are open meeting so feel free to join virtually or in-person

1. Academic student affairs subcommittee did a presentation.
2. There were some state and federal updates- including banning of race. This should not change anything we do for our students. There are implications for hiring staff and faculty.
3. Presentation by George Middlemist of a financial statement and audit responses to audit items.
4. Board approved Lowden heat exchanger, bowling alley costs.

5. Future health technology center – pricing has gone up over pandemic it is still planning phase this year. Demoing Lincoln and then start tentatively is summer of 2025.

B. Faculty Senate/University Council meeting set for September 6, 2023.

1. Presentations at their last meeting from Provost regarding priorities on campus; Vice President of Academic Affairs, Alice Schatterman shared upcoming curricular updates including new process including and a new program called Curriculog. She also spoke about efforts around student advising and the campus wide moved to Blackboard Ultra.

2. All committees are staffed, and a few other housekeeping items were taken care of.

3. University council will meet next week

C. SPS (Supportive Professional Staff) Council – Felicia Bohanon

1. 1<sup>st</sup> meeting of the year focused on looking at the structure, assigning university committees- particularly in relationship to the council and, making some revision to by laws.

X. Operating Staff Council Committee Reports

A. Elections and Appointments Committee-Jay Monteiro

1. Varsie Geisler submitted a letter of interest for the Faculty Senate. Will need to approve to make her official with a vote.

a) Motion to approve-Birch, Kreitzer 2<sup>nd</sup>.

(1) Due pass-

(a) Varsie is representative on Faculty senate

2. All university committees and sub committees have been filled.

3. Search committee for Executive Vice President and Provost search

a) Zac Birch and Jim Slagstad are interested. Please vote.

(1) Congrats Jim is the representative on the Executive Vice President and Provost Search Committee.

4. Operating Staff Committee

(1) All the people have been assigned to a committee. Please check the link. Please contact Jay if there is any issue.

(2) An email will be sent to each committee to get chair and secretary information

B. Legislative Committee – no report

1. Please schedule a meeting.

2. Johnson- how do we do appointments?

- a) Please look at the bylaws to see if the personnel advisor should be on the personnel committee and on the University Council. We need to update it.
      - b) Formalize how we do the rest of the appointments.
  - C. Public Relations/Activities Committee (Meyer)
    - 1. Has met and only discussed civil service celebration. Everything went well. We should expand the cake walk.
    - 2. Newsletter
      - a) Need a new editor-Rave would like to resign as editor.
      - b) Waiting on HR reports to finals sept/Oct. newsletter.
    - 3. Johnson- Please get the meeting date on the calendar.
  - D. Workplace Guidance Committee-No report
  - E. Civil Service Emergency Fund-no report
    - 1. As of the last update no funds are available.
    - 2. Put call out in the newsletter. Please, if you are able, consider contributing.
    - 3. Getting QR codes back up and running
  - F. Council of Councils Ad Hoc Committee- Kozumplik
    - 1. October 20, 2023, in Barsema Alumni Hall. Registration begins at 830, the event begins with kick off at 9AM. Should be done by 3pm.
      - a) Please Register for the event. This enables us to have an accurate food count and participant list.
  - G. Employee Advisory Committee (EAC) – (Lacey)
    - 1. NIU Hosting quarterly mtg. joint HR meeting with EAC. October 18-19 in Sky room at Holmes Student Center. We will be having EAC elections this fall John Hulseberg sent info to Human Resources this morning with details.
      - a) Hotel Info forthcoming Natasha Johnson will follow up with John Hulseberg for information on room block saved at HSC (Holmes Student Center) hotel for EAC
    - 2. EAC elections will be held this fall. We are working on the election date which will be in October. More information to come.
- XI. Prior Business -None
- XII. New Business – Monteiro
- A. Welcome Event and Resource Fair- Monteiro

1. Operating Staff Council will be participating in the Welcome Event and Resource Fair.

a) Please sign up to be a volunteer for any of the following dates/times: Monday September 9/11 at the College Grind 9:20AM event 9:45-10:20. Wednesday 9/20 at 5:30pm at College Grind event time is 6-645pm. Future events will be Monday

b) The tablecloth, print material, and table. Will be provided. I person is fine to do it.

c) Email Jay or Frances if you can volunteer.

B. The team link for Operating Staff Council meetings was not on the calendar.

1. *Frances Mitchell will be contacting webservices to correct.*

C. Normal Road Closure- Petrowski

1. I would like to add this as a discussion point since this was not well communicated to NIU and community stakeholder groups such as employees, students, delivery drives.

2. Is there anyone at university that can speak to the council regarding this? There have been many complaints about the closure. Employees have expressed frustration and safety concerns.

a) Poor signage

b) Employees do not feel it was transparent.

c) Armored truck now needs additional support

d) Johnson at the very least looking for transparency. Johnson will reach out and see who can come and give information.

3. Involvement fair -food truck Wednesday through the beginning of semester. Stops mid-month.

4. Parking

a) Many blue lots (employee only parking) are now blue/yellow combination parking leaving less parking available for employees.

b) Employee (Blue pass) are more expensive than Yellow.

c) Kozumplik Monsanto lot ½ closed last year for winter. What will happen this year? Is there someone to speak on that? Parking concern when snowbanks

d) Can we bring in John Heckmann to do a Facilities Management and Campus Services update - he could speak about the car parking situation, and it can also be brought to the attention of Laura Lundelius.

e) Johnson will find out where complaints can be directed.

5. Next meeting will have guest Dr. Carol Sumners. If you have anyone you want to speak, send to president and we will try to schedule.

### XIII. Adjournment

- A. Motion by Monteiro, Slagstad-2<sup>nd</sup>
- B. Adjourned 10:25