

Minutes
Operating Staff Council

February 1, 2024

Virtual Meeting Only (Teams) – 9:00 A.M.

Approved March 7, 2024

Present: Nicole Adams, Rob Kerschke, Cindy Kozumplik, Natasha Johnson, Mandy Kreitzer, Rave Meyer, Frances Mitchell/Admin. Aide, Kathy Mosher, Sara Richter, Mary Schlagel, Tracey Ward, Tiffany Morris, Tawanda Paul, Cindy Robinson, Jim Slagstad, Sam Hawkins, Zac Birch, Angie Gutierrez-Vargas, Jay Monteiro, David Rapp, Mark Pietrowski

Guests: Chris Doe, Pulchratia Lacey, Cathy Doederlein

Absent: None

I. Call to Order

President Johnson called the regular meeting of the OSC to order at 9:03 AM

II. Roll Call

Attendance was recorded by Mandy Kreitzer online.

III. Approval of Agenda

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

IV. Approval of Minutes

Birch made a motion to accept the January 4, 2024, minutes. The motion was seconded by Ward and passed by vote.

V. Treasurer's Report

Mosher reported.

- a. OSC Beginning balance – \$10,473.47
- b. Mosher is working on getting the duplicate billing for Council of Councils removed. Mosher is working with Holmes Student Center (HSC) accounting to remove AHEC HR DAC luncheon from the October 18th that we were not paying for will be journaled off in the amount of \$708.80.
- c. Endowed Scholarship balance – \$52.83 available for FY2024
 - a. All scholarships have been dispersed as of 2/18/24.
- d. Civil Service Emergency Fund ending balance – \$958.91.

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

VI. Visiting Committees/Guests – None

VII. Public Comment – None

VIII. Announcements/Correspondence

- A. President's Report – Excel for up coming visitors where each visitor will have their own tab in the order of President Freeman, the CFO, then the Chief of Police. An email has gone out with a link within and abide by the deadlines within so that the visitors can have answers for the questions that we have.
- B. Goodbye to our colleague Zach Birch. We wish you the best in all of your future endeavors. Thank you for your service to NIU and OSC.
- C. Human Resource Services Update – Pulchratia Lacey reported.
 - a. Some hires within HRS have been made and a few vacancies.
 - b. Darias Sias has moved to a new role as Assistant Manager for students and graduate assistant processing with that team under Vicky Guzman.
 - c. Ethan is working under Vicky Guzman and process I-9 paperwork at the front desk of the main HR building.
 - d. Mid February there will be a new SPS/faculty processing person. Still in the hiring process for the HR Associate positions.
 - e. Celebrating Susan Swegle's retirement yesterday. The LETS program will continue and the new hire welcome event will continue with Cathy Doederlein.
 - f. Staff Awards are in the nomination stage through February 12th.

IX. Shared Governance Reports

- A. Board of Trustees – Ben Creed reported.
 - a. University goals were presented and approved.
- B. Supportive Professional Staff Council (SPSC) – Felicia Bohanan report. SPS dependent scholarship is available, and the deadline is the end of the month. The way that scholarship is setup is that it not only goes to a child or a grandchild of an SPS employee, but also someone who has been impacted or mentored by an SPS employee.
- C. Faculty Senate – Ben Creed reported.
 - a. First reading that was had to update the tenure and promotion bylaws with conversation.

- b. Presentation related to a new tool within Blackboard using AI to help design courses. Along with conversations around AI and the use of AI. If anyone is interested in engaging in those conversations, let Ben know.

D. University Council – Ben Creed reported.

- a. Normal road closure was discussed and the effects on Swen Parson and how that closure was decided as well as entertain questions on that decision. There were three points of conversation that came out of it related to safety around the closure, accessibility issues including ADA compliance, clear communication plan. Primarily listening to the issues that were brought up and a commitment to communicate better but no timeline on that. The possibility of moving bus stops is part of a continuing conversation. In the presentation the city of DeKalb initiated the conversation with NIU on the road closure.

E. Student Government Association (SGA) – No report

X. Operating Staff Council Committee Reports

A. Elections and Appointments –Jay reported.

- a. Given Zach Birch’s departure that means we go to our alternates which means that Sam Hawkins will become our new fulltime member and thank you Zach for your service.

B. Legislative Committee – No report.

C. Public Relations/Activities – No report.

D. Workplace Guidance –Jim Slagstad reported.

- a. Working on a “who to call list” and put it through NIU Announcements.
- b. Focus on how to better support new employees and create a buddy system to be able to ask soft questions to better support them.

E. Civil Service Emergency Fund – No report.

F. Council of Councils Ad Hoc Committee – No report

G. Employee Advisory Committee (EAC) – Chris Doe reported.

- a. The upcoming meetings are in April in Springfield, July in Carbondale and the October dates for the Council of Councils has not been set yet. Either Governors State and UIUC but both universities were struggling with the possibility
- b. The rule of three was discussed in terms of number of scores referred from a posting on the possibility of expanding that.

c.

XI. Prior Business

XII. New Business

A. OSC Logo on name tags.

- a. Kozumplik motioned to update the branding for name tags and small tablecloth to the new University branding up to the cost of \$1,000. Only those that need new logo nametags would need to be purchased. Reach out to Francis if you need a new one. Motion Kozumplik, Mosher seconded. Motion passed.
- b. Jay Monteiro asked Cindy Kozumplik to share about the HR fair. Cindy shared that it's small tables in the college grind. Mark Petrowski motioned for the vertical stand as well that Francis work on ordering new banners. Gutierrez-Vargas seconded. Motion passed.

XIII. Adjournment

Meyer moved to adjourn the meeting. The motion was seconded by Birch and passed by unanimous vote. The meeting adjourned at 10:11 A.M.

Respectfully submitted,
Mandy Kreitzer, Secretary
Operating Staff Council